



To: Richmond City Council **Date:** June 6, 2006
From: Councillor Bill McNulty, Chair **File:** 01-0340-20-
Parks, Recreation and Cultural Services CSER1/2006-Vol 01
Committee
Re: **Feedback on the 2005 – 2015 Parks, Recreation and Cultural Services
Master Plan**

The Parks, Recreation and Cultural Services Committee, at its meeting held on Monday, June 5, 2006 considered the attached report, and recommends as follows:

Committee Recommendation (Cllr. Steves opposed to part 1 (e))

- (1) *That the 2005 – 2015 Parks, Recreation and Cultural Services Master Plan be adopted with the following amendments and recommendations:*
 - (a) *Incorporate an Analysis of Current Facilities into the Places and Spaces (Section 7.4) of the Master Plan.*
 - (b) *Develop a Facility Evaluation Framework for future facility development to assess how the City will make decisions regarding infrastructure investment and that this be added to Section 7.6 (Facilities and Amenities Recommendations).*
 - (c) *Reprioritize 2007-2011 Capital Priorities to include the Minoru Place Activity Centre (Section 7.4).*
 - (d) *Include a reference in the Facilities and Amenities Section (Section 7.4) that there are no plans to replace or eliminate Minoru Arenas in the next decade.*
 - (e) *When the Garden City Lands Master Planning process begins, bring forward the PRCs Master Plan facility and park priorities for consideration within that process.*
 - (f) *Incorporate the public feedback and consultation comments into Book 2 of the Master Plan (As outlined in Attachments 3, 4, and 5).*
 - (g) *Delete any reference to a field house on the Garden City Lands (Section 7.5.)*
 - (h) *Incorporate the results of the Museum Study into the Master Plan report.*
- (2) *That staff look at the Places and Spaces chapter of the Master Plan and undertake analysis of priorities and partnerships in relation to facilities and amenities (Section 7.4), and report back to Committee by December 1, 2006; and*

- (3) *That subject to the decisions on priorities and amenities in relation to facilities, and secondly the City Centre Amenity Study, that staff proceed with implementation of the Master Plan recommendations and report on the progress to Council once per year.*

Cllr. Bill McNulty, Chair
Parks, Recreation and Cultural Services Committee

Attach.

VARIANCE

Please note that staff recommended the following for Part (2):

- “2. That staff proceed with implementation of the Master Plan recommendations and report on the progress to Council once per year.”

Please also note that Committee added Parts (1)(g) and (h), and Part (3) as shown in the Committee recommendation.

Staff Report

Origin

At the regular Richmond City Council meeting of September 7, 2005, the following resolution was approved:

- (1) *That the Parks, Recreation & Cultural Services 2005-2015 Master Plan be received, and that staff seek public feedback on the proposed plan (attached to the report dated July 13th, 2005, from the General Manager, Parks, Recreation & Cultural Services) and report the feedback to Council in the Fall, 2005; and*
- (2) *That the Community Working Group be reconvened to review the Master Plan documentation.*

Staff were requested to provide information on the total value of the services provided by those volunteers attached to the twenty-one agencies or partners who deliver recreational services to the City (i.e. the number of volunteer hours x the minimum wage rate = value).

The purpose of this report is to address the above resolutions and requests. It will also include a review of the capital recommendations and outline proposed amendments to the draft report as a result of the consultation.

This report will not address the Minoru Park vision. A subsequent report will be brought forward on the feedback on the Minoru Vision and Guiding principles once the City has a better understanding of the direction of the Garden City Lands and the impact of any development on that site for parks, recreation and cultural services amenities.

Findings of Fact

The Parks, Recreation and Cultural Services Master Plan Public Feedback process was designed to increase awareness of the Master Plan and provide an opportunity for feedback from both the general public and key stakeholder groups. The consultation process addressed highlights of the Master Plan as well as Minoru Park Vision and encouraged questions and feedback on the information.

This approach to consultation gave local residents and community organizations an opportunity to provide input in a variety of ways.

Feedback Methodology

General Public Feedback consisted of:

- Four Open Houses (See Attachment 1). An extra effort was made to reach Richmond's large Asian community by holding two of the four open houses at Aberdeen Centre.
- A feedback form available electronically and in hard-copy
- Posting consultation information on the City website
<http://www.richmond.ca/parksrec/about/mandate/masterplan.htm>

The public was made aware of the opportunity to participate through advertisements in Richmond newspapers, a City News Release to media, direct mailing to key stakeholders who have participated in previous Master Plan consultations or who are listed on the Parks, Recreation and Cultural Services mailing list (125 individuals/groups) and invitations to meetings.

Information on the public consultation process and consultation materials was provided on the City website and City intranet.

Promotional Boards were posted at Steveston Community Centre, Minoru Aquatic Centre, South Arm Community Centre and Richmond Ice Centre.

Open Houses were held at the following locations:

Richmond City Hall

- Thursday, November 24th 12:00-8:00pm
- Friday, November 25th 9:00am-5:00pm

Aberdeen Mall

- Saturday, November 26th 11:00am-9:00pm
- Sunday, November 27th 11:00am-7:00pm

Information packages were distributed to Parks, Recreation and Cultural Services staff for information sharing with community residents (**Attachment 2**).

Community Organization Feedback consisted of:

- 16 meetings with various community groups and stakeholders

Workshops and meetings were held with the following stakeholders:

- Community Working Group
- Community Associations
- Sports Council
- Richmond Public Library Board
- Aquatics Services Board
- Minoru Seniors Society
- Richmond Art Gallery Association
- Richmond Museum Heritage Society
- Steveston Historical Society
- London Heritage Farm Society
- Britannia Heritage Society
- Britannia Advisory Board
- Richmond Nature Park Society
- Richmond Committee on Disability
- Gateway Theatre Society
- Richmond Arenas Community Association

Public Participation

Over 866 individuals participated in the PRCS Master Plan Feedback process. Of these, approximately 311 attended the Open Houses, 383 participated in meetings and workshops, and approximately 172 feedback forms were returned. There was an overall acceptance of the direction of the Master Plan and of the returned surveys 81% felt that the Master Plan will meet the communities needs over the next 10 years.

Analysis

The Master Plan is intended to be a guide for use by community organizations and the City on how the City of Richmond's parks, recreation and cultural services and its community partners contribute to the quality of life and provision of programs and services in Richmond. It also outlines priorities for the investment in places and spaces over the next 10 years. It is recognized that the level of interest and type of concerns related to the Master Plan varies between the general public and stakeholder groups. The information collected has been analyzed from both perspectives.

Open Houses and Survey

Feedback from the submitted surveys conveys overall acceptance of the direction of the Master Plan. The survey analysis shows that 81% of the survey respondents generally agree with the direction of the Master Plan and rated "very well" or "somewhat well" (excluding don't know and those with no response). Although the survey results were not statistically significant, they do provide information on the opinions of the interested citizens who took the time to complete the survey.

Respondents felt that the outcomes of the Master Plan were important and ranked the outcomes in this order of priority:

1. It is important to provide a diversity of experiences in the visual, performing and literary arts.
2. It is important to enhance learning opportunities, literary arts & access to information.
3. It is important to invest in products and services with a Wellness Focus.
4. It is important to enhance awareness of protecting and sustaining the environment.
5. It is important to create capacity for a broad array of special events and community activities.
6. It was important to plan for and promote post-games use of the Richmond Oval.
7. It is not as important to promote opportunities to visitors to Richmond.

Respondents indicated these priorities for recreation and cultural facility development (in order of priority):

1. Minoru Place Activity Centre Expansion
2. Richmond Oval and Waterfront Park
3. Performing and Visual Arts Centre
4. Britannia Heritage Shipyards
5. City Centre Community Centre and Park in the South City Centre
6. Aquatics Centre
7. City Centre Community Centre and Library in the North City Centre

Respondents prioritized the type of volunteer opportunities that were most appealing:

1. Arts & Culture
2. Festivals and Special Events
3. Committees and Boards
4. Sports Groups
5. Parks
6. Heritage

The Public also provided written comments as part of the Survey. (**Attachment 3**) Based on the feedback from the Open Houses and Survey, the general public agreed with the overall direction of the Master Plan.

Feedback from Community Organization Meetings and Workshops

Over 383 individuals attended 16 meetings and workshops to provide feedback on the Master Plan and in some cases to begin discussing with City staff how to move forward on implementation of the new directions. Attached to this report is the feedback summary from meetings and workshops with stakeholders (**Attachment 4**) and letters from Richmond Arenas Community Association, Richmond Minor Lacrosse, and Richmond Public Library. (**Attachment 5**). A number of themes emerged through these sessions:

- General support that the Master Plan is a good framework for long-term planning and to help the City and others work together towards a common goal.
- The Master Plan is a complex document and it was suggested that it would be helpful to provide some of the information in a simplified format as well as to have ongoing discussions about what it means to various stakeholders. It was agreed that as we move forward on the development of Service Plans and Policies, the philosophical information would become more tangible.
- Some of the stakeholder groups identified concerns over facility development and that their priorities were not outlined adequately in the Places and Spaces section of the Master Plan. The majority of groups who were not listed as priority for capital developments were concerned that their requests had not been considered. There was a sentiment that more analysis on the state of current facilities and future facility needs was required.
- Some organizations feel that it is important to revisit and develop new agreements as soon as possible.
- Feedback indicated that communication and the relationship between the City and Community Associations has improved; however, there is a strong desire to keep improving two-way communication. Strategies to do this were discussed and some are now being implemented.
- Participants suggested they would also like to receive ongoing information about major city initiatives such as the Richmond Oval, Garden City Lands, RAV and general planning in the community.
- Feedback identified the following as priorities for facility planning and development:
 - Minoru Place Activity Centre Expansion
 - Richmond Oval and Waterfront Park
 - Performing and Visual Arts Centre
 - Britannia Heritage Shipyards
 - City Centre Community Centre and Park in the South City Centre
 - Aquatics Centre
 - City Centre Community Centre and Library in the North City Centre

Community Working Group

Council directed staff to reconvene the Community Working Group to review the Master Plan documentation. The Community Working Group had been instrumental in establishing the direction and content of the Master Plan. Council adopted their report and the recommendations were to be incorporated in the Master Plan.

At the Community Working Group meeting, the CWG agreed with all of the recommendations as outlined in the Master Plan (**Attachment 6**) and that they reflected the work that was completed by the Community Working Group. The majority of participants suggested that communication and education is needed around the Master Plan. It was felt that ongoing communication as a result of the plan was important. Discussion focused on three areas of the Master Plan: Service Delivery, Resources, and Capital Priorities. The CWG suggested further work was required on capital priorities.

Recommended Amendments to the Draft Master Plan

In considering the feedback from stakeholders, the public and the Community Working Group, staff recommend the following amendments to the draft Master Plan:

Facilities and Amenities (Section 7.4)

1. Incorporate an Analysis of Current Facilities. (**Attachment 7**)

Staff again reviewed each of the City's recreation and cultural facilities looking at the following factors: size, location, year built and renovations, facility condition, retrofit costs, insurance value, market value, needs, lease expiry, square footage per resident and usage. This analysis identified when planning for facility renewal processes should begin. A summary of each facility is attached to this report. Staff recommend that this summary be included in the Master Plan under the Places and Spaces (section 7.4).

2. Develop a Facility Analysis Framework

In addition to the technical analysis above, when looking at planning for replacement or expansion of existing facilities or the development of new facilities, it is important to not only look at the age and condition of the facility, but factors such as service needs and issues, current usage and building capacity, demographics, operational costs and sustainability, etc.

The City is faced with a significant list of "wants" in the community and must plan in a responsible way to identify what the long term community facility needs are and what is the most sustainable way to address future needs. Staff recommend that an Evaluation Framework for future facility development be created to assess how the City will make decisions regarding infrastructure investment and that this be added to Section 7.6 (Facilities and Amenities Recommendations).

3. Recommended Five-Year Capital Programs Revisited

The feedback from the community consultation process identified the Minoru Place Activity Centre as being their top priority for facility development. Staff recommend that the Minoru

Place Activity Centre facility development be moved forward for consideration within the 2005-2010 Capital Priorities. If approved, the Capital Priorities outlined in Section 7.4 would now include:

- Minoru Place Activity Centre
- Britannia Heritage Shipyards
- Richmond Oval and Waterfront Park
- City Centre Community Centre and Park

4. Arenas

The Richmond Arenas Community Association (RACA) provided feedback to Committee with concerns regarding lack of clarity regarding the future of the Minoru Arenas facility. RACA requested assurances that the Richmond Oval's legacy design, that includes two international size ice rinks is in addition to the arena facilities in Richmond and not a replacement of the Minoru Arenas. At the April 10, 2006 Council meeting, the following resolution was approved by Council:

That the 2005-2015 PRCS Master Plan include a reference that there are no plans to replace or eliminate Minoru Arenas in the next decade.

5. Garden City Lands

The PRCS Master Plan process coincided with the City's acquisition of the Garden City Lands. 50% of this property will be dedicated as parkland.

The contract with the other partners (Canada and the Musqueam) outlines that a master planning process will occur to determine the land use and where on the quarter section the city parcels will be. To date the terms of reference on the Garden City Lands Master Plan process has not been completed.

Therefore a comprehensive city planning process will be needed for the Garden City Lands to determine how the parkland is to be developed and what public amenities should be located on these lands. Staff therefore recommend that the facility and park priorities as outlined in the PRCS Master Plan be considered in the Garden City Lands land and park planning. (if approved, this recommendation will be added to Section 7.6 – Places and Spaces Recommendations).

Community Consultation

Book 2 of the Master Plan incorporates a variety of important sections that support the recommendations of the Master Plan. Staff feel that the feedback on the draft should be included and recommend that the City incorporate the comments as outlined in **Attachments 3,4 and 5** from the community consultation into Book 2 of the Master Plan.

Response to Council's Request on the Value of Volunteer Contribution

The City has a long and proud tradition of working closely with volunteers and volunteer organizations for the planning and delivery of recreation and cultural services in Richmond.

Currently, there are varying methods of recording volunteer time in each of the partner organizations. There is currently no record keeping of the number of volunteers nor the volunteer hours contributed.

Attached is an estimate of volunteers and corresponding value in each of the partner organizations (**Attachment 8**).

As one of the priority action items in the Master Plan, work on the development of a Volunteer Strategy has already begun with Volunteer Richmond being contracted to lead the process. Volunteer Richmond is working with a broad based Steering Committee made up of volunteers representing various stakeholder groups and city staff. The strategy will address all issues related to volunteering in parks, recreation and cultural services as well as a database to support and track volunteers. This will enable an accurate tracking of volunteer hours. It is expected that recommendations on the Volunteer Strategy will be brought forward by mid-2006.

Master Plan Implementation

The next step is for Council to adopt the 2005-2015 Parks, Recreation and Cultural Services Master Plan as a framework to guide decision-making. Given this, staff and community partners will proceed with the direction on a strategic basis as resources allow, working collaboratively with the community.

The City has now secured funding and will be proceeding with the recommendation to assess the financial effectiveness of current operating models to benchmarks their efficiency and effectiveness.

The Master Plan includes 63 recommendations to be implemented over the period 2005-2015. (**Attachment 9**) Priorities for 2006 have been identified as follows and a number of these priorities are in progress:

- Policy Development (Access, Use, Pricing)
- Service Plans in the areas of:
 - a) Volunteers
 - b) Youth
 - c) Older Adults
 - d) Sports
 - e) Arts
 - f) Events (pending additional level funding approval)
- Service Agreements
- Community Leaders Forum
- Financial Analysis
- Heritage Strategy
- Relationship Building
- Improved 2 way communication
- Capital Development Planning
 - a) Garden City Lands
 - b) Richmond Oval and Waterfront Park
 - c) City Centre Community Centre and Park
 - d) Field Strategy
 - e) Waterfront Strategy
 - f) Parks and Open Space Strategy

The Master Plan is a policy document that includes philosophical, policy, capital development and financial recommendations from 2005 - 2015. It does not address long-term priorities beyond 2015. However, with the amendments, staff will have direction to commence planning for facilities within the 10-year window.

Should Council want to have further research and analysis completed on the proposed 10 year or beyond capital program for recreation and cultural facilities, additional resources will be required.

Currently, there are no internal resources available to complete this task outside of preparing an aging facility infrastructure update on lifecycle maintenance, replacement and general condition and a usage analysis of existing facilities.

Financial Impact

The financial impact of adopting the Master Plan will result in shifting resources according to the priorities; potential increased revenues from new Service Agreements and implementation of pricing policies; creating financial benchmarks from the financial analysis; improved financial reporting and increased financial accountability; alternative funding strategies for facility development and overall improved services and financial performance.

The City will be initiating the financial analysis of its Recreation and Cultural Services partners in May 2006. The purpose of this review is to establish benchmarks and establish a baseline for financial impacts of implementation. The results will be brought back to Committee upon completion.

Any financial impacts to capital and operating budgets will be incorporated into the City's annual budget process for consideration and approval.

Conclusion

The 2005 – 2015 Parks, Recreation and Cultural Services Master Plan has been a tremendous undertaking for the City, community stakeholders and the public. Over two years, more than 2200 citizens, 146 community groups and organizations, and over 65 opportunities for public involvement and feedback have occurred. The Master Plan includes 63 recommendations that have received support from the community.

The Master Plan focuses on three key outcome areas: To Live, To Connect, and To Grow. It proposes systemic change for how the City of Richmond's Parks, Recreation and Cultural Services and its community partners contribute to the quality of life in Richmond.

The Master Plan provides a framework for an integrated holistic approach to meeting community expectations and needs. Its success depends on service providers working inter-dependently and cooperatively to ensure that residents have access to appropriate and affordable opportunities. It outlines how PRCS will work with others in the quality-of-life sector to create and sustain a city in which individuals and families can live, connect and grow to their full potential.

The Master Plan builds on Richmond's tradition of community-based recreation and acknowledges the volunteer sector's valued role and contribution. It embraces the future to achieve the community vision and values, defines how we will work together to ensure an accountable, service-based approach with clear outcomes; and ensures programs and services that will deliver outcomes that meet community needs.

The City has an important role to play in providing leadership, expertise and resources and, in collaborating with community organizations, to ensure community needs are met.

April 19, 2006

- 10 -

There is overall public support for the direction of the Master Plan and a desire from our current partners and from the public to move ahead and commence with implementation of the plan.



Kate Sparrow
Director Recreation and Cultural Services
(4129)



Dave Semple
Director Parks
(3350)

Attachments (9)

**Feedback on the 2005 – 2015 Parks, Recreation and
Cultural Services Master Planning Committee
Attachment Summary**

Attachment 1	Open House Guide
Attachment 2	Frequently Asked Questions
Attachment 3	Comments on the Parks, Recreation and Cultural Services Master Plan
Attachment 4	Summary Feedback Process Results from Workshops and Meetings
Attachment 5	Letters from Richmond Arenas, Richmond Public Library, Richmond Lacrosse Association and Leslie Wilson, Chair of the Richmond Public Library Board
Attachment 6	Record of November 3, 2005 Community Working Group Meeting
Attachment 7	Current Facility Summary
Attachment 8	Estimated Annual Contribution Value of Volunteers
Attachment 9	Summary of Recommendations in the PRCS Master Plan



Parks, Recreation & Cultural Services A Master Plan for 2005-2015

Welcome!

live

connect

grow

The City, working together with many individuals and community organizations, has developed a Parks, Recreation and Cultural Services Master Plan **to improve the quality of life for individuals, families and the community in Richmond.**

Purpose of this Open House:

- To provide the highlights of the 2005-2015 Master Plan.
- To receive feedback on how well the Master Plan addresses the present and future needs of Richmond.
- To receive comments on the Minoru Park Vision.

Help Shape the Future:

Please review the boards and fill in the survey. Your feedback is important to us.



Background

live

connect

grow

Why?

Think about all of the parks, libraries, cultural and recreational opportunities, museums, trails, sports fields, aquatic centres and other facilities you use that are key to the quality of life you presently enjoy.

To ensure that current and future generations will continue to enjoy Richmond as *the most appealing, livable, and well-managed community in Canada*, it is important to have a comprehensive and strategic Master Plan.

Why Now?

A Changing Community

Richmond has changed and continues to change with remarkable speed and complexity. With this comes changing values and needs, while at the same time resources to maintain and manage the City are becoming stretched. The ability to understand and respond to changing values and needs in a financially sustainable manner is vital.

The Master Plan is intended to be

a strategic and directional resource that will guide policy development and decision-making. It is a comprehensive document to be used as a reference by all those involved in the delivery of parks, recreation and cultural services.



A plan to ensure that current and future generations continue to enjoy a great quality of life

Fast Facts

- 2005 Population 180,000
- 2021 Projected population 212,000
- 1/3 of population older than 55 years by 2015
- 60% are visible minorities vs 13% nationally
- 55% have a first language other than English or French
- 67% post-secondary education
- Richmond has the lowest smoking and obesity rates in the country
- Richmond has the longest life expectancy in Canada
- 2001 28% of housing was in highrises
- 2021 39% projected to be in highrises

The Plan

live

connect

grow

What you can expect

The Master Plan has been designed to enhance the quality of life for all residents. A successfully implemented plan means:

- Existing and future community needs will be met
- Customer service (open spaces, facilities and services) will be enhanced
- It will be financially sustainable
- A policy framework will be in place for accountable decision-making
- Community involvement will continue to be valued and encouraged
- There will be new and effective partnerships with others in the community

City Council adopted these goals as the **Guiding Principles** that are the foundation for the Master Plan.

What people want

A healthy and vibrant community. There are many aspects of living that contribute to individual well-being and community quality of life. Life is complex and while the needs of individuals vary, they generally fall within 3 umbrella themes - **Live. Connect. Grow.**

These themes create the common purpose for quality of life services in Richmond.

To live...

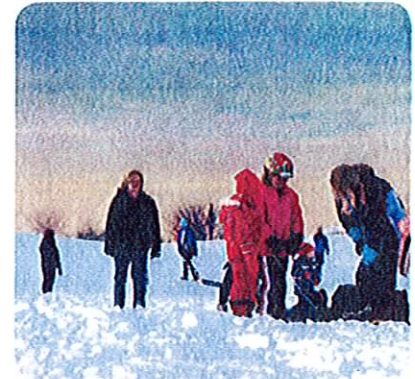
Focuses on the basic physical and spiritual needs of individuals and families who want to live healthy, happy lives.

To connect...

Addresses the need for an individual or family to fit within their physical environment, with the people around them and their community - a sense of belonging.

To grow...

Addresses the need to enhance skills beyond basic levels, to use discretionary time for fun and enjoyment and to be inspired and engaged in lifelong learning.



To Live.



To Connect.



To Grow.

How we do Business

live

connect

grow

Planning - A Service-based Approach

Traditionally, the City of Richmond primarily focused on a facility-based approach to recreation.

Though this approach served the community well in earlier years, to keep up with growth and changes, the City must shift to a broader focus that looks at city-wide needs.

With research and planning, the City, in partnership with others, will work to:

- Provide the broadest range of programs and opportunities that appeal across all cultures and age groups so that individuals and families can **Live.Connect.Grow.**
- Create a youth-friendly community by developing services that can effectively address a range of recreational, social and cultural needs of youth to develop life long skills.
- Provide services at neighbourhood, community-wide and regional levels.

The City will develop and adopt service plans in 12 key areas:

- Volunteerism
- Youth Services
- Sports
- Arts
- Heritage
- Special Events and Festivals
- Older Adult
- Environment & Nature
- Active Living & Wellness
- Childcare
- Community & Neighbourhood Building
- Community Recreation

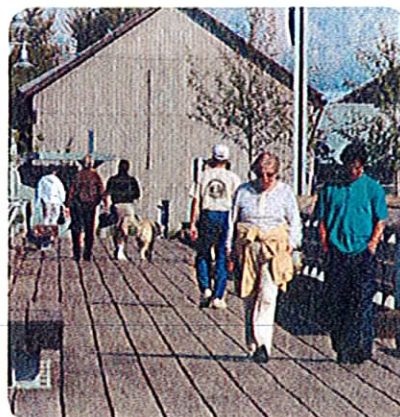
The City, the RCMP, Richmond School District, Vancouver Coastal Health and the Ministry of Children and Family Development have combined forces to champion the philosophy to make Richmond the best place in North America to raise children and youth.



Service Plan: Youth



Services Plan: Environment & Nature



Services Plan: Heritage

Experiencing the Plan

live

connect

grow

Programs and Services

In order to ensure the broadest range of programs and services are available to Richmond residents:

We will...

- Continue to invest in programs and services with a wellness focus that help individuals, families and neighbourhoods to stay physically active and socially connected.
- Enhance learning opportunities, literary arts and access to information.
- Create capacity for a broad variety of events, tournaments, filming and special community activities.
- Enhance awareness and understanding of the importance of protecting and sustaining the environment.
- Work with Tourism Richmond and sports, arts and heritage organizations to promote opportunities for visitors to Richmond.
- Provide a diversity of experiences in the visual, performing and literary arts throughout the community.
- Plan for and implement wellness, high-performance sport and community programs for post-Games use of the Richmond Oval.

As the community grows and becomes more diverse, there is a need to be more purposeful in providing services and activities that connect people to people at the local level and encourage people to get to know their neighbours.



A diversity of experiences are available in Richmond.



The City of Richmond will regularly assess market requirements, identify opportunities and work with other service providers to ensure that programs and services offered address community needs.

Places and Spaces

live

connect

grow

Major Capital Funding Priorities 2011-2015

Aquatic Centre

This new facility will replace the existing aquatic facility in Minoru Park which is nearing the end of its lifespan. The Aquatic Centre may be located on the Garden City Lands.

Minoru Place Activity Centre Expansion

This popular facility will be expanded to better meet the needs of active older adults.

City Centre Community Centre and Library Branch (North)

Located in the north City Centre area, this facility will be a combined community centre and Richmond Public Library branch.

Performing and Visual Arts Centre

This new facility will provide additional space for the performing and visual arts. It is planned to complement services at Gateway Theatre and the Richmond Cultural Centre.

Cultural and Heritage Facilities

Post 2010, the City will need to further investigate the demand for expanded cultural and heritage facilities in the Minoru precinct including the Richmond Museum, Richmond Art Gallery, Richmond Arts Centre and Richmond Public Library Main Branch.



Replacement of Minoru Aquatic Centre



Experiencing Literary Arts



Performing and Visual Arts Centre

The City Centre of Richmond will accommodate a major portion of the City's population and employment over the next two decades, parks and open spaces will be key to the community's quality of life.

Minoru Park Background

live

connect

grow

As part of the **Parks, Recreation and Cultural Services Master Plan** it was determined that a vision for the future of Minoru Park should be developed.

The Need to Revisit Minoru Park

1. The City Centre 'Green Necklace'

The City has adopted the concept of a 'green necklace' of parks around the perimeter of the Downtown District.

Three new parks are being added to the 'necklace':

- 21 acre Garden City Community Park
- Garden City Lands proposed park
- 2010 Richmond Oval and waterfront park along the Middle Arm.

Minoru Park no longer has to be 'all things to all people' as the only major green space in the City Centre for the last 50 years.

2. Higher Density Residential Developments/ Population Growth

As many as 60,000 people are projected to live in the City Centre. More proposed residential towers are underway adjacent to Minoru Park

For these new residents Minoru Park will become their local neighbourhood park.

3. Multiple Facilities and Aging Infrastructure

Many of the major civic facilities in the Minoru Precinct are now aging and will need to be replaced or expanded to keep up with growth.

With the acquisition of new park land in the Garden City Lands Precinct, there is an opportunity now to determine the appropriate placing of new facilities or uses in Minoru Park and whether aging facilities should be replaced or relocated.



Minoru Lakes



Each one of these parks will be unique and serve a different function and role within the City.



Higher density living



Aging infrastructure

Minoru Park Vision

live

connect

grow

The Vision

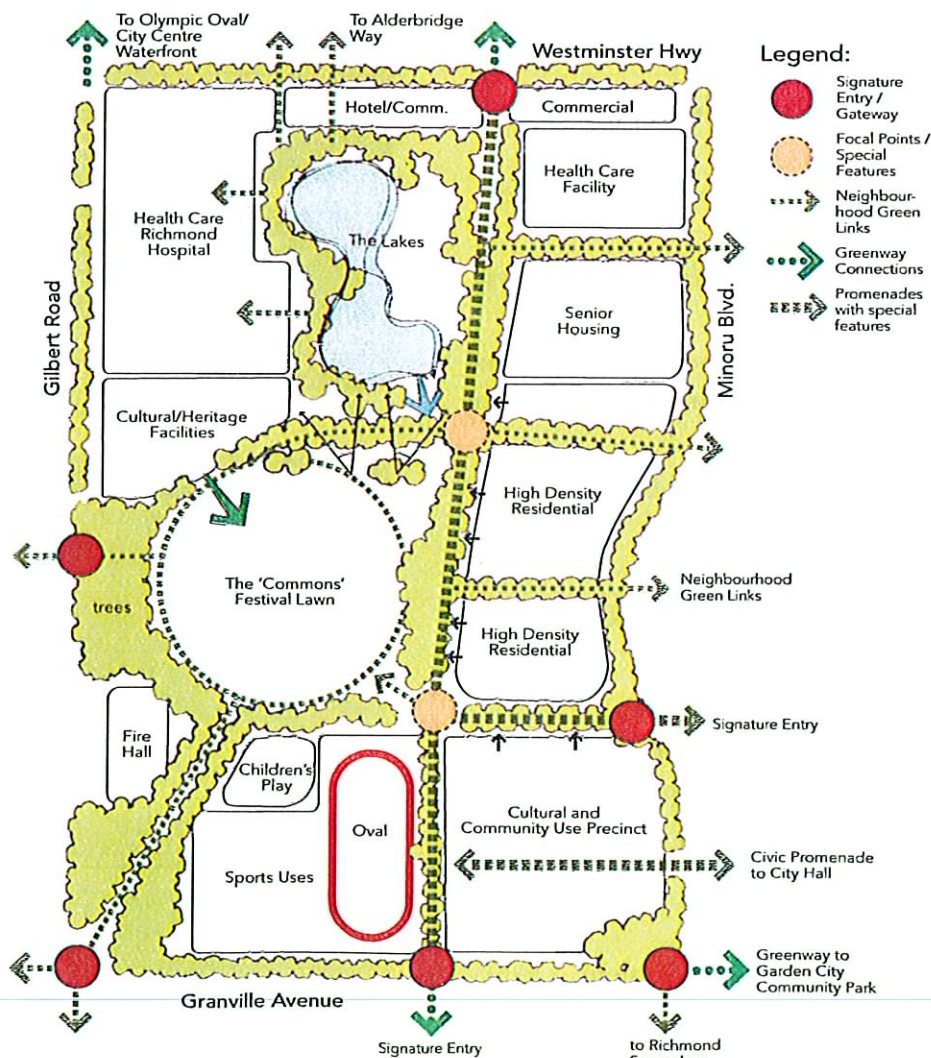
As part of this process, a vision statement has been developed that takes into consideration Minoru's history as a social gathering place for the community, the formal and mature landscape, and the many memories that people have of this park as well as the future needs of the City.

The Vision is:

"Minoru Park is a vibrant social and cultural gathering place - a signature civic green space that is the heart and soul of the City."

This is a long-term vision. Its implementation will be phased in over time as opportunities to relocate facilities in other City parks arise.

Minoru Park Development Framework



Legend:

- Signature Entry / Gateway
- Focal Points / Special Features
- Neighbourhood Green Links
- Greenway Connections
- ⋯ Promenades with special features



Vital City Centre green space



Unique cultural precinct



Neighbourhood Green Links



Festival Lawn - gathering area

Next Steps



In January 2006, feedback on the Parks, Recreation and Cultural Services 2005-2015 Master Plan and Minoru Park Vision will be presented to City Council with a recommendation to officially adopt the plans.

We value your input

We would like to hear your feedback on the Parks, Recreation and Cultural Services Master Plan and Minoru Park Vision. Please take a moment to complete the survey.

To view the complete Parks, Recreation and Cultural Services Master Plan 2005-2015 document, visit www.richmond.ca/prcsmasterplan

For more information about the PRCS Master Plan, please contact:

Kim Somerville, *Special Projects Coordinator*
Email: ksomerville@richmond.ca
Phone: 604.276.4107

For more information about the Minoru Park Vision, please contact:

Mike Redpath, *Manager, Parks - Programs, Planning and Design*
Email: mredpath@richmond.ca
Phone: 604.244.1208

Thank you for participating!

Examples of how to achieve the "To Connect" outcomes:

1. Promoting heritage and environmental stewardship.
2. Supporting and encouraging special events and festivals.

What is the timeline for implementing the Master Plan?

The 2005-2015 Master Plan will be implemented on a phased basis, reflecting need, capacity and opportunity. The Plan is broken down into key sections that include recommendations, desired outcomes for the 10-year plan, and initial actions that will be completed during the first 3 years of the plan. It will be a gradual process.

How will the Master Plan impact program and services?

In order to ensure that the broadest possible range of programs and services is available to Richmond residents and offered through a range of service providers, the City will play a leadership role in coordinating, facilitating and, where appropriate, providing programs and services.

This means that programs and services may be delivered by community organizations, agencies, or private sector providers, independent of the City, with the City, or by the City.

A number of philosophical and specific program outcomes need to be built into all aspects of program planning. These include:

- **An Asset Based Approach** – intentionally helping children and youth build resiliency in their lives.
- **20% More by 2010 - Increase Physical Activity in the Community** – To combat increasing trends of physical inactivity and obesity in the general population, providing more opportunities for physical activity, building awareness of the importance of being physically active and developing and showcasing role models will be built into activities, places and spaces and marketing within the City. (Ex. Getting Richmond Moving). In June 2005, the City officially accepted the provincial challenge to increase physical activity levels of its citizens and employees by 2010.
- **Cultural Harmony** – To achieve the Richmond Intercultural Advisory Committee's vision for Richmond to be "the most welcoming, inclusive and harmonious community in Canada", principles of inclusion, cooperation, collaboration, dynamism, integration and equity will be incorporated into all planning, decision-making and service delivery.
- **Literacy and Learning** – literacy is an essential cultural, social and academic concept that involves not only reading, writing and numeracy, but also abilities such as viewing and representing, aural literacy including language, music and listening skills, cultural literacy including media and social literacy and critical literacy including civic skills. The City, in conjunction with others will ensure that formal and informal learning opportunities are available including non-traditional venues for learning, information sharing and exchange and increased literacy in many areas.

The City will play a leadership role in developing service plans in a number of key areas:

- Active Living and Wellness
- Sports
- Arts
- Heritage

- Environment and Nature
- Special Events and Festival
- Community and Neighbourhood Building
- Community recreation
- Volunteerism
- Childcare
- Youth Services
- Older Adult Services
- Specific Geographic Areas – City Centre, East Richmond

Examples of Desired Outcomes:

- The City has implemented and renewed service plans every 3 years
- All programs and services provide annual service reports
- There is a broader and more coordinated range of services that better meet the needs of the changing community.

2005-2008 – 3 year Action Plans (sampling)

- Implement Service Plans in the key areas mentioned above.
- Develop training and strategies to incorporate an asset-based approach for children and youth in all programs & services.
- Integrate sport and cultural development with economic, tourism and community development.
- Create capacity for cultural and sport tourism e.g. festival events, sporting competitions.

How will the Master Plan impact Parks and open spaces?

Parks, open spaces, trails and facilities give people places and spaces to relax, reflect and be active with friends and neighbours. Developing and promoting these resources increases access to physical activity and social gathering opportunities for citizens.

The City of Richmond has a responsibility to ensure its places and spaces are well managed, this includes ensuring that they are well maintained, safe and made available for appropriate use in the community.

In order to maximize the benefits to the community of the parks & opens spaces as well as ensuring future generations will also realize the benefits, the City will take a leadership role in developing and implementing the following strategies:

Parks and Open Space Strategy
 Richmond 2010 Trails Strategy
 Urban Forest Strategy
 Natural Areas Strategy
 Civic Beautification
 Sports Field Strategy
 Waterfront Strategy
 Memorial Park Feasibility Strategy

Parkland Development and Acquisition Cost Charge Policy
City Centre Acquisition and Development Policy

The 5-year Parks Capital program is designed to support the development of new park and open space infrastructure, as well as the lifecycle replacements of assets within the parks and open space system.

Some examples of Major Parks Capital 2005 –2010 include:

- Garden City 21-acre community park development
- Steveston water park and vision plan implementation
- Richmond Memorial Garden Implementation
- Richmond High School artificial turf field
- King George Park Gathering Place

Examples of Desired Outcomes:

- Richmond will have attractive, connected, sustainable parks and open spaces.
- The City will have a Parks and Open Spaces Strategy to ensure that we have equitable distribution and access throughout the City.
- Richmond will have preserved cultural landscapes that help maintain connection with the past.

2005-2008 – 3 year Action Plans (sampling)

- Develop and implement the Minoru Park Strategy
- Develop a Parks and Open space Strategy
- Support the community-driven Outdoor Field Sport Strategy
- Implement recommendations of the Trails Strategy

How will the Master Plan impact facility developments?

Richmond's quality-of-life facilities and amenities are among British Columbia's best. Most are in the first half of their lifecycle, while some are nearing the end of their life. Others are heritage structures worthy of preserving and protecting.

Capital priorities: Years 2005 –2010

Britannia Heritage Shipyards - this important heritage landmark will continue to be restored as a regional attraction and community legacy.

Richmond Oval and Waterfront Park -- This signature, multi-purpose facility will be Richmond's premiere sports, wellness and event centre. It will be an international destination and community-gathering place; the Oval and surrounding Waterfront Park will be a catalyst for a vibrant new urban neighbourhood.

City Centre Community Centre and Park (South)– This multi-use facility will be one of two community centres required to meet the program and service expectations of Richmond residents living in the City's core.

Capital Priorities: Years 2011-2015

Aquatic Centre – This new aquatic centre will replace the existing facility in Minoru Park. The Minoru Aquatic Centre is an older facility nearing the end of its lifespan. This new facility may

be located on the Garden City Lands to ensure ready access for those living in the City's west and north sector.

Minoru Place Activity Centre Expansion – This popular facility will be expanded to better meet the needs of active older adults. The expansion of this facility is dependant on the new aquatic centre being developed away from Minoru Park.

Richmond Sports Tournament Centre – This new outdoor sports and tournament centre will be a venue for a range of outdoor turf and court sports to be located at the Garden City Lands. It is expected to include multiple artificial turf sports fields, spectator seating and a field house with spectator and user amenities.

City Centre Community Centre and Library (North) – Located in the north City Centre area, a combined community centre and Richmond Public Library branch, this facility will be an important learning and socializing place.

Performing and Visual Arts Centre - This new facility will provide additional space for City and regional residents active in the performing and visual arts.

Cultural and Heritage Facilities – Post 2010, the City needs to further investigate the demand and requirements for expanded cultural and heritage facilities in the Minoru Precinct including the Richmond Museum, Richmond Art Gallery, Richmond Arts Centre and Richmond Public Library main branch.

Garden City Lands:

The Garden City Lands provide a significant opportunity for the City of Richmond. Significant public consultation will take place to determine the use of this land.

On City land, the City of Richmond has the potential to develop the following public amenities:

- Community recreation facilities, aquatic facilities, trade and exhibition facilities, public safety and cultural facilities.
- Greenways connecting the Garden City Lands with major open spaces throughout the community to the Richmond Nature Park to the east.
- Neighbourhood park space integrated with future development on the site.
- Sports fields and facilities, artificial turf field and diamonds, stadium, field house, track and field facility and tennis facilities.

Richmond's City centre will accommodate a major portion of the City's population and employment over the next two decades. Direct community benefits associated with the development of the Garden City Lands include:

- Needed community facilities including community safety, recreation and cultural facilities in the central area of Richmond.
- Improved economic development.
- A more equitable distribution of publicly owned space within the City to better meet the needs of a rapidly growing population.

Examples of Desired Outcomes:

- The City will have a business model for foundational planning and development of all facilities and amenities.
- The 2005-2015 capital program is included in the City's 5-year capital budget.
- The Richmond Oval project is complete and is a sustainable operation.

2005-2008 – 3 year Action Plans (sampling)

- Complete planning for City Centre facilities and park space
- Develop Garden City Lands Facility and Park Plan
- In all space planning, include space for artistic expressions
- Initiate feasibility studies for recommended capital projects
- Forward facility priorities to be considered in the City's five-year Capital Program.

How will the Master Plan impact volunteerism?

Volunteerism is a fundamental part of parks, recreation and cultural services system in Richmond. Volunteering is one of the primary contributors to building a strong community. As the community changes, so must the structure of volunteer opportunities and the strategies used for volunteer development.

The City of Richmond is committed to working with the community to develop and nurture a Volunteer Management Strategy to ensure meaningful and varied opportunities and strengthen the volunteer system in the community.

Will any changes impact the public?

Regardless of what changes are made, the public will see little outward impact in the way civic facilities are operated, other than a greater array of program choices, as new partners, including volunteer, social and cultural groups, with greater access to civic facilities, reach segments of the population that haven't been engaged in our existing programming.

What is the Asset Based Approach?

Our goal is to build service capacities that can effectively address a range of recreational, social and cultural needs of youth. We believe that these experiences have the potential for developing life long skills for youth.

The **40 Developmental Assets** are concrete, common sense, positive experiences and qualities essential to affecting young people. These assets have the power to influence choices young people make and help them become caring, responsible adults.

External Assets are the positive experiences young people receive from the world around them. These 20 assets are about supporting and empowering young people, setting boundaries and expectations, and about positive and constructive use of their time.

Internal Assets are about positive values and identities, social competencies, and commitment to learning. The internal Developmental Assets will help these young people make thoughtful and positive choices and, in turn, be better prepared for situations in life that challenge their inner strength and confidence.

We foster healthy youth development through an intentional asset based model. To influence any of the 40 Development Assets we:

- Build relationships that are grounded in mentoring, role modelling and engaging youth.
- Create recreational, cultural and social experiences.
- Work with other agencies and community groups.

What is Getting Richmond Moving?

“Getting Richmond Moving” is an initiative that supports the City’s commitment to increase physical activity by 20 per cent by 2010 and is aimed at connecting individuals in the community to active living, building bridges to remove barriers to an active lifestyle and engaging individuals in the community to become healthy role models.

Where are the fine details of the Master Plan?

Specific or detailed questions around individual programs and services are difficult to answer at this time. As the Master plan receives public and council endorsement, staff will be developing the strategies and service plans that will start to answer more detailed questions.

Where do I get more information on the Master Plan?

The complete Master Plan document is available on the City website at www.richmond.ca/parksrec/about/mandate/masterplan



Summary Feedback Process Results From the Open Houses, November 2005 Parks, Recreation and Cultural Services Master Plan

Purpose

To summarize the public comments regarding what the public would like to see and the concerns which they raised in relation to the Parks, Recreation and Cultural Services Master Plan 2005-2015 adoption proposal.

General Written Comments

Comments on the Parks, Recreation and Cultural Services Master Plan	
<p>What people would like to see:</p> <p><u>General</u></p> <ul style="list-style-type: none"> ▪ Timely communications ▪ Accountability systems ▪ Action (process has taken too long) ▪ Master Plan summarized & published ▪ Map showing green space in Master Plan ▪ Britannia, London Farm and Steveston Museum getting equitable resources ▪ Budgets for proposed projects <p><u>Volunteerism</u></p> <ul style="list-style-type: none"> ▪ Volunteers continuing to run centres ▪ Continued communication between board members and city <p><u>Parks/Trails</u></p> <ul style="list-style-type: none"> ▪ Expanded dyke circuit system and increased bike paths ▪ Some park areas deemed as reserve green space ▪ Housing balanced with green space (not inc. sports fields) ▪ Make dyke road a recreation road. Relaxed and family safe <p><u>Sports</u></p> <ul style="list-style-type: none"> ▪ More indoor sports area ▪ Keep sports facilities as they are and increase focus on sports ▪ Improve the Aquatic Centre ▪ Oval to add to existing facilities rather than replacing <p><u>Arts, Culture & Heritage</u></p> <ul style="list-style-type: none"> ▪ Focus on Seniors and Arts ▪ Shorten timeline for building new museum complex ▪ Increase to include film festivals, literary events, etc ▪ Arts & Culture should be the city's priority ▪ A larger, more modern performing arts centre <p><u>Other</u></p> <ul style="list-style-type: none"> ▪ Increase the draw to boaters ▪ MOT lands developed as another Minoru plus hotel and convention centre. Like a mini Olympic Park ▪ To see the DFO lands remain as green as possible 	<p>Concerns:</p> <p><u>General</u></p> <ul style="list-style-type: none"> ▪ Will we require another Master Plan after 2010? ▪ Accessibility to Oval ▪ What about Shellmont? East of 4 Rd? ▪ How will it impact city & property taxes ▪ Who will cover the costs <p><u>Volunteerism</u></p> <ul style="list-style-type: none"> ▪ Role of Associations <p><u>Sports</u></p> <ul style="list-style-type: none"> ▪ Elimination of Sports facilities (keep as is) ▪ Moving of the Aquatic Centre ▪ Plan is vague – where will a sports facility be with large capacity to replace Minoru? ▪ There is no reference to ice facilities ▪ Where do bikes fit in? <p><u>55+</u></p> <ul style="list-style-type: none"> ▪ Do not wait 5 yrs to do something with the Seniors Centre <p><u>Arts & Culture</u></p> <ul style="list-style-type: none"> ▪ This area has been under funded - need to build legacy for our kids ▪ Gateway is too small to showcase large performing arts groups <p><u>Other</u></p> <ul style="list-style-type: none"> ▪ Protection of DFO, DND and RNP lands. Create an advisory committee to hear the public ▪ Stop giving permits to high rise development in the City Centre – traffic is too congested ▪ Does not address branch libraries to reflect their increased usage ▪ Upgrade Minoru buildings rather than torn down ▪ Lack of focus on Steveston area. Population has increased without plans to improve or expand community services

Feedback Survey Summarized Results

Participants who accessed the feedback survey were asked 8 questions, with 3 questions directly relating to the Minoru Park Vision. Most questions provided a number of options to choose from. The following summarizes the responses based on the majority of findings.

Note: The Minoru Park Report will be coming forward in February with more details on the Minoru Park Vision. Responses to Questions 7, 8 and 8a will be presented in the Minoru Park Report.

170 individuals participated in the survey:

1. *Where respondents reside by postal code*
 - On the west side of Richmond (west of No. 3 Road) 99%

2. *Respondents Age*
 - Between the ages of 40-59 years 47%
 - Over the age of 60 years 30%
 - Under the age of 40 years 23%

3. *Respondents agree that the Master Plan will meet community needs over the next 10 years?* 81%

4. *Number of respondents who identified the importance of possible outcomes.*

Listed in order of importance as per number of respondents.

 - Provide a diversity of experiences in the visual, performing and literary arts 111
 - Enhance learning opportunities, literary arts and access to information 108
 - Invest in products and services with a wellness focus 105
 - Enhance awareness of protecting and sustaining the environment 103
 - Create capacity for a broad array of special events and community activities 98
 - Plan for and promote post-games use of the Richmond Oval 97
 - Promote opportunities to visitors in Richmond 57

5. *Number of respondents who indicated the importance of capital project development in Richmond*

Listed in order of importance as per number of respondents.

 - Expansion of Minoru Place Activity Centre 94
 - Richmond Oval and Waterfront Park 90
 - A Performing and Visual Arts Centre 89
 - A new or refurbished Aquatic Centre 81
 - A community centre and library in City Centre North 79
 - Development in South City Centre Community Centre and Park 71
 - Preservation and restoration of Britannia Heritage Shipyard 68

6. Number of Respondents who commented on the appeal of certain Volunteer Opportunities

Arts & Culture	89
Festivals and Special Events	80
Committees and Boards	54
Sports Groups	42
Parks	29
Heritage	25

Conclusion

The results from the community feedback process showed that there is overall community commitment to move forward with the Parks, Recreation and Cultural Services Master Plan.



Summary Feedback Process Results From the Workshops and Meetings, November 2005 Parks, Recreation and Cultural Services Master Plan

Purpose

To summarize the stakeholder comments regarding the Parks, Recreation and Cultural Services Master Plan 2005-2015 adoption proposal.

Parks, Recreation and Cultural Services work in partnership with community organizations to provide a significant contribution to the quality of life in the city. To facilitate public participation, staff held workshops and meetings with 16 community groups to encourage feedback on the Master Plan. The following provides the significant findings from Parks, Recreation and Cultural Services key stakeholders.

Community Association Workshop

The Community Association Workshop was attended by 48 individuals, which included staff and board members. Participants were divided into their individual facilities where they took part in group discussions. The key themes that arose from the groups were:

- There needs to be a better understanding of the Master Plan
- Communication between the City and the non-profit groups is better than in the past however, there is a desire from the Associations/Societies to have more on-going communication from the City
- Building on improving the relationship between the City and the Associations, it was important to revisit and finalize agreements and to involve each other in joint planning sessions

Community Working Group

The Community Working Group agreed to the Master Plan Recommendations as worded in the Master Plan document. In a discussion about the Community Working Group's role in the future, it was decided that the group would provide assistance where needed and help facilitate the roll out of the Master Plan. There was some concern mentioned about missing a huge segment of our community with not having Richmond Chinese Cultural Society at the table however, during it was noted that during the feedback process there was extra effort placed in reaching the Asian population by advertising in one of the Asian dailies and scheduling two of the four open houses at Aberdeen Mall.

Aquatics Services Board

The Aquatics Services Board main concern was related to aquatics facility infrastructure in the Minoru precinct. The board noted that Minoru Aquatic Centre was reaching the end of its lifespan and there was a need for a new pool as noted in the 2001 Needs Assessment. Overall, the board was supportive of the Master Plan but noted that there were some limitations around resources. Responding to the survey

questions that related to outcomes, the group felt that Products & Services with a wellness focus were the most important and a new Aquatics Centre was the most important Capital Project.

Richmond Arenas Community Association

R.A.C.A.'s focus was arena facility infrastructure and lifecycle planning mainly in the Minoru precinct. R.A.C.A. wrote a letter and made a presentation at Parks, Recreation and Cultural Services Committee recommending that planning for Minoru Arenas and arenas generally be addressed. (**Attachment 5**) Richmond Lacrosse, which is also a member of R.A.C.A, also wrote a letter voicing their concerns with the future of Minoru Arenas. (**Attachment 5**)

Sports Council and Sports Groups

Representatives from 21 different sports groups attended the meeting with Sports Council. Similar to the discussion with the Community Associations, there were key themes that arose:

- There needs to be more communication and better understanding around the Master Plan
- It is important for the City and Sports Council to focus on relationships building and to involve each other in planning sessions.

Minoru Seniors Society

General comments from the meeting attendees were that they appreciated receiving ongoing communication from the City. They felt that the "working together" message in the Master Plan was very positive and that relationship building was important. There was some concern about the Minoru Park modifications and how it would affect Minoru Activity Centre. Health, transportation and housing issues, which affect seniors' participation in parks, recreation and cultural activities, were also mentioned. It was noted that these issues would be addressed in the Service Plan for Older Adults in 2006.

Richmond Public Library Board

The Library Board was generally supportive of the conceptual framework forming the foundation of the plan as it affects library services. The Board did have some questions about the Minoru precinct and City Centre, facility development as well as how the City can best work with the Library to put a planning place in process that meets the community's needs for library service. The Board wanted to know how the plan reflected their strategic plan for library services. A letter was written on behalf of the Library Board outlining their questions and concerns with the plan.

Other Organizations

Staff also met with the following organizations to review the Master Plan information. Members were encouraged to attend Open Houses and provide feedback.

- Richmond Art Gallery
- Richmond Museum Society
- Steveston Historical Society
- London Heritage Farm Society
- Britannia Heritage Society
- Britannia Advisory Board
- Nature Park Society
- Richmond Committee on Disability
- Gateway Theatre Society

RICHMOND *Arenas* COMMUNITY ASSOCIATION

RICHMOND ICE CENTRE
MINORU ARENA

14140 Tringale Road, Richmond, B.C. V6W 1B1
7551 Minoru Gate, Richmond, B.C. V6Y 1R8

Tel: 448-5355 Fax: 448-5399
Tel: 278-9704 Fax: 278-7357

November 23, 2005

City of Richmond
6911 No 3 Road
Richmond, B.C. V6Y 2C1

Attention: Parks, Recreation & Cultural Services Committee
Mr. Harold Steves, Chair

Dear Mr. Steves,

Re: Minoru Park Vision
Parks, Recreation & Cultural Services - Master Plan

The board of directors of the Richmond Arenas Community Association reviewed and discussed the new PRCS Master Plan (Minoru Park Vision) document circulated on November 10th and the draft of the complete plan dated July 2005 that is posted on the City's website. The Board has the following questions and comments:

1. The initial reports announcing the Olympic Oval project made several references to the oval being a replacement for the aging Minoru Arenas. As you can imagine, there was great concern by all those using arena facilities that the oval was being considered as a "replacement of" instead of an "addition to" the arena facilities in Richmond.

Since that initial report, City staff and politicians have assured the board that the oval project and Minoru are not linked. The oval facilities would become an additional asset and Minoru Arenas would continue to be utilized, pending additional long-term planning.
2. The Places and Spaces section of the new PRCS Master Plan document circulated on November 10th makes no reference to Minoru Arenas in the major capital funding priorities for 2011- 2015 nor in the major parks capital plan 2005 to 2010.

It would appear that nothing is being planned for Minoru Arenas and it would seem reasonable to think that the arena would continue in its current form and function. On the map of existing site conditions and opportunities, both the aquatic centre and the arenas are pictured. On the Minoru Park Vision diagram, the arenas are, mysteriously, not pictured.

If there are no plans for Minoru Arenas in the 2005 to 2015 period, then they should be pictured in the Park Vision. If the plan is to eliminate the arenas, then this fact should be mentioned in the body of the document.

Mr. Harold Steves
November 23, 2005
Page 2

3. In the facilities profile section in the book of attachments to the PRCS report on the website, there is a page about Arenas. On page B18, the following point is made: "Minoru Arenas built in 1965 and 1984 with upgrades in 2000; current replacement value \$11.5 million; \$600,000 in upgrades identified."

From this statement it is apparent that the arena is a valuable asset and that certain planning has been done. Why isn't this work acknowledged in the new document? Minoru Arenas are conspicuous by their absence in the new report.

4. There is an extreme need for additional arenas in the City of Richmond. The current facilities are full and are running at maximum capacity. The Board has just approved the Richmond Rockets Speed Skating Club to use Richmond Arenas for their short track speed skating program. We see tremendous potential that will build for the Olympics and is compatible with post Olympic plans for the oval. There is great excitement.

There is, however, a problem. They are requesting a modest three hours of ice per week. To provide them with this resource, we will have to compromise existing users. This could push a minor hockey team to a later time, cause an additional early morning practice or even bump an adult team entirely. It must be recognized that adults are paying approximately \$10 to \$12 per person for ice rental for the privilege of playing late night hockey. Teenagers on minor hockey teams are practicing till 11:30 at night and then getting to bed much later than that. Arena staff have prepared a report with more details about arena usage that is available upon request.

On behalf of all arena users, the Richmond Arenas Community Association would like to make a presentation to the Parks, Recreation and Cultural Services Committee as soon as possible. We would like to be heard before the PRCS report is presented to City Council. Our presentation would bring the committee up to date about our affairs, urge the committee to recommend amending the PRCS Master Plan report and Minoru Park Vision to include planning for Minoru arenas and arenas generally.

I look forward to receiving confirmation as to when we can make our presentation to Committee.

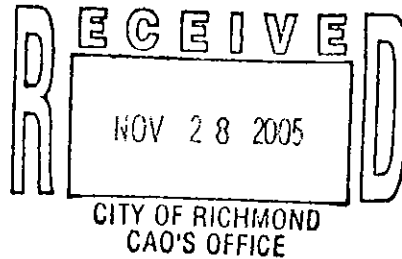
Sincerely,

Richmond Arenas Community Association



Frank Claassen, Chairman

cc: Mayor Malcolm Brodeur
All City Councilors



November 22, 2005

Cathy Carlile, General Manager
Parks, Recreation and Cultural Services
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

100 - 7700 Minoru Gate
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Tel: (604) 231-6422
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www.yourlibrary.ca

Dear Cathy,

At its October 26, 2005 meeting the Library Board had the opportunity to review and discuss the **Minoru Park Plan** and the Parks, Recreation and Cultural Services **Master Plan for 2005 – 2015**. In anticipation of your joining us at the November 30th meeting the Board asked me to send to you some notes from their discussion of these two reports.

Minoru Park Plan

The report makes clear that there will be extensive residential development in the immediate vicinity of the park in the near future. This has major implications for the Brighthouse Branch (Main) Library. The current renovation of Brighthouse is adding only 3,200 square feet of public space—all coming from existing staff spaces. The renovation is not designed to accommodate a major increase in population. The Brighthouse Branch has the dual function of serving the entire community as its main library, housing specialized collections and services, and being the local community branch for 60,000 residents in the downtown core. At 49,000 square feet Brighthouse is too small to perform both of these functions adequately. Substantial new library space must be built in the downtown core.

Now is the time to consider:

- Whether it is better to expand Brighthouse on the Minoru Park site or build a new main library on another site (perhaps Garden City lands?); and
- the location of an additional branch library to serve the needs of the downtown core.

PRCS Master Plan

The Library Board has reviewed the highlights of the Master Plan as it affects library services. The Board is supportive of the conceptual framework forming the foundation of the plan:

- The themes—To Live. To Connect. To Grow.—fit well into the Library's mandate and will promote co-operative efforts with other city organizations.
- The desire to ensure strong community involvement and a full range of volunteer opportunities is in parallel with the course the Library has set. The Library has already established a number of important co-operative relationships and sees the Master Plan as a vehicle to do even more in this area.
- The services and the markets that the Master Plan identifies as priorities are also high on the list of priorities for the Library Board. The Library looks forward to participating with other city organizations in providing a more comprehensive and coordinated means of meeting these community needs.

In the area of facility development, however, the Library Board feels the report is inadequate and fails to deliver a "master plan". There is no comprehensive plan for community facilities to which the Library Board can refer to in developing its own plans for service.

The Master Plan makes it very clear that there is tremendous change coming to Richmond in the short to medium term—the RAV line, the Olympic Oval, the Garden City lands and substantial population growth. A major increase in residential housing is expected for the City Centre from 2005 to 2010, but no library facilities are scheduled for this period.

In addition, the Master Plan is silent on Steveston, Terra Nova, and Hamilton. It recognizes that East Richmond needs a permanent library facility but gives no indication of when or the nature of this facility.

The Library Board is looking for a planning process in which it can participate to ensure its needs are known, reasonable cost estimates are put forward and a tentative timeline established. It had hoped that the Master Plan would provide these and is disappointed that it does not.

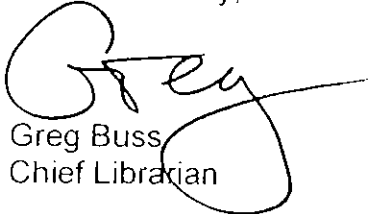
The Library Board is also concerned that with the growth that is happening in the near future there may well be development opportunities for library facilities that will be lost unless clearer indication is given of library needs.

Richmond Public Library Needs

The Library Board has been working on developing a needs document that clearly identifies library development needs up to 2021. I am enclosing a copy for your review. As you will see the Library is currently dramatically short of both space and collections for our existing population base. When the needs of a growing population are factored in it is essential that concrete plans be put in place to ensure adequate library service.

The Library Board looks forward to meeting with you on Wednesday, November 30th to share their reaction to the recent planning reports, hear your perspective on future library developments and to work with you to develop a strategy on how best we can work with the City to put in place a planning process that meets the community's needs for library service.

Yours sincerely,



Greg Buss
Chief Librarian



November 25, 2005

Mr. Vern Jacques
Manager Community Recreation Services
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Sir,

Richmond Lacrosse Association is concerned with the "Minoru Park Vision" of the Parks, Recreation & Cultural Services A Master Plan. Upon reviewing the document, it came to our attention that the future of the Minoru Arenas is not clear.

The Minoru Park Context "Existing Site Conditions and Opportunities" shows the existing arenas complex; the (proposed) Minoru Park Development Framework shows "Cultural and Community Use Precinct" where the arenas currently exist without the arenas being defined. Nowhere in the document is there any discussion of the future of the Minoru Arenas complex or a proposed replacement facility as is shown for the Aquatic Centre, or the continued investigation of the future of the Museum, Art Gallery, Arts Centre and the Richmond Public Library.

The Richmond Arenas Community Association has also advised us that there is no apparent linkage between the future of Minoru Arenas and any post 2010 heritage usage of the Olympic Oval facility. Being as the Minoru Arenas is the exclusive facility for Richmond Lacrosse, this lack of clarity is of great concern for our members. We respectfully request that the approval of this plan be suspended until such time as the future of the Minoru Arenas facility is more clearly defined or potential replacement facility is confirmed.

Sincerely,

Richmond Lacrosse Association

Terry Rolfe, President

Copied & distributed
to all.
Date: April 11/06
Initials: VMlp

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CITY CLERK'S OFFICE



Richmond
Public Library

April 5, 2006

cc: Cathy V. Carile

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APR 7 2006

Mayor and Council
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Dear Mayor and Council,

RE: FEEDBACK ON PLANNING REPORTS AND PLANNING OF LIBRARY SERVICES

It was a pleasure to see many of you at the recent Brighthouse Grand Re-Opening Celebration to share the library's success and to receive our thanks for your ongoing support. The library is well recognized as a vital community resource and the Library Board wants to ensure that its progress continues. There are a number of city planning initiatives underway or about to start that need to take into consideration library services. The Library Board sees a need to work more closely with City Council and City staff on the planning of library services. The Board is not only concerned with the need to develop new facilities to serve future populations, it is equally concerned that the existing population is under served—both in terms of space and collections.

The attached document, **Richmond Public Library Needs**, shows how library development has not kept pace with population growth. Richmond residents currently have only 50% of the library space and 65% of the collections they need. When the needs of a growing population are factored in, the need for a more comprehensive planning process is clear.

The Board has reviewed both the **Minoru Park Plan** and the **Master Plan for 2005-2015** and does not feel library needs have been accounted for adequately

Minoru Park Plan

The extensive residential development in the immediate vicinity of Minoru Park has major implications for the Brighthouse Branch (Main) Library. The renovation of Brighthouse was not designed to accommodate a major increase in population. The Brighthouse Branch has the dual function of serving the entire community as its main resource library and being the community branch for residents in City



0155-04

Centre. At 49,000 square feet Brighthouse is too small to perform both of these functions. Substantial new library space must be built in City Centre

The Library Board believes planning needs to begin on:

- Whether it is better to expand Brighthouse on the Minoru Park site or build a new main library on another site, and
- The location and size of an additional branch library to serve the needs of City Centre.

Master Plan for 2005-2015

The Library Board is supportive of the conceptual framework forming the foundation of the Master Plan. However, in the area of facility development the report is inadequate and fails to deliver.

For example, the Master Plan makes it clear that there will be a major increase in population in City Centre from 2005 to 2010, but no library facilities are scheduled for this period. In addition, the Master Plan is silent on Steveston, Terra Nova, and Hamilton. It recognizes that East Richmond needs a permanent library facility but gives no indication of when or the nature of this facility.

Requests to Council

The Library Board wants to ensure that the City's planning process takes into account the needs of existing and future library users and that City planners have the necessary information and background from the library.

One of the major concerns of the Library Board is that there may be unique opportunities to work with developers or other agencies to build innovative branch services—just as we did with the Ironwood branch—at significant savings. In order to take advantage of such situations, however, there needs to be a better understanding of library needs on the part of key City planners and development opportunities on the part of the Library Board.


In order to help address the planning gap the Library Board respectfully requests that:

1. The Library Board meet with City planning staff in order to exchange information and to ensure the Library Board is aware of major planning developments and that the planners are aware of library needs.
2. The Library participate actively in the City Centre Planning process.

3. The Library Board meet with the Parks and Recreation Committee of Council in order to present our concerns and discuss them directly with members of Council. (A date of May 24th has been requested)
4. The **Richmond Public Library Needs** document and our Strategic Plan be inserted into Book 2 of the Master Plan to ensure this information is available and considered in the planning process

The Library Board looks forward to working with you to develop a strategy on how best we can put in place a planning process that meets the community's needs for library service.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Leslie Wilson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Leslie Wilson, Chair
Richmond Public Library Board

RICHMOND PUBLIC LIBRARY NEEDS March 2006

BUILDING SPACE REQUIREMENTS

Currently, all Richmond Public Library branches are significantly undersized for the population and services they must support. Other libraries in Canada of Richmond's caliber average .80 square feet per capita. While Richmond has a higher circulation per capita and a higher number of registered borrowers compared to these libraries, it only has .39 square feet per capita—less than half as much.

The table below shows the expansion required to existing branches as well as a new branch to meet the needs of the projected population of 212,000 in the year 2021.

Location	2006 Existing Space (sq ft)	Current Shortfall (sq ft)	2021 Additional Req'd (sq ft)	Total Additional Space Req'd (sq ft)
Brighthouse (Main) Branch	49,352	20,248		20,248
Ironwood Branch	11,775	13,225		13,225
Cambie Branch	4,712	20,288		20,288
Steveston Branch	3,919	21,081		21,081
New City Centre Branch			25,000	25,000
Total	69,758	74,842	25,000	99,842

With the completion of its renovation, Brighthouse (Main) Branch is the only branch offering the full range of library services that residents expect and ask for. While meeting today's needs, it will soon fall short with the projected increase in population around the immediate vicinity.

The other three existing branches are seriously undersized, with Steveston and Cambie being the most limited. Neither of these branches is able to offer some basic library services: quiet study space, meeting rooms and computer learning centres. Other services, such as general seating, computer workstations, space for collections and programming space are woefully inadequate for the population served.

The optimum size for a branch library is 25,000 square feet—not only to ensure good service levels, but also to ensure cost efficiencies in operating. Several small branches are considerably more expensive to operate and offer less service than one, well-located full service branch.

COLLECTION REQUIREMENTS

Collections are also seriously undersized. Library standards are for 3 books per capita and 0.75 Audio/Video items per capita. Our current collection is only 65% of the size it should be according to normal library standards. When you take into consideration that Richmond residents are the heaviest borrowers of library materials among comparable libraries across Canada, this gap is even more serious.

The table below shows the collection growth that is required to meet today's population as well as that of 2021.

Collection	2005 Existing Collection	Current Shortfall	2021 Additional Requirements	Total Additional Items Required
Books	396,730	136,520	102,750	239,270
Audio/Video	36,670	95,642	25,688	122,330
Total	433,400	233,162	128,438	361,600

The Brighthouse renovation with its improved customer service model has resulted in a 25% increase in circulation compared to the first quarter in 2005. Circulation across all branches has increased by 22.5% during this same time period. These numbers are not sustainable without increased facilities and collections.



City of Richmond

Record of Meeting

PARKS, RECREATION AND CULTURAL SERVICES
COMMUNITY WORKING GROUP
FEEDBACK ON THE PRCS MASTER PLAN

Held Thursday, November 3, 2005, 5:30 p.m.
Richmond City Hall

Attendance:

Danielle Aldcorn
Olive Bassett
Nicky Byres
Julie Halfknights
Shawkat Hasan
Jim Lamond

Michael McCoy (left at 7pm)
Sharon Meredith
Linda Shirley
Harold Steves
Jim Tanaka
Kuo Wong

Regrets:

Bob Ransford
Greg Robertson
Bill McNulty

Vincent Miele
Joann Wong Bittle

Assembly & Dinner

The group assembled at 5:30pm in the Heron Café for dinner. The meeting began at 5:50pm.

Cathy Volkering Carlile welcomed the Community Working Group and staff to the meeting; intros were made around the table.

Don Fennell, Sports Editor for the Richmond Review attended the meeting with no objections from the CWG.

CVC began the meeting by showing an overview PowerPoint presentation of the Parks, Recreation & Cultural Services Master Plan.

Feedback Communications Plan

Over the next 4-5 weeks there will be various vehicles to acquire the feedback:

- Open Houses – Nov 24-25 at City Hall; Nov 26-27 at the Aberdeen Mall
- Posters to promote Open Houses
- Mini Displays to promote Open Houses at South Arm, Cambie, Minoru Aquatic Centre, Steveston, Richmond Ice Arenas beginning November 19.
- Letters of invitation to attend Open House mailed out to Community Leaders, Sports Groups, and Community Organizations.
- Open House board displays on website
- Surveys – will be at Open Houses plus available on website

- Meetings scheduled for staff to meet with various stakeholders/partners including RACA, Minoru Seniors, Library Board, Aquatics, Sports, Museums, Nature Park, Art Gallery, etc.
- Workshop with Community Centre Boards

Some of the group had concerns that we are not getting feedback from some segments of the Richmond population. It was suggested that staff take the Open House Boards out to where people congregate such as the arena lobbies and community centers.

It was also suggested that staff create a handout that is a condensed version of the Master Plan that highlights the strengths.

Staff Reports

Dave Semple reported on the meeting with Sports Council. The sport groups wants more time to read the Master Plan before providing feedback but they do want to participate and collaborate. They would also like to see the City hold sessions twice a year.

Kate Sparrow reported on the Community Centres Workshop on October 27th. The workshop focused on the City and community organizations working together in a common direction.

Group Discussion Points

- Volunteer Richmond, with a steering committee of representatives from various groups, is contracted to develop a Volunteer Strategy.
- There was discussion on the process the City used when determining the Places and Spaces in the Master Plan. CVC explained that the City looked at the demographics and needs, as expressed in the Needs Assessment, plus the growth, demands and restraints on spaces, as well as who has space and who doesn't. CVC also explained that priorities can change when opportunities arise or with the will of Council.
- There was discussion on testing the model on a prototype to see how the model works and where it may need refining.

Coffee Break 7:15pm – 7:30pm

Master Plan Recommendations

After the break, CVC walked the group through the Master Plan Recommendations, section by section, to see if they agree or disagree that they reflect the Community Working Group's recommendations.

- 2.0 – Vision, Community Values and Well-Being Outcomes – all agreed
- 3.0 – Relationship Based Approach – all agreed
- 4.0 - Being Accountable – all agreed
- 5.0 - Service Based Approach – all agreed
- 6.0 - Programs and Services – all agreed
- 7.0 – Parks and Open Spaces / Facilities and Amenities – all agreed
- 8.0 - Financial – all agreed

2006 Priorities for Parks, Recreation & Cultural Services Division

Dave Semple ran through the 2006 priorities highlights:

- Development of Service Plans:
 - Volunteer Strategy; Youth; Older Adults; Heritage; Arts; Events; Sports
- Policy Development
- Service Agreements
- Corporate Initiatives: RAV; Garden City Lands; Oval

CWG Role When Rolling out the Master Plan

CVC asked the group what they thought was their role to assist and facilitate the rolling of the Master Plan. Some of the suggestions were:

- Community Associations can make connections with other groups and explain the report in layman's terms.
- Have an annual meeting
- It is everyone's responsibility
- Staff should start working on service agreements, and then we meet again in a year to see if we need to make changes in the program.

Final Discussion Points

- Discussion on the difficulty in taking the Master Plan to some groups when it is all literature with no examples. Once the implementation begins it will be easier to take back to these groups. Promote all successes.
- There was some concern on missing a huge section of our community with the Richmond Chinese Community Society not at the table and that the information is not getting out to that segment of the community.
- Harold Steves responded to the concern regarding the immigrant community. He comments that it has taken 10 years for that community to get adjusted but he has seen a shift in the last year. For example the Chinese newspapers reporters are a younger generation and they are helping the older generation in adapting.

CVC thanked the CWG for their time and efforts. The meeting ended with a roundtable giving each of the Community Working Group members a chance to have share their last impressions.

Meeting adjourned 8:30pm.

Parks Recreation and Cultural Services Master Plan Current Facility Summary

The following is a summary of current park, recreation and cultural facilities. A technical assessment has been done based on demographics, facility condition, lease expiry, age and renovations. This appendix summarizes each facility and suggests when planning for replacement or renewal should commence. This is not meant to recommend inclusion into the capital plan but recommends when the City should start a planning process assessing the future needs of the facility over the next 10 years.

Brighthouse Library

Built in 1992 in conjunction with the Cultural Centre this facility has undergone major renovations in the past year to help it better meet the current community needs. However, the rapidly increasing population in City Centre means a new facility will be required to fully meet the areas needs into the future. The condition of the current building is fair and with ongoing lifecycle maintenance, planning for renewal or replacement need not occur until after 2015.

Britannia Heritage Shipyards

Ongoing preservation and restoration is required to maintain this historic site which contains fourteen buildings ranging from 110 – 125 years old. Current use of the facility includes community programming, tourism and ship restoration. A capital funding program has commenced as per the Britannia Business Plan and Historic Zone Development Plan with preservation and restoration of the main buildings expected to be complete by 2009. A longer-term plan also exists for other facilities such as the First Nations Bunkhouse to be preserved and restored after 2010.

Cambie Community Centre

Built in 1995, this relatively new 28,729 square foot facility requires regular maintenance to ensure ongoing sustainability. The Centre is used for a range of programming including drop-in fitness, scheduled recreation programs and child care. With its physical connection to Cambie School, space is available for expanded programming when required. The Cambie Community Centre serves the residents of the East Cambie, West Cambie and East Richmond neighbourhoods well. As significant residential growth is not expected in these areas, the space available is expected to continue to meet the community needs. Planning for the renewal or replacement of this facility should begin after 2015.

Cambie Library

This new (2003) 5000 square foot library was developed as a five-year temporary service until a permanent solution in the area was determined. While the building is in good physical condition the needs of the community are not adequately being met by its capacity and planning for a larger library should begin no later than 2008.

Cultural Centre (including Art Gallery, Arts Centre, Archives, Museum)

Built in 1992 this 98,000 square foot building includes the Brighthouse Library. It also houses the Archives, Art Gallery, Arts Centre & Museum as well as a lecture hall and support services for the functions in the building. Minor renovations have taken place and maintenance keeps the building functioning. There are some renovations such as an expanded stage in the lecture hall that would make the facility more usable for community performing arts including dance. As the community has grown so have the demands for the services provided. All four areas are in need of expanded spaces to maintain operations. Planning should commence for this after 2010.

On April 10th 2006, Council endorsed the following resolution:

“That the proposal to examine the Steveston waterfront for a site for a museum, be endorsed; and also, that consideration be given to the type of building which could be used for a museum building.”

A process to review the Museum status will commence in the Spring of 2006.

East Richmond Community Hall

This well-used 7000 square foot hall adds significantly to the inventory of space available to neighbourhood residents. Built in 1927 with renovations in 1978 and 1988, this facility is near or at the end of its useful life. However, given the lack of expected residential growth in the area it serves, ongoing preventative maintenance could allow the facility to continue to be used with planning for renewal or replacement beginning in 2010. If replacement is considered, co-locating this facility at the community centre should be considered.

Gateway Theatre

This 22 year old facility remains in fair to good condition, given the recent capital investments. However, need for additional and diverse performing arts space has grown. The 2001 Parks, Recreation & Culture Needs Assessment identified the need for expanded capacity as space has remained constant while demand has grown. Planning for expansion should begin in 2009. In the meantime, a lifecycle maintenance plan is required to ensure the Theatre remains a viable performing arts venue.

Hamilton Community Centre

Space is at a premium in this 2800 square foot facility with prime time use fully maximized and other times busy with conflicting needs between children, adults and seniors. However, adjacency to the community school allows for sharing of gymnasium and other space and better coordination of this asset might relieve some of the space pressures. Built in 1995 and expanded in 2001, this facility is in good condition. However, the expected population growth in the area means that space will continue to be an issue. Planning for additional community space or facility expansion should begin after 2010. Planning for renewal or replacement of the current facility need not begin until after 2015.

Ironwood Branch Library

Built in 1998, this 11,795 square foot facility is in good condition and meets current community needs. Ongoing preventative maintenance will ensure planning for renewal or replacement need not commence until well into the future.

Lang Community Centre

This 3200 square foot facility is fully maximized in terms of use. While the nine year old facility is in good condition, its size does not meet the current or emerging needs of the City Centre. Planning for expansion of community space in the area has commenced.

London Heritage Farm

A 4.6 acre site on the south arm of the Fraser River contains an 1880 fully restored farmhouse and several outbuildings. Ongoing maintenance and preservation is required to ensure this important heritage asset is not lost. A plan has been developed to complete the outdoor artefact display and signage. This display will focus on the history of farming on the South Arm and properly preserve the farm equipment artefacts. A plan to restore the pond has been developed and is awaiting capital funding.

Minoru Aquatic Centre

This city-wide asset originally was built in 1958 with one pool. A second pool was added in 1977 and the original pool renovated in 1984. This well-used complex is now near the end of its lifespan. With residents identifying in the 2001 Parks, Recreation & Cultural Services Needs Assessment aquatics as one of the highest participation activities and indicating support for additional aquatic facilities, planning for renewal or replacement should begin no later than 2008.

Minoru Arenas

Although an aging facility, the Minoru Arenas built in 1965 and renovated in 1983 are in good condition. Use, however, is maximized in prime time and does not adequately meet city-wide needs. There are no plans to replace or eliminate Minoru Arenas in the next decade. The legacy from the Richmond Oval will help address some of these needs but planning for the renewal or replacement of the facility should begin no later than 2015.

Minoru Chapel

This historic chapel was built in 1891. It is well used for weddings, memorials, baptisms and special events. Recently the windows have been repaired and general upgrades done to restore its historic character. Floors are being redone in 2006. The pews require refinishing and will be done on an individual basis over the next two years. As a heritage building the Chapel requires timely maintenance done in a historically sensitive manner.

Minoru Place Activity Centre

While built in 1986, this facility requires retrofit. This, coupled with the fact that Older Adults are the fastest growing segment of Richmond's population, means that planning for renewal or replacement should begin no later than 2008.

Minoru Sports Pavilion

Built in 1964, this facility is at the end of its lifespan. While well used for city-wide activities and to support the parks sport user groups, a planning consideration may be to meet the use needs in other ways. Planning for this should begin before 2010 and include the replacement of the park caretaker facility in the process.

Richmond Ice Centre

The lease on this facility expires in 2019. While it is still in good condition, the ongoing maintenance costs are high due our maintenance agreement, requiring that the facility remain in an "as new" condition. The City must explore its options to best meet its long-term needs. Regardless, ice time at this high-use facility is at a premium and must not be lost. Planning should begin no later than 2012.

Richmond Nature Park House

This 3500 square foot facility is well used for both programming and exhibits. The fair condition of the House built in 1976 means it can continue to be used for some time. Planning for renewal or replacement should be explored beginning after 2015.

Richmond Kinsmen Pavilion (Nature Park)

Built in 1971 and in a condition such that it requires retrofit or replacement, this 2700 square foot facility serves both community programming needs and rental groups in a shared manner between the City and the Richmond Kinsmen Association. This facility has been slated for demolition in the past and removing it from inventory should be again considered. Planning to explore options in conjunction with the Kinsmen Association should begin no later than 2008.

Sea Island Community Hall

While built in 1940, this facility remains in fair condition. The 3954 square feet available serve the relatively small Sea Island population well. As the facility is open on a part-time basis, capacity is available if the community were to grow unexpectedly. Planning for this low-use facility's renewal or replacement can wait until after 2012.

South Arm Community Centre

A combination of three buildings, the South Arm Community Hall built in 1966, the Community Centre built in 1975 and additional community space added in 1992, this facility ranges in condition from good to fair. The total square footage of space available meets the current community's needs and is programmed for a wide range of services and activities. Although the population is expected to increase 13% by 2021 in the areas served by this facility, it is expected that the current capacity can absorb the additional resident's needs. Ongoing preventative maintenance is required and planning for renewal or replacement of the Community Hall should begin after 2010. The community centre itself remains in good condition.

South Arm Pool

Although the facility condition of this pool suggests a retrofit is required, the seasonal operation and reasonable maintenance costs suggest at least another decade lifespan. Planning for renewal or replacement should begin after 2015.

Steveston Community Centre & Library

This large, 40800 square foot, facility built in 1957 and significantly renovated in 1988, remains in fair condition. The amount of space, when combined with other community facilities also available in the area, serves the current and expected population well. Ongoing preventative maintenance is required to ensure the facility maintains its ability to meet community needs with planning for renewal or replacement best suited to begin after 2015. Planning for development of a new library for this area should commence after 2010.

Steveston Japanese Cultural Centre

Built in 1991 and in good condition, this facility helps improve the inventory of community space in Steveston for current and future residents. Planning for renewal or replacement should begin after 2015.

Steveston Martial Arts Centre

The roof and some of the mechanical equipment require replacement due to age. This 10,000 square foot 1971 facility is an important addition to the inventory of community space in Steveston. Planning for renewal or replacement should begin no later than 2010.

Steveston Museum

This is a 1905 prefabricated building that was Steveston's first bank. It requires ongoing timely maintenance done in a historically sensitive manner to preserve the building into the future.

Steveston Pool

Built in 1972, this aging facility is in poor condition. However, its seasonal use and relatively low maintenance costs suggest a lifespan of at least another decade. Given swimming's popularity Needs Assessment Plan, and the community's support for additional aquatic facilities, planning for renewal or replacement should begin by 2015.

Steveston Tennis Building

A newer facility, built in 1990 and remaining in good condition, this facility helps meet a city-wide demand for indoor tennis. Renewal or replacement plans should begin after 2020.

Thompson Community Centre & Hall

The Community Hall was built in 1960 and renovated in 1987. A 23,150 square foot community centre was added in 1995 to help meet community demand. The community centre is in good condition but the community hall requires some upgrades. However, the community space available in Thompson is similar to that in other Richmond neighbourhoods and the population is expected to decline in the area by

2021. Therefore exploration of options regarding the space does not need to occur for some time. Planning for renewal and replacement of the hall space should begin by 2012.

Watermania

While the lease on this aquatic centre built in 1997 does not expire until 2027, the high maintenance costs and fair condition of the facility mean the City should explore its options well before that date. Usage of the facility is high and swimming is one of the highest participation activities in Richmond. Consideration of planning options should begin by 2008 in conjunction with the planning for Minoru Aquatic Centre.

West Richmond Community Centre

Built in 1994, this 20,822 square foot facility is in fair condition. The space available meets the needs of the community particularly when the space shared with Hugh Boyd School is taken into consideration. With ongoing lifecycle maintenance, planning for renewal or replacement need not occur until after 2015.

ESTIMATE: Annual Contribution Value of Volunteers to the City of Richmond Parks, Recreation & Cultural Services: 2005

Association/Society Name	Number of Board & Committee Volunteers (A)	Number of program Volunteers (B)	Number of Special Event Volunteers (C)	Total Value of Volunteer Hours (AxD)+(BxE)+(Cx)FxG
1 Britannia Heritage Shipyard Advisory Board	7	N/A	N/A	\$3,080
2 Britannia Heritage Shipyard Society	12	69	121	\$58,296
3 City Centre Community Association	6	15	57	\$17,112
4 East Richmond Community Association	31	264	107	\$182,312
5 Hamilton Community Association	13	42	89	\$39,464
6 London Farm Historical Society	10	50	40	\$38,240
7 Minoru Seniors' Society	41	168	95	\$127,960
8 Richmond Aquatics Services Board (includes affiliated organizations)	60	32	360	\$60,160
9 Richmond Arenas Community Association (includes affiliated organizations)	123	360	300	\$298,920
10 Richmond Art Gallery Association	11	36	65	\$32,680
11 Richmond Arts Centre	N/A	58	24	\$37,104
12 Richmond Committee on Disabilities	8	61	25	\$42,520
13 Richmond Fitness & Wellness Association	7	Na/	N/a	\$3,080
14 Richmond Museum Society	10	15	263	\$39,648
15 Richmond Nature Park Society	7	37	93	\$34,208
16 Richmond Sports Council (includes affiliated organizations)	300	1500	750	\$1,104,000
17 Richmond Therapeutic Equestrian Society	8	40	15	\$28,960
18 Sea Island Community Association	60	10	95	\$41,520
19 South Arm Community Association	54	295	150	\$215,160
20 Steveston Community Society	69	119	711	\$170,016
21 Steveston Historical Society	9	1	10	\$5,520
22 Thompson Community Association	35	150	400	\$143,800
23 West Richmond Community Association	38	272	103	\$189,808
TOTAL	919	3594	3873	\$2,932,568

(D) Average Annual Contribution of a Board / Committee Volunteer: 55 hours

(E) Average Annual Contribution of a Program Volunteer: 75 hours

(F) Average Annual Contribution of a Special Events Volunteer: 12 hours

Summary of the Recommendations in the PRCS Master Plan

- I. Vision, Community Values and Well-Being Outcomes
 1. Adopt and celebrate the vision and community values statements as endorsed by the Steering Committee and the Community Working Group.
 2. Adopt the *Live. Connect. Grow.* framework for identifying community needs and for creating programs and services to purposefully address those needs and outcomes.

- II. Relationship-Based Approach
 1. Foster effective working relationships with the community, using shared values and commitment as the foundation.
 2. Ensure that the City continues to work with a wide range of community-based organizations and is committed to establishing and maintaining effective relations with others.
 3. Develop positive relationships with a wide range of community-based organizations to attain outcomes.
 4. Support the development of a comprehensive volunteer strategy and increase the City's investment in volunteer management.
 5. Provide a range of community engagement opportunities to build citizenship and community capacity at all levels in the community.
 6. Work with other government organizations and other institutions to develop new programs, respond to new opportunities and to share leadership and awareness.
 7. Endorse the Community Involvement Framework Model. Ensure protocols are in place that clearly defines accountabilities.
 8. Adopt four core business focuses for the PRCS Division and align resources to support these business areas:
 - Community and neighbourhood building
 - Research, planning, development and marketing;
 - Programs and services to meet community needs
 - Places and spaces: Facility and parks operations

- III. Being Accountable
 1. Establish public consultation standards and practices.
 2. Allocate resources to system-wide and project specific planning.
 3. Develop clear and consistent direction through system-wide, Council-approved policies as a foundation in areas of access, use, pricing, public involvement and customer service.
 4. Develop standards and guidelines to address safety and risk, effective use of resources and service quality.
 5. Ensure the City is responsible for leadership, expertise and allocation of City resources.
 6. Establish agreements with organizations that provide a service on behalf of the City, with a clear focus on service definition, roles, responsibilities, finances, business plans, accountability and evaluation.
 7. Ensure excellence in customer service.

IV. A Service-Based Approach

1. Endorse the process for addressing community needs.
2. Conduct a broad Needs Assessment that involves all sectors of the population every 5 years commencing in 2007.
3. Develop and adopt three-year Service Plans in 12 key service areas of: Volunteerism, Youth Services, Sports, Arts, Heritage, Special Events and Festivals, Older Adult, Environment and Nature, Active Living and Wellness, Childcare, Community and Neighbourhood Building and Community Recreation.
4. Adopt an asset-based approach to creating a child and youth-friendly community.
5. Adopt an outcome or results-based approach to planning and evaluating programs and services.
6. Ensure services are provided at Neighbourhood, Community, Citywide and Regional levels and there is support for national and international program and event development.
7. Ensure programs and services are developed based on sound principles, guidelines and policy.
8. Establish a cooperative planned approach with a common vision, clearly defined roles for the City and others and a consistent coordinated delivery system.
9. Encourage and facilitate partnerships between the City and other organizations in the delivery of parks, recreation and culture services.

V. Programs and Services

1. Implement Service Plans in the following key areas: Volunteerism, Youth Services, Sports, Arts, Heritage, Special Events and Festivals, Older Adult, Environment and Nature, Active Living, Childcare, Community and Neighbourhood Building and Community Recreation.
2. Implement an asset-based approach for children and youth.
3. Develop and implement a marketing strategy for programs and services.
4. Encourage and facilitate partnerships between the City and other organizations in the delivery of quality of life programs.
5. Emphasize and invest in programs and services with a wellness focus, which help individuals, families and neighbourhoods stay physically active and socially connected.
6. Create capacity for a broad variety of events, tournaments, filming and special community activities.
7. Embrace 2010 challenge – increase by 20% the number of Richmond citizens being physically active by 2010.
8. Evaluate the impact of the Oval program and link with local community programming.
9. Plan for and implement the wellness, high performance sport and community program for post games use of the Richmond Oval.
10. Create a Parks, Recreation and Cultural Services system that is open, accessible and customer friendly.

VI. Places and Spaces

Parks and Open Spaces

1. Develop and adopt a Parks and Open Space Strategy.
2. Adopt the parks classification system that provides an integrated hierarchy of parks, natural areas and open space at four functional service levels: neighbourhood, area, city-wide and regional.
3. Develop a framework to achieve well-designed and coordinated improvements to sidewalks, boulevards, streets and open spaces.
4. Develop a Natural Areas Strategy to ensure that natural areas are incorporated into the overall open-space network within the City.

5. Develop and adopt an Outdoor Sports Field Strategy.
6. Encourage the development of welcoming passive gathering places and spaces in public facilities.
7. Adopt and implement the City of Richmond Memorial Park Feasibility Strategy as a guideline for the City potentially providing a memorial park facility in the community in future and/or as a benchmark to evaluate private-sector proposals.
8. Implement and fund the 2010 Trails Strategy.
9. Implement the 2001 Urban Forestry Strategy, with a focus on tree retention, tree removal, hazardous tree policies, tree removal policies and establishing a city-wide tree plan.
10. Continue and expand the beautification initiative to other areas of the City and coordinate beautification improvements around RAV.
11. Continue to implement the existing Waterfront Strategy.
12. Adopt and fund on-going capital to ensure upgrades, improvement and minimize risks to existing parks and open spaces.
13. Adopt and advance the acquisition and development of parkland through the 2021 Land Acquisition Development Cost Charge Program (DCC).
14. **Develop a comprehensive master planning process to determine how the Garden City Lands are to be developed and what public amenities should be located on these lands.**

Facilities and Amenities

1. Adopt the development of new facilities as per the 2005-2015 proposals and include in the 5-year capital budget program.
2. Adopt the principles for facility development: Appropriate, Adaptable, Accessible, Affordable, Accountable and **develop an Evaluation Framework for future facility development to assess how the City will make decisions regarding infrastructure investment.**
3. Adopt and fund a lifecycle program for ageing facilities.
4. Adopt and fund on going capital to ensure upgrades and improvements to existing facilities.
5. Develop feasibility studies and business plans for all future major facility development.
6. Develop multi-use facilities and, where possible, co-locate them with other community service facilities.
7. Focus on City Centre improvements as a response to RAV and increased growth in the City Centre area.
8. Invest appropriately (balance between lifecycle and expansion) in existing facilities, based on program demand and funding availability.
9. Prepare a plan for cultural and heritage facilities for the development of expanded theatre and performance space, expanded library, expanded art gallery and new City Museum reviewing the facilities in Minoru Park and need for expansion or relocation.
10. Seek external funding opportunities for future facility development.

VII. Financials

1. Improve financial and operating performance.
2. Ensure the City has responsibility for financial management of its facilities, staff and resources.
3. Assess the financial effectiveness of current operating models to benchmark their efficiency and effectiveness and to potentially restructure or adopt new models to meet any shortfalls.
4. Design business principles to guide departments/units.
5. Improve financial reporting.
6. Explore all avenues for alternative funding to minimize impact on tax base, expand fund development and build reserves.



City of Richmond
Parks, Recreation & Cultural Services

Memorandum

To Parks, Rec & Culture - June 5, 2006

To: Parks Recreation and Cultural Services
Committee

Date: May 24, 2006

From: Cathryn Volkering Carlile
General Manager - Parks, Recreation &
Cultural Services

File:

Re: Parks Recreation and Cultural Services Master Plan

At the April 25, 2006 Parks, Recreation and Cultural Services Committee meeting, the Committee requested a dedicated PRCS Committee meeting to discuss the Draft 2005 – 2015 PRCS Master Plan. This has been scheduled for 6:15 on June 5th, 2006 in the Anderson Room.

I have attached to this memo, the committee report and appendices, the minutes from the April 25, 2006 PRCS meeting. I have also included correspondence received regarding that subject.

If I can provide you with any further information, please advise.

Cathryn Volkering Carlile
General Manager - Parks, Recreation & Cultural Services
(4068)

Attachments



Parks, Recreation & Cultural Services Committee

Date: Tuesday, April 25th, 2006
Place: Anderson Room
Richmond City Hall
Present: Councillor Bill McNulty, Chair
Councillor Harold Steves, Vice-Chair
Councillor Linda Barnes
Councillor Cynthia Chen
Councillor Derek Dang
Councillor Evelina Halsey-Brandt
Councillor Sue Halsey-Brandt
Mayor Malcolm Brodie – 4:50 p.m.
Call to Order: The Chair called the meeting to order at 4:00 p.m.

It was moved and seconded

That the following matters be added to the agenda:

- (1) Letter from Jim Kojima of The Steveston Legacy Project*
- (2) Trail walkway located near Steveston Hotel*
- (3) Increasing presence of seadoos in Steveston Harbour*
- (4) South Richmond Dog Park.*

CARRIED

MINUTES

1. It was moved and seconded
That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on Tuesday, March 28th, 2006, be adopted as circulated.

CARRIED

Parks, Recreation & Cultural Services Committee

Tuesday, April 25, 2006

NEXT COMMITTEE MEETING DATE

2. Wednesday, May 24, 2006 (tentative date) at 4:00 p.m. in the Anderson Room.

DELEGATION

3. **CATHERINE GUNTHER, REPRESENTING IPSOS-REID PUBLIC AFFAIRS**

Using a power point presentation, Ms. Gunther reviewed the findings of a study conducted between January 23 and January 30, 2006, the primary objective of which was to assess residents' physical activity levels, recreation behaviours, and needs. A total of 300 telephone interviews were conducted with Richmond residents aged 16 or older. The survey found that information, affordability, and access are the most important factors in helping residents become physically active. Another finding was that the majority of Richmond residents are very satisfied with Richmond's recreation facilities.

Committee members and Ms. Gunther briefly discussed the survey's findings, before the Chair thanked Ms. Gunther for the presentation.

PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

4. **RICHMOND COMMUNITY FOUNDATION TERRA NOVA RURAL PARK ENDOWMENT FUND OPPORTUNITY**

(Report: March 16, 2006. File No.: 06-2345-20-TNRPI/Vol 01) (REDMS No. 1787491)

The Manager, Parks Programming, Planning & Design, Mike Redpath was accompanied by Mike Brow, a Board Member with the Richmond Community Foundation. Mr. Brow distributed an information package outlining the Foundation's programs and provided a brief overview of the Foundation's history since its inception in 1990. The Board is currently working to become more visible in the community and to set and achieve reasonable objectives for building the Foundation to a higher level.

In April 2006 the Foundation approached staff with a proposal to establish an ongoing Terra Nova Rural Park Endowment Fund, the purpose of which is to provide a legacy at the Terra Nova Rural Park site through ongoing funding opportunities. The Foundation's strategy would include approaching former donors, businesses, and pioneer families to gain exposure for the Terra Nova Rural Park.

Parks, Recreation & Cultural Services Committee

Tuesday, April 25, 2006

Committee members asked Mr. Brow and Mr. Redpath a variety of questions and learned that the Foundation is working closely with the Parks Department. Both the Foundation and the Parks Department have undertaken research and have gathered oral histories from many pioneer families. Mr. Redpath noted that policies with regard to the Terra Nova Rural Park vision will be defined, with approval from the Committee. The endowment fund may reduce the reliance on City capital revenue sources over time as the fund accumulates.

It was moved and seconded

That staff be directed to develop an Endowment Contribution Agreement with the Richmond Community Foundation for the Terra Nova Rural Park.

CARRIED

5. **FEEDBACK ON THE 2005 – 2015 PARKS, RECREATION AND CULTURAL SERVICES MASTER PLAN**

(Report: April 19, 2006, File No.: 01-0340-20-CSERI) (REDMS No. 1729969)

The Director, Recreation & Cultural Services, Kate Sparrow, accompanied by the Director of Parks and Public Works Operations, Dave Semple, informed the Committee that since the Master Plan was brought forward in the autumn of 2005 the Parks, Recreation and Cultural Services Department has consulted with the public, community partners and stakeholder groups. Mr. Semple stated that the Master Plan now more strongly reflects the concept of cooperation and collaboration. Ms. Sparrow advised the Committee that there were a number of speakers from community organizations in the audience who wished to address the Committee.

Councillor Steves stated that he believed much more time was required for discussion of this important document which should only be received for information today. He suggested further meetings be held devoted to additional review of the Master Plan.

Discussion then ensued among Committee members and staff as follows:

- the recommendations in the Executive Summary of the Master Plan are not prioritized
- throughout the process there have been many opportunities for input by many community organizations
- various elements of the Service Agreements have been examined by staff. This information will be re-circulated to Council for direction prior to negotiating these agreements
- the significance of the document, and the impact it will have on the community, necessitates a greater investment of discussion time
- the Master Plan is ambitious in its scope, and much still has to be done

Parks, Recreation & Cultural Services Committee

Tuesday, April 25, 2006

- concern was expressed about the decline in volunteerism
- concern was expressed that the Master Plan relied on outdated statistics with regard to the volunteer sector.

The Committee discussed how to proceed with further review of the Master Plan and the Chair suggested that a number of special meetings be scheduled for this topic only. The General Manager, Parks Recreation and Cultural Services, Cathy Volkering Carlile noted that some appendixes have to be inserted into the Plan, and should be considered during future discussions.

Three members of the audience provided comment:

- Barbara Mathias, Chair, Aquatic Services Board spoke in support of the Master Plan. She referred to the recommendation concerning the Minoru Place Activity Centre (Section 7.4), noting that the Master Plan is not a fait accompli and there is a sequence of events that should take place before the Minoru Place Activity Centre undergoes changes.
- Lorne Slye, a Director of the Steveston Community Centre expressed his support of the process by which the Master Plan was arrived at and he commended the diligence of Parks, Recreation and Cultural Services staff. He stated that they have been cooperative and quick to address issues raised by those who participated.
- Elizabeth Specht, Executive Director, Volunteer Richmond Information Services conveyed support for the Master Plan in its current state. She commented that principles outlined in the Master Plan have been useful when working toward development of a volunteer management strategy. Trends and statistics in the Master Plan were based on the 2001 census and she reported that in June, 2006, she will attend a conference in Ottawa and will be able to share updated information after that date.

It was moved and seconded

That the 2005-2015 Parks, Recreation and Cultural Services Master Plan be received for information by the Committee with the following amendments and recommendations as guidelines for discussion at future meetings of the Parks, Recreation and Cultural Services Committee:

- (1) *Incorporate an Analysis of Current Facilities into the Places and Spaces (Section 7.4) of the Master Plan.*
- (2) *Develop a Facility Evaluation Framework for future facility development to assess how the City will make decisions regarding infrastructure investment and that this be added to Section 7.6 (Facilities and Amenities Recommendations).*

Parks, Recreation & Cultural Services Committee

Tuesday, April 25, 2006

- (3) *Reprioritize 2007-2011 Capital Priorities to include the Minoru Place Activity Centre (Section 7.4).*
- (4) *That the Facilities and Amenities Section (Section 7.4) include a reference that there are no plans to replace or eliminate Minoru Arenas in the next decade.*
- (5) *When the Garden City Lands Master Planning process begins, bring forward the PRCS Master Plan facility and park priorities for consideration within that process; and*
- (6) *Incorporate the public feedback and consultation comments into Book 2 of the Master Plan. (as outlined in Attachments 3, 4 and 5 to the report dated April 12th, 2006, from the Director, Recreation and Cultural Services and the Director, Parks.)*

CARRIED

6. NEW BUSINESS

(1) *Steveston Legacy Project*

Lorne Slye, representing the Steveston Legacy Project, distributed a letter from fellow Project member Jim Kojima, requesting access to the \$50,000 that the City had granted to the Project, while fund raising continues. Some funds have already been raised but to allow the artist to commence work on the statue which is to be unveiled on July 1, 2007, additional monies are needed.

The Committee entered into a brief discussion with Mr. Slye who clarified that the Project Committee is responsible for raising \$200,000 which is in addition to the \$50,000 granted by the City.

It was moved and seconded

That the City release \$50,000 upon a written commitment being made by the Steveston High School Alumni Association to raise the necessary funds required to complete the Project.

CARRIED

The General Manager, Parks, Recreation and Cultural Services Cathy Volkering Carlile stated that her department would establish a contribution agreement.

Parks, Recreation & Cultural Services Committee

Tuesday, April 25, 2006

(2) *Trail Walkway - Steveston*

The Chair stated concern that the trail walkway located near the Steveston Hotel is unsafe in its incomplete state.

It was moved and seconded

That staff take the necessary action to ensure the walkway at the south side of the Steveston Hotel is completed.

CARRIED

(3) *Watercraft in Steveston Harbour*

The Chair expressed concern with the increasing presence of small watercraft in Steveston Harbour and suggested that an investigation be undertaken to determine how this hazard could be addressed.

It was moved and seconded

That staff investigate the jurisdiction of the City and the Steveston Harbour Authority with regard to the presence of small watercraft in both the harbour and the South Arm of the Fraser River and report back to the Parks, Recreation and Cultural Services Committee.

CARRIED

(4) *Dog Park Signage*

In response to a query about better signage for the path that links the two off leash dog parks near Steveston, staff advised that new signage alerting users to the fact that the path is not part of the off leash area was being installed today. Further it was agreed a review would be undertaken to determine if the path could be widened.

6. MANAGER'S REPORT

The Manager, Projects and Programs, Vern Jacques reported that Earth Day at King George Park's gathering place had been a success, and reminded the Committee about Youth Week events.

The Manager, Parks Programming, Planning & Design, Mike Redpath reminded the Committee that April 28 is the National Day of Mourning. He also referenced the Spring clean-up activities during Environment week.

The Manager, Aquatic and Arena Services, Dave McBride reported that there had been a fatality at the Richmond Ice Centre on Friday, April 21, when a senior male hockey player had collapsed on the ice. Mr. McBride commended staff on their actions during the incident.

Parks, Recreation & Cultural Services Committee

Tuesday, April 25, 2006

The Manager, Cultural Services, Jane Fernyhough reported that construction has started on the Historical Zone at Britannia Shipyard, and she reminded the Committee about the upcoming Lulu Series, and the annual Heritage Fair.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:55 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation & Cultural Services Committee of the Council of the City of Richmond held on Tuesday, April 25th, 2006.

Councillor Bill McNulty
Chair

Sheila Johnston
Committee Clerk



RCSAC | **Richmond Community Services
Advisory Committee**

Mayor Brodie and Council Members
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

24 April 2006

Dear Mayor Brodie and Councillors,

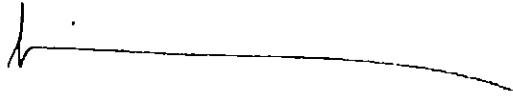
As a representative and co-chair of the RCSAC, I participated in the Parks, Recreation and Cultural Services Master Plan Review and I am pleased to provide the following comments to council.

Of particular value to the RCSAC was the identification of a range of common issues around those services shared among the citizens of Richmond for families, youth and seniors. As a result, the process proved to be both a dynamic and collaborative one that, in our opinion, resulted in a comprehensive and multicultural overview that will provide a dynamic initiative to both Council and city staff.

The Master Plan has articulated “community developed” values, visions and outcomes that should remain as present and future reference guides for direction as the city moves ahead. More importantly, it has articulated a common language for all those involved that encourages transparent and open communication in the design and implementation of program initiatives. The plan also determines and emphasizes that the providers of community services, both traditional and non-traditional are, in many ways, serving the same individuals and the collaborative nature of the committee’s work also sets a precedent that should continue as the plan is actualized and moves forward. The plan, in our opinion, will maintain the City’s commitment to maximize the health and well being, the social infrastructure and overall quality of life for the people of Richmond.

In closing, as an individual, I would like to acknowledge the work and commitment of city staff, Cathy Carlisle and Kate Sparrow during the tenure of this committee.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Michael McCoy', with a long horizontal flourish extending to the right.

Michael McCoy
Co-Chair.

Cc: Cathy Carlisle
Lesley Sherlock
Kate Sparrow
Members of the RCSAC

April 24th, 2006

Mayor Brodie and Council Members
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Mayor Brodie and Councillors,

On behalf of Volunteer Richmond Information Service, I appreciate the opportunity to convey our support of the 2005 – 2015 Parks, Recreation and Cultural Service Master Plan and how we have used this Master Plan as a directional resource to support the in progress work of the Volunteer Management Strategy. Even though the Volunteer Management Strategy will not be presented to PRCS committee until later this year, our experience provides a good example of how the Master Plan provided a directional framework and supported the Volunteer Management Steering Committee planning work.

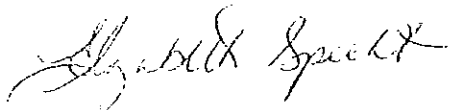
Since September 2005, , Volunteer Richmond Information Services has been working together in partnership with the City and a community/staff Volunteer Management Steering Committee to explore options for a comprehensive Volunteer Management Strategy for Parks Recreation and Cultural Services. Within the Volunteer Management process to date, the Master Plan was used as a reference and a framework. For example, the Volunteer Management Strategy work to date used the Master Plan guiding principles specifically in the following ways:

1. Ensure the City's ability to meet community needs – the Volunteer Management Strategy research process involved interviewing over 25 organizations about their volunteer management needs.
2. Ensure Customer Service is enhanced – the Volunteer Management Strategy is proposing direction on how to improve customer service.
3. Ensure financial sustainability – the Draft Volunteer Management Strategy suggests ways to increase and diversify our volunteer contribution which ultimately will contribute to overall financial sustainability of city services.
4. Set policy framework – the Volunteer Management Strategy proposed recommendations includes the development of standards and policy around volunteer risk management, supervision, recognition etc.
5. Value and encourage community involvement – the Volunteer Management Strategy process is an excellent example of the broad community coming together through the Volunteer Management Steering Committee and by reaching out to other stakeholders to discuss, problem solve and propose solutions and recommendations around volunteer management.
6. Value effective partnerships – the City invited Volunteer Richmond Information Services to work in partnership to project manage the Volunteer Management Strategy – Phase One planning. Currently PRCS staff are in discussion with VRIS about working in partnership with them and other stakeholders around the implementation of the plan once it is adopted.

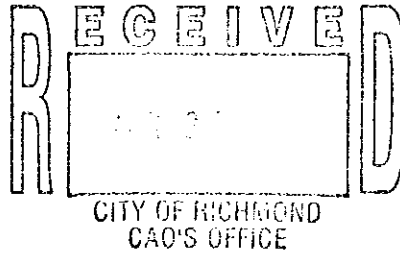
The Master Plan through its vision, strategic directions and recommendation has created a framework that has supported the development of a Draft Volunteer Management Strategy that will ensure meaningful and varied volunteer opportunities and strengthen the volunteer system in the parks, recreation and cultural services.

Volunteer Richmond Information Services experience with the Master Plan framework has been positive. The Master Plan vision, principles, values and strategic direction has supported the work Volunteer Management Steering Committee and the creation of the Volunteer Management Strategy.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Specht". The signature is written in a cursive style with a large initial "E" and a long, sweeping underline.

Elizabeth Specht
Executive Director
Volunteer Richmond Information Services



April 20, 2006

100 - 7700 Minoru Gate
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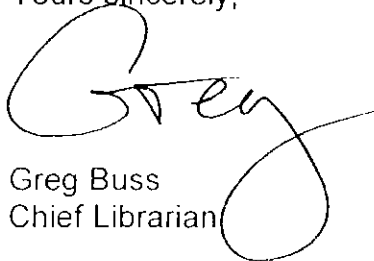
Cathy Carlile
General Manager, Parks,
Recreation & Cultural Services
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Cathy,

As outlined in the Board's letter to Mayor and Council and suggested by you, I am enclosing a copy of the Library's Strategic Plan and a Library Needs document for inclusion into Book 2 of the Master Plan. We hope that this will assist in ensuring that library needs receive full consideration in the current and upcoming planning processes.

Thank you for your assistance in this matter.

Yours sincerely,



Greg Buss
Chief Librarian



Richmond Public Library

Strategic Plan 2004-2008



**Adopted by the Richmond Public Library Board
January 2004**

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Message from Library Board Chair



Just as a book is more than a mere collection of words, a library is more than a mere collection of books. Words, under the pen of a skillful writer, can be arranged into a masterful piece of work that conveys ideas, arouses feelings and calls the reader to action. A library, under the guiding influence of visionary librarians, can be turned into a place where people go to learn, to share ideas and to be part of the community.

The Richmond Public Library is not a passive institution waiting for people to come to it. The Richmond Public Library is an organic entity that reaches out to the people it serves. We believe that as a result of our existence, the people in Richmond are better informed, better educated and have a higher sense of cultural awareness.

This Strategic Plan is the continuation of a very successful Plan that drove us to become one of the most well used library systems in Canada. We are also recognized as one of the most innovative, community oriented and technologically advanced library systems in North America.

This Plan reflects the collective thinking of the Library Board and senior staff. We hope it also reflects the aspirations of the community. Please contact us if you have any comments. We would love to hear from you.

Tung Chan, Chair
Richmond Public Library Board

Richmond Public Library

Mission Statement

The mission of the Richmond Public Library is to provide access to informational, educational, cultural and recreational library materials and services in a variety of formats and technologies; to respond to the public library needs of the community; and to uphold the public's freedom of access to information.

Roles of the Richmond Public Library

Lifelong Learning

The Library provides lifelong learning opportunities that educate, inform, enlighten and inspire the citizens of our community.

Gathering Place

The Library is a welcoming place for individuals, families and community groups and their activities.

Resource Centre

The Library provides free and easy access to information in print, audio, video, electronic, and computer formats; equipment and facilities for public use; and well-trained and knowledgeable staff to meet the informational needs of the public.

Building Community

The Library provides leadership and serves as a source of information for citizens and community organizations, and is a place for local organizations to communicate with the broader community.

Promoting the Enjoyment of Reading

The Library features a wide variety of materials, both recent and classic, which facilitates the enjoyment of reading for all ages.

Values of the Richmond Public Library

The Library Board and staff are committed to:

- providing free, equal, and uncensored access to sources of knowledge, information, programs, and services that are responsive to the needs of the community;
- reaching out directly to serve the community in homes, schools, businesses and institutions;
- serving those members of our community with special needs by providing specialized materials, equipment, and services;
- recognizing and managing change in a positive way and using technology to maximum advantage;
- extending information services beyond the Library's walls through the use of digital media and telecommunications technology;
- providing ongoing training and development of our staff and trustees as they are our most valuable resource;
- working together co-operatively by valuing diversity and acknowledging each other with trust and respect.

1. Community and Partnerships Strategy

To build connections within the Richmond community, provide opportunities for community partnerships and to keep abreast of the changing needs of the community.

- 1.1. Continue cooperation with Friends of the Library
- 1.2. Invite delegations from the community to make presentations to Library Board regarding their library requirements
- 1.3. Provide volunteer opportunities for the community by working with community groups, agencies and individuals to co-sponsor programs and activities appropriate to the library setting and mandate



- 1.4. Collaborate with community groups, organizations and health and social service agencies to provide programs and services
- 1.5. Maintain excellent media relations and public relations
- 1.6. Expand programs that help develop cultural understanding and celebrate cultural diversity within our community



- 1.7. Provide web services for community groups

2. Customer Service Strategy

To ensure the highest possible level of customer service by responding to and anticipating customers' needs.

- 2.1 Improve accessibility to library services by working to remove barriers due to age, geography, economics, language, or disability
- 2.2 Enhance services to specific segments of the community through improved programming
- 2.4 Provide more information-based adult programs in multiple languages in collaboration with other organizations and agencies
- 2.5 Substantially merchandise and display all collections in the library and on the web site.



- 2.6 Continue to develop a full service virtual branch
- 2.7 Survey users and non-users on their library needs, and users on satisfaction levels of library services
- 2.8 Increase knowledge of our customer base in order to improve collection development, program delivery and web services, using database mining and customer-based analysis
- 2.9 Fully implement "Walking the Floor" service and greeters at all locations

3. Collections Strategy

To provide a diverse collection of materials that is well maintained and current.

- 3.1 Expand depth and breadth of the general collection as space permits
- 3.2 Provide more books and materials for multicultural communities and expand French, English as a Second Language, Literacy, and Test of English as a Foreign Language collections
- 3.3 Expand high demand areas of the popular collection including audio, video and CD-ROM collections

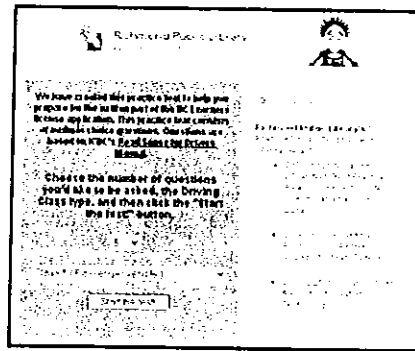


- 3.4 Strengthen interlibrary loan services
- 3.5 Improve access to collections through systems such as Rapid Reads, Rapid Views, and other means
- 3.6 Improve turnover of the collection through telephone renewal, better email notification, and more efficient material flows
- 3.7 Manage and monitor the collection consistently including regular weeding and improved order on shelves
- 3.8 Prevent loss of inventory due to theft and vandalism
- 3.9 Continue to streamline and improve efficiency of ordering and acquiring materials
- 3.10 Continue to review lending policies and late return charges

4. Reference and Information Services Strategy

To re-evaluate the community's reference and information needs and determine how best to deliver these services in a digital age.

- 4.1 Establish Mission and Roles for Reference and Information Services by considering not only local needs but also the resources available from other libraries and specialized resource centres
- 4.2 Investigate the provision of a dedicated telephone reference service and/or virtual real-time reference
- 4.3 Continue to review reference collection in print and electronic form
- 4.4 Provide improved customer orientation and training on using library resources, library computers, the Internet and computer programs
- 4.5 Promote electronic databases and further develop web site as an essential reference tool



- 4.6 Investigate providing additional downloadable content such as music, audio books, and more e-book content
- 4.7 Further develop web personalization features
- 4.8 Investigate digitizing The Richmond Review and Richmond News back issues

5. Facilities Strategy

To create welcoming, innovative library facilities that become an important part of the fabric of the community.

- 5.1 Develop Master Facilities Plan for Library in co-operation with Parks, Recreation and Culture, taking into account need for permanent Cambie facility and an expanded Steveston Branch
- 5.2 Complete Brighthouse Branch renovations
- 5.3 Open interim Cambie Branch Library



- 5.4 Improve Steveston Branch and plan for redevelopment
- 5.5 Maintain Ironwood Branch and make improvements as required
- 5.6 Investigate the possibility of community branches and outreach services to areas that are underserved
- 5.7 Ensure all facilities are welcoming, comfortable and safe

6. Information Technology and Automation Strategy

To use technology to achieve higher levels of customer satisfaction and to improve the efficiency and effectiveness of library operations.

- 6.1 Develop replacement plan for circulation computer system
- 6.2 Develop replacement plan for public and staff computers



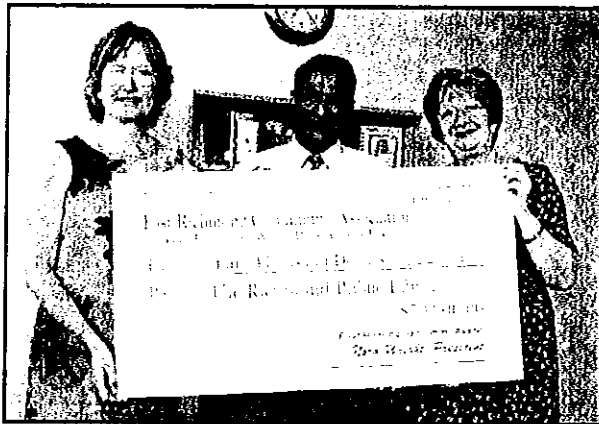
- 6.3 Develop Chinese language catalogue
- 6.4 Continue leadership role in self-service by investigating advanced technologies such as automated self-checkin, smart cards, RFID tags, and DVD vending machine, and implement as appropriate
- 6.5 Enhance video security system in all branches
- 6.6 Provide portable checkout and library card registration for outreach services
- 6.7 Provide network access for laptops in all branches
- 6.8 Investigate the feasibility of Language Learning Lab facility
- 6.9 Implement wireless networks



7. Funding Strategy

Continue to develop new sources of revenue and to undertake major fund development initiatives.

- 7.1 Develop and implement Fund Development Strategy including consideration of:
 - 7.1.1 Special event fundraiser and Annual Giving Program
 - 7.1.2 Library Foundation dedicated to fundraising
 - 7.1.3 Donor database emphasizing lifetime giving
 - 7.1.4 Procedures for processing donations and recognizing donors
 - 7.1.5 Board and staff training in fundraising principles
 - 7.1.6 Donor wall for Brighthouse
 - 7.1.7 "In Memoriam" program
- 7.2 Recognize importance of non-resident use
- 7.3 Continue to actively seek grants, awards and special funding



- 7.4 Develop fee-for-service programs as appropriate
- 7.5 Seek out corporate sponsorship
- 7.6 Investigate opportunities to develop business partnerships and market library expertise

8. Organizational Strategy

To develop an organization that encourages excellence through creative change and demonstrates the highest levels of leadership.

- 8.1 Continue to build on and strengthen relationships with City staff
- 8.2 Improve staff communications
- 8.3 Attract and retain the best staff possible and further develop staff recognition program



- 8.4 Continue program of staff training and development

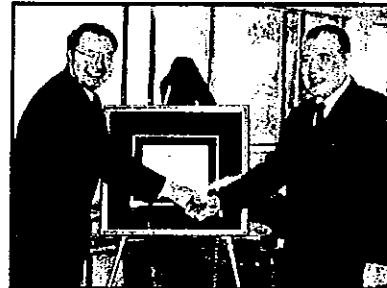


- 8.5 Eliminate organizational, procedural, and computer system problems that curtail staff effectiveness
- 8.6 Optimize organizational structure to meet new demands
- 8.7 Review staff schedules and allocation and improve use of auxiliary staff

9. Library Board Strategy

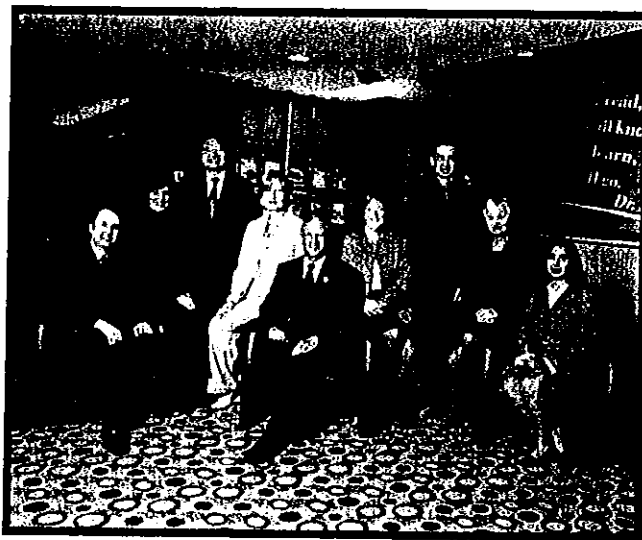
To develop an organization that encourages excellence through creative change and demonstrates the highest levels of leadership.

- 9.1 Develop communication plan for politicians, City staff, public and other relevant parties
- 9.2 Ensure high quality of the Library Board through recruitment, training and orientation, and self-evaluation
- 9.3 Strengthen relationships with relevant provincial and federal government staff and elected officials and ensure political support through advocacy
- 9.4 Continue to build Library Board profile in the community



- 9.5 Encourage the public to become the Library's advocate
- 9.6 Participate in the Provincial Strategic Planning Process
- 9.7 Continue to review and develop Library policy as needed
- 9.8 Establish benchmarking and milestones to evaluate strategic plan progress

Richmond Public Library Board Members



L-R: Greg Smith, Arlene Yoshikawa, Tung Chan (Chair),
Lesley Wood Bernbaum, Cllr. Bill McNulty, Lyn Greenhill,
Henry Beh, Leslie Wilson (Vice Chair), Rama Singhal

Senior Staff

Greg Buss, Chief Librarian and Secretary to the Board
Cate McNeely, Deputy Chief Librarian
Kirsten Andersen, Acting Head of Youth Services
Dace Beggs, Head of Cambie Branch
Linda Bogdonov, Coordinator of Computer Services
Shelley Civkin, Communications Officer
Mark Ellis, Manager of Reference and Information Services
Rina Hadziev, Manager of Branch Services
Wendy Jang, Coordinator of Multilingual Services
Beryl Jeffrey, Manager of Public Services
Shirley Lew, Coordinator of Information Services
Helen Moore, Head of Youth Services
Charlotte Welter, Material Flows Coordinator

April 5, 2006

Mayor and Council
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

100 - 7700 Minoru Gate
Richmond
British Columbia
Canada V6Y 1R9

Tel: (604) 231-6422
Fax: (604) 273-0459

www.yourlibrary.ca

Dear Mayor and Council,

RE: FEEDBACK ON PLANNING REPORTS AND PLANNING OF LIBRARY SERVICES

It was a pleasure to see many of you at the recent Brighthouse Grand Re-Opening Celebration to share the library's success and to receive our thanks for your ongoing support. The library is well recognized as a vital community resource and the Library Board wants to ensure that its progress continues. There are a number of city planning initiatives underway or about to start that need to take into consideration library services. The Library Board sees a need to work more closely with City Council and City staff on the planning of library services. The Board is not only concerned with the need to develop new facilities to serve future populations, it is equally concerned that the existing population is under served—both in terms of space and collections.

The attached document, **Richmond Public Library Needs**, shows how library development has not kept pace with population growth. Richmond residents currently have only 50% of the library space and 65% of the collections they need. When the needs of a growing population are factored in, the need for a more comprehensive planning process is clear.

The Board has reviewed both the **Minoru Park Plan** and the **Master Plan for 2005–2015** and does not feel library needs have been accounted for adequately.

Minoru Park Plan

The extensive residential development in the immediate vicinity of Minoru Park has major implications for the Brighthouse Branch (Main) Library. The renovation of Brighthouse was not designed to accommodate a major increase in population. The Brighthouse Branch has the dual function of serving the entire community as its main resource library and being the community branch for residents in City

Centre. At 49,000 square feet Brighthouse is too small to perform both of these functions. Substantial new library space must be built in City Centre.

The Library Board believes planning needs to begin on:

- Whether it is better to expand Brighthouse on the Minoru Park site or build a new main library on another site: and
- The location and size of an additional branch library to serve the needs of City Centre.

Master Plan for 2005-2015

The Library Board is supportive of the conceptual framework forming the foundation of the Master Plan. However, in the area of facility development the report is inadequate and fails to deliver.

For example, the Master Plan makes it clear that there will be a major increase in population in City Centre from 2005 to 2010, but no library facilities are scheduled for this period. In addition, the Master Plan is silent on Steveston, Terra Nova, and Hamilton. It recognizes that East Richmond needs a permanent library facility but gives no indication of when or the nature of this facility.

Requests to Council

The Library Board wants to ensure that the City's planning process takes into account the needs of existing and future library users and that City planners have the necessary information and background from the library.

One of the major concerns of the Library Board is that there may be unique opportunities to work with developers or other agencies to build innovative branch services—just as we did with the Ironwood branch—at significant savings. In order to take advantage of such situations, however, there needs to be a better understanding of library needs on the part of key City planners and development opportunities on the part of the Library Board.

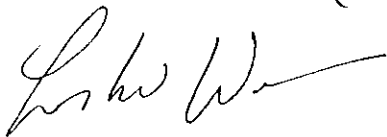
In order to help address the planning gap the Library Board respectfully requests that:

1. The Library Board meet with City planning staff in order to exchange information and to ensure the Library Board is aware of major planning developments and that the planners are aware of library needs.
2. The Library participate actively in the City Centre Planning process.

3. The Library Board meet with the Parks and Recreation Committee of Council in order to present our concerns and discuss them directly with members of Council. (A date of May 24th has been requested.)
4. The **Richmond Public Library Needs** document and our Strategic Plan be inserted into Book 2 of the Master Plan to ensure this information is available and considered in the planning process.

The Library Board looks forward to working with you to develop a strategy on how best we can put in place a planning process that meets the community's needs for library service.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Leslie Wilson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Leslie Wilson, Chair
Richmond Public Library Board

RICHMOND PUBLIC LIBRARY NEEDS March 2006

BUILDING SPACE REQUIREMENTS

Currently, all Richmond Public Library branches are significantly undersized for the population and services they must support. Other libraries in Canada of Richmond's caliber average .80 square feet per capita. While Richmond has a higher circulation per capita and a higher number of registered borrowers compared to these libraries, it only has .39 square feet per capita—less than half as much.

The table below shows the expansion required to existing branches as well as a new branch to meet the needs of the projected population of 212,000 in the year 2021.

Location	2006 Existing Space (sq ft)	Current Shortfall (sq ft)	2021 Additional Req'd (sq ft)	Total Additional Space Req'd (sq ft)
Brighthouse (Main) Branch	49,352	20,248		20,248
Ironwood Branch	11,775	13,225		13,225
Cambie Branch	4,712	20,288		20,288
Steveston Branch	3,919	21,081		21,081
New City Centre Branch			25,000	25,000
Total	69,758	74,842	25,000	99,842

With the completion of its renovation, Brighthouse (Main) Branch is the only branch offering the full range of library services that residents expect and ask for. While meeting today's needs, it will soon fall short with the projected increase in population around the immediate vicinity.

The other three existing branches are seriously undersized, with Steveston and Cambie being the most limited. Neither of these branches is able to offer some basic library services: quiet study space, meeting rooms and computer learning centres. Other services, such as general seating, computer workstations, space for collections and programming space are woefully inadequate for the population served.

The optimum size for a branch library is 25,000 square feet—not only to ensure good service levels, but also to ensure cost efficiencies in operating. Several small branches are considerably more expensive to operate and offer less service than one, well-located full service branch.

COLLECTION REQUIREMENTS

Collections are also seriously undersized. Library standards are for 3 books per capita and 0.75 Audio/Video items per capita. Our current collection is only 65% of the size it should be according to normal library standards. When you take into consideration that Richmond residents are the heaviest borrowers of library materials among comparable libraries across Canada, this gap is even more serious.

The table below shows the collection growth that is required to meet today's population as well as that of 2021.

Collection	2006 Existing Collection	Current Shortfall	2021 Additional Requirements	Total Additional Items Required
Books	396,730	136,520	102,750	239,270
Audio/Video	36,670	96,642	25,688	122,330
Total	433,400	233,162	128,438	361,600

The Brighthouse renovation with its improved customer service model has resulted in a 25% increase in circulation compared to the first quarter in 2005. Circulation across all branches has increased by 22.5% during this same time period. These numbers are not sustainable without increased facilities and collections.