



## City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Jerry Chong  
Acting Director, Finance  
**Re:** Additional Level Referrals

**Date:** March 30, 2006



**File:**

### Staff Recommendation

That Committee receive the attached report on additional levels for information.

Jerry Chong  
Acting Director, Finance  
(4064)

Att. 3

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b> 		
<b>REVIEWED BY TAG</b>	YES  <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES  <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## Staff Report

### Origin

At the Council meeting on January 24, 2006, City Council made the following referrals:

- a) *That staff review the 'Seniors Wellness Coordinator' position, and report to Council, through Committee, on the needs, etc., in relation to the position, and on whether a fulltime or part-time position was required; and*
- b) *That the funding set aside for the Emergency Response Team not be expended until the Community Safety Committee referrals relating to the Emergency Response Team, were reviewed by the Committee and approved.*
- c) *That staff report to the Community Safety Committee on the request for a Fire Prevention Officer, and the duties and expectations which would be required when inspections were undertaken.*
- d) *That staff report to the Parks, Recreation & Cultural Services Committee with a business case for the 'Curator – Art Gallery' position.*

Referrals (a) and (d) were brought forth to the February 28, 2006 Parks, Recreation & Cultural Services Committee, where it was subsequently referred back to Finance Committee. Referral (c) was brought forth to the March 14, 2006 Community Safety Committee for information.

### Analysis

Referrals (a), (c) and (d) are addressed in the attached reports. With regards to item (b), staff will ensure that no invoices for the Emergency Response Team will be paid until further advice from Committee.

### Financial Impact

None

### Conclusion

That Committee receive the report for information.



Jerry Chong  
Acting Director, Finance  
(4064)

JC:jc



## City of Richmond

## Report to Council

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**To:** Finance Committee  
**From:** Councillor Bill McNulty  
Chair, Parks, Recreation & Cultural Services  
Committee  
**Date:** March 8, 2006  
**File:** 11-7142-01/2006-Vol  
01  
**Re:** **BUSINESS CASE: ART GALLERY CURATOR**

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The Parks, Recreation & Cultural Services Committee, at its meeting held on Tuesday, February 28<sup>th</sup>, 2006, considered the attached report, and recommends as follows:

### Committee Recommendation

*That the report (dated January 31<sup>st</sup>, 2006, from the Director, Recreation & Cultural Services Committee), regarding a Business Case: Art Gallery Curator, be referred to the next meeting of the Finance Committee.*

Councillor Bill McNulty, Chair  
Parks, Recreation & Cultural Services Committee

Attach.

### VARIANCE

Please note that staff recommended the following:

That the report (dated January 31<sup>st</sup>, 2006, from the Director, Recreation & Cultural Services Committee), regarding a Business Case: Art Gallery Curator, be received for information.



## City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee  
**From:** Kate Sparrow  
Director, Recreation & Cultural Services  
**Re:** **Business Case: Art Gallery Curator**

*to Parks, Rec & Culture - Feb 28, 2006*  
**Date:** January 31, 2006

**File:** 11-7142-01/2006-Vol 01

*Xref: 03-0420-01*

### Staff Recommendation

That Council receive this report for information.

*K Sparrow*

Kate Sparrow  
Director, Recreation & Cultural Services  
(4129)

FOR ORIGINATING DIVISION USE ONLY					
<b>ROUTED TO:</b>		<b>CONCURRENCE</b>		<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets .....		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		<i>[Signature]</i>	
<b>REVIEWED BY TAG</b>		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## **Staff Report**

### **Origin**

At the Council meeting of January 24, 2006 City Council made the following referral:

*That staff report to the Parks, Recreation and Cultural Services Committee with a business case for the 'Curator – Art Gallery' position.*

This report outlines the business case for this additional level request.

### **Background**

The current position of Director/Curator of the Art Gallery has become unmanageable for one person.

In its formative years the Richmond Art Gallery (RAG) was largely volunteer driven and managed by a Director. Exhibitions were selected and hung by the Exhibition Committee, a group of volunteers under the direction of the Director. Gradually the curatorial mandate gained maturity and profile, and public and media interest expanded. The RAG came to be recognized as a gallery where emerging artists might find a foothold, mid-career and senior artists might receive acknowledgement of their achievements, and that collaboration with other institutions was possible.

As the gallery grew both in size and profile a Gallery Assistant and a Cultural Programmer were added. The Gallery Assistant is responsible for the administrative business of the art gallery. She arranges for transportation of exhibits; liaises with artists on administrative details; coordinates all promotional materials; manages budgets; prepares artists contracts and any insurance related issues; maintains databases of artists, galleries, media; coordinates all maintenance in the gallery; and assists with special events such as openings and volunteer recognition. The Cultural Programmer is responsible for the development, facilitation, promotion and documentation of educational programming including interactive area, artist talks, workshops, tours, studio visits, summer camps, didactic panels to accompany art work, openings; school partnerships and outreach; community outreach; supervision of staff and volunteers; and promotions of all programs.

In 1998, upon the retirement of the Director who also had responsibilities for the administration of the Cultural Centre, the position was modified to that of Director/Curator of the RAG and the administration of the Cultural Centre was reassigned. The past decade has seen an evolution in the Gallery's curatorial practice and growth in the exhibition publications. The curatorial side of the Director/Curator position took greater responsibility for the research and management of the shows and the Permanent Collection, while still continuing work with the Exhibition Committee and managing the Gateway Theatre and City Hall Galleria exhibitions. A part time Preparatory now works with the Exhibition Committee to install the shows, further contributing to the growing stature of the RAG.

The size of the exhibition space at the Richmond Art Gallery (it is a large exhibition space which can be programmed with up to four exhibitions running consecutively) and the increasing

qualitative improvement has necessitated a need for two positions. Similar public galleries the size and stature of the RAG typically have a Director which fulfills the following functions:

- manage the operation of the gallery;
- conduct fundraising, including grants and sponsorship research;
- work collaboratively with other city departments;
- oversee public relations and program publicity;
- work with the Board to set policy, conduct fundraising, manage governance and finance; and,
- supervise staff.

Additionally, a public gallery the size and stature of the RAG would have at least one Curator which fulfills the following functions:

- research, prepare and manage the exhibitions;
- liaise with artists and the arts community;
- work with a community advisory committee to review applications for exhibition and to establish the annual exhibition agenda;
- develop, coordinate and write essays for yearly publications and exhibition specific catalogues;
- work with the Cultural Programmer to evolve educational and audience development programs;
- manage the City's permanent art collection and to place artworks in public buildings; and,
- facilitate other outreach opportunities.

Operating funding from external sources such as the Canada Council for the Arts (Department of Canadian Heritage) and British Columbia Arts Council is essential to maintain the operation of the RAG at its current level. This funding is dependant upon maintaining the established quality of the exhibitions including the production of exhibition catalogues and related programming. The development production of these exhibitions and catalogues is dependant upon funding from other sources such as foundation grants, corporate and private sponsorship and donations. Maintaining the current program and all associated responsibilities has become larger than one Director/Curator position can reasonably handle.

## **Analysis**

### Decision Criteria

- Maintain current, ongoing funding and increase funding from external sources
- Maintain the high quality of professionally developed exhibitions and related programs
- Continue to provide quality outreach opportunities for local artists at the City Hall and Gateway Theatre
- Improve customer service
- Enhance the tourism potential resulting in indirect economic benefits to the community
- Maintain and utilize the City of Richmond's art collection in a professional manner

Options

1. Hire a full-time Curator
2. Hire a Curatorial Assistant
3. Hire a part-time Curator
4. Provide the Richmond Art Gallery Association with a grant to hire Guest Curators
5. Status Quo

Analysis of Options**1. Full-time Curator (recommended)**

Hiring a full-time curator meets all of the decision criteria listed above. It would allow the Director to spend more time on managing the gallery, working with the Board, and increase efforts in fundraising and raising the profile of the gallery through networking and publicity. The curator would take over the curatorial functions of the gallery spending more time working with artists and the arts community; producing exhibition catalogues and publications and managing the City's permanent collection. They would also manage the outreach exhibitions at City Hall and Gateway Theatre and collaborate with other groups on exhibitions such as the Finn Slough Exhibit (at the Cultural Centre) and the Gulf of Georgia Cannery exhibit. All these outcomes will enhance the tourism potential of the Gallery activities.

Financial –

Capital – Desk, computer, network drop etc.	\$10,000
Annual Operating	
– p.g. 24 (same as Museum Curator)	\$53,350
	<u>\$12,800</u> (fringe)
	\$66,150

**2. Curatorial Assistant**

The Richmond Art Gallery Association currently has a part time position of curatorial assistant funded by a short term, non-renewable grant from the Canadian Museum Association. This is a more junior, entry level position than a curator. The Director/Curator would continue to give artistic direction to the exhibition programming however, the curatorial assistant would carry out the curatorial functions under that direction freeing time for the Director/Curator to spend more time on the administration of the Gallery. The Assistant would manage the permanent collection and work with outside groups on exhibitions. The Director/Curator would still spend a part of her time setting curatorial direction, working with the Exhibition Committee, and providing supervision to the Assistant.

Financial –

Capital – Desk, computer, network drop etc.	\$10,000
Ongoing – p.g. 15	\$34,100
	<u>8,185</u> (fringe)
	\$42,285

### 3. Part-time Curator

Hiring a part-time Curator would meet some of the decision criteria laid out. A part time curator would allow the Director to spend more time managing the gallery, working with Board and increase efforts in fundraising and raising the profile of the gallery. The curator would take over much of the curatorial functions of the gallery and manage the outreach exhibitions at City Hall and Gateway Theatre. The permanent collection would still be managed by the Director.

#### Financial –

Capital – Desk, computer, network drop etc.	\$10,000
Ongoing – p.g. 24 (same as Museum Curator)	
(\$ 28.87 /hr x 56 hrs/pay period x 26)	\$42,035
	<u>\$10,090</u> (fringe)
	\$51,125

### 4. Provide the Richmond Art Gallery Association with a grant to hire Guest Curators

The gallery produces 15 to 24 exhibitions each year so the Director/Curator would still be responsible for a percentage of the shows in the gallery and all the outreach exhibitions. The Director/Curator would still make overall curatorial decisions and give curatorial direction as well as spend time hiring and managing the Guest Curators. Guest Curators will not become part of staff team and it would be difficult for the volunteer Exhibition Committee to work with rotating guest curators which change for each show. The Permanent Collection would remain under managed.

#### Financial –

Capital – Desk, computer, network drop etc.	\$10,000
Ongoing Grant – 10 exhibitions/year @\$5,000	\$50,000

### 5. Status Quo

No cost implications although staff will continue to have more work than one person can do in allotted work week. The permanent collection will continue to be under managed and under utilized.

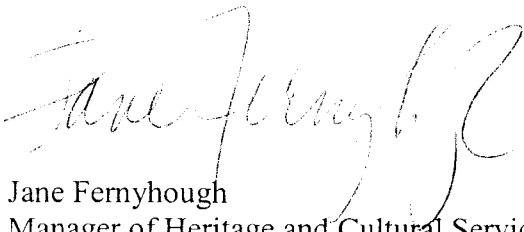
### Financial Impact

No financial impact at this time to the recommendation. During the 2006 budget process, Council asked for further information on a variety of additional level requests. If this Committee wishes to further pursue this item, staff suggest a referral to the Finance Committee occur so the item may be considered together with the other items.



## **Conclusion**

As the Richmond Art Gallery has matured and increased its profile in the community and the region the workload of the combined functions of director and curator has become more than one person can manage. Separating the two distinct functions will ensure that Richmond has an art gallery has the capacity to maintain and grow the quality and profile that the community can be proud of and that will attract visitors from the region and beyond.

A handwritten signature in cursive script, appearing to read "Jane Fernyhough".

Jane Fernyhough  
Manager of Heritage and Cultural Services  
(4288)



## City of Richmond

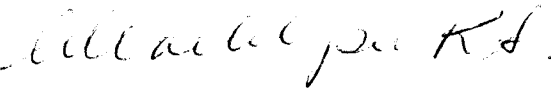
## Report to Committee

**To:** Finance Committee  
**From:** Kate Sparrow,  
Director, Recreation & Cultural Services  
**Re:** **Seniors Wellness Coordinator**

**Date:** March 29, 2006  
**File:** 11-7000-00/Vol 01

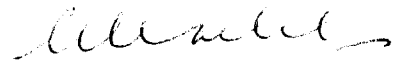
### Staff Recommendation

That this report be received for information.



Kate Sparrow  
Director, Recreation & Cultural Services  
(4129)

Attach. 1

FOR ORIGINATING DIVISION USE ONLY		
<b>CONCURRENCE OF GENERAL MANAGER</b> 		
<b>REVIEWED BY TAG</b>	YES	NO
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

## **Staff Report**

### **Origin**

At the January 24<sup>th</sup>, 2006 meeting of Richmond City Council the following referral was made:

Staff review the “Seniors Wellness Coordinator” position, and report to Council, through Committee, on the needs, etc., in relation to the position, and on whether a full-time or part-time position was required.

This report examines the needs for wellness services for seniors based on 20 hours per week and a regular full time (35 hours per week) position.

### **Analysis**

The City, through a series of grants to the Minoru Seniors Society, has been providing funding for a part-time Seniors Wellness Coordinator for approximately four years. The funding has supported 15 hours per week to develop wellness programming for seniors and to develop and coordinate the annual “Activate” Seniors Wellness Fair. During that time the demand for programs and services has grown and has expanded from Minoru Place Activity Centre into several of the community centres.

The seniors (over 65 years) population is increasing at a rate of 2% per year, almost double the population increase as a whole. The growing seniors population and the increased awareness of the health benefits of active living has established the demand for services beyond what could be accommodated by the grant funded position.

### **Level of Service- Part-time Position (Approved 206 Budget)**

The approved regular part-time position is for 20 hours per week and therefore will allow for some increase to the services currently being provided. Those services are as follows:

- Continue to develop Wellness Clinics at Community Centres: South Arm, Thompson, Steveston and Minoru Place Activity Centre.
- Provide education opportunities related to wellness and healthy living to seniors.
- Coordinate the volunteer nurses and practitioners who implement the clinics.
- Network and liaise with community organizations to provide expertise, information and support during the wellness clinics and to seniors at large. For example, Richmond Health Services is an active partner.
- Participate in community initiatives, committees and events geared to older adults. For example: Seniors Week, Falls Prevention Network and Seniors Advisory Committee.

These are important needs in the community and will be addressed by a part time position. There are, however, significant unmet healthy lifestyle needs for seniors that would not be addressed with a part time position. Outreach wellness services are needed for both isolated/frail seniors and for seniors for whom language or culture are a barrier.

### **Level of Service - Full-time Position**

The following describes the additional program services which would be provided and/or facilitated if the Seniors Wellness Coordinator position was made full-time.

#### **Outreach to Isolated / Frail Seniors in the Community**

- Working with Richmond Health Services and other agencies to identify under-served, hard to reach seniors. For example, people discharged from hospital, utilizing homecare services and needing specialized fitness/ lifestyle changing activities to improve mobility and independence.
- Older adults who are socially isolated due to declining health, chronic conditions or mental health issues. Network with community organizations to reach seniors at risk.
- Working with community organizations who have on-going programs for older adults: ie. meal services, churches, to support them in the maintenance or development of new services.

#### **Outreach to Ethnic Seniors and Organizations Serving this Population**

- Supporting older adults from ethnic communities to attend and use services provided for seniors. The demographics of Richmond are not reflected in the older adult participants at the Minoru Place Activity Centre or Community Centres.
- Providing education and information related to recreation, health and wellness, with sensitivity to cultural differences and values.
- Assisting ethnic seniors to learn about community resources and referring them to appropriate services.
- Assisting groups and organizations serving ethnic seniors by connecting them with government/ private agencies, to collaborate, use resources efficiently, and avoid duplication in the provision of healthy lifestyle services.

Minoru Seniors Society, an active partner in the provision of a broad range of services for senior services in Richmond, advocates for the increase in services that would be provided by a full time position and has provided a letter of support (Attachment 1).

## Financial Analysis

The costs for a full-time Senior Wellness Coordinator compared to the already approved part-time position are as follows:

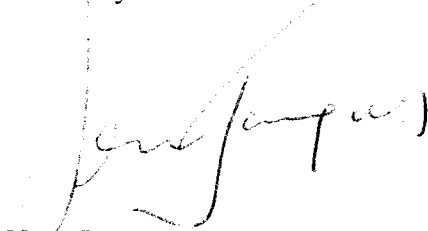
<b>Seniors Wellness Coordinator</b>	<b>Regular Full Time</b>	<b>Regular Part Time</b>
Hours	35	20
Wages	38,500	24,100
Fringe and Overhead	9,240	5,800
Total Salary Cost	47,740	29,100
Program Costs	7,000	3,000
Travel, supplies etc. (Outreach work)	1,000	
<b>Total Cost</b>	<b>55,740</b>	<b>32,900</b>
<b>Total Additional Cost</b>	<b>22,840</b>	

## Financial Impact

Approval of the Senior Wellness Coordinator position as Regular Full Time will result in an additional annual operating cost of \$22,840.

## Conclusion

By increasing the responsibilities of the Seniors Wellness Coordinator from part-time to full-time the City of Richmond can begin to address the healthy lifestyle issues of physically and culturally isolated seniors.



Vern Jacques  
Manager, Community Recreation Services  
(4158)

## Minoru Seniors' Society

January 31, 2006

Mayor and Councilors,  
City of Richmond  
6911 No. 3 Rd  
Richmond, B.C. V6Y 1R9

Dear Sirs and Madams:

At the Finance Committee's meeting of January 17, 2006 approval was given to fund the part-time position of Wellness Coordinator at the Minoru Activity Centre on an annual basis. During deliberation on the merits of funding this position the presentation made by Ms. Olive Bassett, chair of the Seniors Advisory Council, was taken into consideration. In her presentation Ms. Bassett highlighted the need for this position to be established as a full time permanent position, to take into consideration the city wide responsibilities planned to be assign this position. Accordingly, in addition to establishing the funding for this position on a permanent part-time position, staff was directed by the Finance Committee to review the need for this position to be upgraded to permanent full-time.

This letter, signed by members of the Board of Directors of the Minoru Seniors Society, is a request to all members of Richmond's City Council to support the upgrading of this position and to authorize the expenditure of the necessary funds.

Seniors represent a major segment of the present population of Richmond and are the fastest growing age group in the City. With the number of seniors taking advantage of the various programs being offered at each of the City's Community Centres it is impossible for the health and wellness needs to be met with a part-time position. The multi-cultural mix of the population of Richmond would be better served at the same time with the establishment of this position on a full-time basis.

This position would prove invaluable as a resource to individual seniors and all community senior groups. In addition, the City of Richmond would become a leader in B.C. in the development of senior health education strategies in the form of wellness workshops, wellness clinics, and community forums.

We the undersigned hope that you will give your support to upgrading this position.

Thank You

*Georgina Hamilton*  
*Dany White*  
*Al Martin*  
*Anne Skjerve*  
*A. B. Ranges*

*Ernie Watson*  
*Marie Gubay*  
*Jessie McLaughlin*  
*CT How*



## City of Richmond

## Report to Committee

To: Community Safety Committee

From: Geoff Lake  
Deputy Chief

Re: Additional Level Request - Fire Prevention Officer

*To Community Safety - Mar 14, 2006*  
Date: February 24, 2006

File: 03-0970-01

### Staff Recommendation

That the report titled "Additional Level Request – Fire Prevention Officer" be received for information.

*Geoff Lake*

Geoff Lake  
Deputy Chief  
(2734)

FOR ORIGINATING DIVISION USE ONLY		
CONCURRENCE OF GENERAL MANAGER (A. J. J.) <i>A. J. J.</i>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY CAO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## Staff Report

### Origin

During the 2006 budget process RFR staff submitted an additional level request to add one fire prevention officer to the existing complement. At the January 24<sup>th</sup> regular meeting of Council the matter was referred to staff to:

*“Report to the Community Safety Committee on the request for a Fire Prevention Officer, and the duties and expectations which would be required when inspections were undertaken”.*

The following report outlines the City’s responsibilities in the general area of Fire Prevention and specifically fire inspections and investigations that a Fire Prevention Officer would be assigned.

### Analysis

The current Fire Services Act requires the city to arrange for a “regular system of fire inspections” in buildings defined as “hotels” and “public buildings”. The Act does not specifically outline the frequency upon which these inspections are to be carried out, but rather puts the onus on the City to determine this matter. Historically, the RFR has fulfilled its obligation to inspect all buildings and investigate all fires as required within the Act, however the selection and frequency of said inspections has been somewhat random and inconsistent. These inconsistencies in frequency are due in part to factors such as exponential growth in the city’s building stock, the department’s need to re-assign Inspectors to more pressing duties, the lack of a modern records’ management system and no increase in the fire prevention staffing in the past 20 plus years.

In addition to inspections of existing businesses and buildings, the RFR is also required to provide inspection services for certain construction projects, business licences, above and underground tank installations, dangerous goods, requested fire safety inspections, requested comfort information for property purchases, public complaints, plans reviews, fire safety planning, fire evacuation planning and mock fire drills.

Currently, the total number of occupancy inspections RFR is required to perform on a regular basis is approximately 12,000. (This number does not include follow-up inspections to ensure compliance is reached.) Of this number, approximately 8,000 are considered lower risk or routine inspections and are assigned to the fire suppression crews as part of their daily responsibilities. The remaining 4,000 inspections are more technical in nature and require an appropriately trained and experienced Fire Prevention Office to conduct them. Of these 4,000, approximately 800 are public assembly buildings such as hotels, churches, schools, and theatres etc, which need to be inspected with more frequency than regular establishments.

Hourly time requirements to conduct these more technical inspections can range from 1 to 3 hours depending on the size and complexity of the building, the fire suppression systems involved and the number of safety infractions found. However, it is not uncommon for a fire inspector to spend 20 – 30 cumulative hours dealing with a single inspection when the business owner is in non-compliance and is not co-operative in correcting infractions.



The existing RFR – Fire Prevention Division consists of the following staff:

- 1 - Chief Fire Prevention Officer
- 2 – Fire Prevention Captains
- 5 – Fire prevention Officers

This staffing complement has been in place for approximately 20 plus years. The primary functions of these positions are as follows:

Chief Fire Prevention Officer – has overall responsibility for the division and work assignments. His duties include overall staff direction and leadership, setting policy, report writing, bylaw amendments, training staff, liaise with other agencies etc.

Fire Prevention Captain – each of these two positions has a primary function ( 1. Fire Investigator. 2. Plan Reviewer ) that take up a majority of their time. Their secondary roles include inspections.

Fire Prevention Officer (FPO) – the primary role of this position is inspections. Other secondary but unavoidable functions include: fire safety planning, fire evacuation planning, fire investigation, public education, displays and demonstrations, complaint follow-ups, general public inquiries etc.

If this position is approved, the additional Fire Prevention Officer will be tasked with inspections of hotels, community care facilities, theatres and public assembly buildings.

In addition to the increased inspection frequency we will be:

- evaluating existing fire and life safety risks in hotels.
- evaluating the capabilities and skills of hotel operators and supervisory staff.
- developing and presenting a hotel fire safety/training program to hotel operators and staff.
- assisting hotel operators and supervisory staff to develop and practice acceptable fire evacuation procedures.

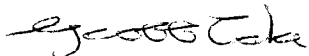
### **Financial Impact**

The annual cost of a Fire Prevention Officer is \$96,800 (which amounts to a 0.08% tax increase).

## Conclusion

The staffing levels in RFR's Fire Prevention Division have not increased since the mid 1980's. During this same time frame, the City of Richmond's building stock and requests for inspection and other related services has increased dramatically.

RFR's goal is to achieve an acceptable level of fire safety for the community and to provide a safe environment for building occupants by ensuring that occupancies meet or exceed the relevant fire safety legislation. An additional Fire Prevention Officer will assist us in achieving this goal.



Geoff Lake  
Deputy Chief  
(2734)

GL:gl