



City of Richmond

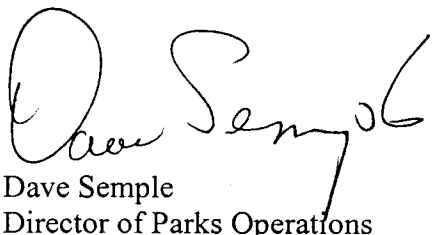
Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Dave Semple
Director of Parks Operations
Re: **Request for Funding by the Richmond Kinsmen Club for Illuminated Displays at the Richmond Nature Park**

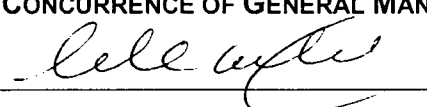
Date: *To Parks, Rec and Culture - Oct 29, 20*
October 23, 2002
File: 1085-01

Staff Recommendation

1. That Council approve a one-time expenditure of \$15,000 for the purchase of illuminated displays to be taken from the Council Contingency Fund; and
2. That staff be directed to develop a Contribution Agreement with the Richmond Kinsmen Club outlining the terms (Attachment 2).


Dave Semple
Director of Parks Operations

Att.5

FOR ORIGINATING DIVISION USE ONLY		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Recreation & Cultural Services	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Staff Report

Origin

At the General Purposes Committee meeting of October 21, 2002, Council received a letter from the Richmond Kinsmen Club (Attachment 1) requesting funding of \$15,000 for purchase of the remaining assets of the "Nature Comes to Light" at the Richmond Nature Park. At the direction of the committee, staff were asked to send a report to the Parks, Recreation & Cultural Services Committee and respond to the request. This report is a response to the committee's direction.

Analysis

The Richmond Kinsmen Club, in conjunction with the Richmond Nature Park and the Richmond Firefighters Society, have organised a display of lights and festive nature scenes at the Richmond Nature Park for the month of December. Since 1999 during the month of December, over 20,000 visitors have taken pleasure in a walk in the park to view the lights and enjoy refreshments and activities in the Nature House. This event has provided Richmond residents with a destination light show that is similar in concept to those at Van Dusen Gardens and Stanley Park.

Although the event has been successful each year, it has been a struggle for the Richmond Kinsmen Club to meet their financial obligations when leasing the lights each year. In discussion with the Kinsmen it was proposed that if the City contribute the purchase of the lights (\$15,000) the Kinsmen would have the opportunity to generate revenue and continue supporting the program each year. Both the Richmond Nature Park Society and staff have indicated that a coordinated approach with all parties would assist in making this event a financial success.

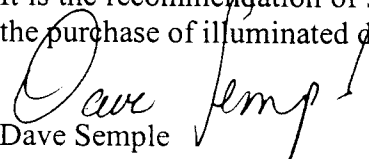
Staff are developing a Contribution Agreement (Attachment 2) to outline the terms with the Richmond Kinsmen Club. Given the commitment the Richmond Kinsmen Club have indicated on this event, staff believe that this is an excellent opportunity for Council to support a partnership with the Richmond Kinsmen Club, the Richmond Firefighters Society, the Richmond Nature Park Society and the City of Richmond to provide a worthwhile festival event for the community (Attachments 3, 4 and 5).

Financial Impact

Currently, the Council Contingency Fund has over \$50,000. As no other funding is available, staff have recommended that this fund be the source of the \$15,000 requested.

Conclusion

It is the recommendation of staff to approve funding for the one-time expenditure of \$15,000 for the purchase of illuminated displays.


Dave Semple
Director of Parks Operations

DCS:cer

LATE DELEGATION REQUEST
FOR GEN. PURPOSES CTTE
- PER CHR McNULTY



INSMEN CLUB
OF
RICHMOND

Serving
the
Community's
Greatest
Need

October 18, 2002

7400-01

City of Richmond
c/o City Clerk
Richard McKenna

re: General Purposes Meeting
Monday October 21, 2002

Item for agenda: Proposal by the Kinsmen Club of Richmond for the City of Richmond to purchase the assets of "Nature Comes to Light" - the Christmas light presentation during December at the Nature Park, made in conjunction with the Richmond Firefighters, Richmond Kinsmen Adult Centre, and the Richmond Nature Park. Purchase by the city will ensure the continuance of this event for years to come.

Delegation: Warren Karsgaard
Richmond Kinsmen

(604) 241-0167
(604) 908-0367

Warren Karsgaard

P.O. Box 94007,
Richmond, B.C.
V6Y 2A2



CITY OF RICHMOND CONTRIBUTION AGREEMENT

THIS AGREEMENT made the _____ day of _____, 2002.

BETWEEN:

THE CITY OF RICHMOND

6911 No. 3 Road
Richmond, BC V6Y 2C1

(the "City")

AND:

THE RICHMOND KINSMEN CLUB

P.O. Box 94007
Richmond, BC V6Y 2A2

(the "Richmond Kinsmen Club")

WHEREAS:

- A. The City is the owner of property located at 11851 Westminster Highway (the "Property");
- B. The Richmond Nature Park Society operates the Richmond Nature Park at the Property in partnership with the City;
- C. The Richmond Kinsmen Club wishes to install a seasonal illuminated display during the December holiday season each year;
- D. The City has agreed to make a contribution toward the purchase of festive lighting for the Display;

In consideration of the following mutual covenants, the parties agree as follows:

1. THE DISPLAY

- 1.1 The festive illuminated display will be comprised of the items listed in Schedule A, which is attached and forms part of this agreement, and festive lighting to be purchased by the Richmond Kinsmen Club (the "Display").
- 1.2 The City shall be and at all times remain the owner of all of the components of the Display.

- 1.3 The Display will be operated in partnership by the Richmond Kinsmen Club, the Richmond Nature Park Society, the Richmond Firefighters Society and the City of Richmond.
- 1.4 The Display will be in place from approximately November 25 to the first week of January each year with the precise dates to be set by agreement between the Richmond Kinsmen Club and Richmond Nature Park staff in advance of the installation (the "Event Dates").
- 1.5 The Kinsmen may contract out the construction and/or installation of the Display provided it ensures that any such contractor carries adequate comprehensive general liability insurance which names the City as an additional named insured and has WCB coverage in relation to such construction and that the Display is installed and constructed to comply with all applicable electrical code and City safety standards and bylaws.
- 1.6 Prior to October of each calendar year, the Richmond Kinsmen Club will hold a meeting between the City, the Richmond Nature Park Society and the Richmond Firefighters Society to plan the year's event and to establish a fee for donation or fixed cost for patron entrance to the Display.
- 1.7 Prior to the end of January each year, the Richmond Kinsmen Club will hold a second meeting with the City, the Richmond Nature Park Society and the Richmond Firefighters Society and others to prepare a written report for the City assessing the event and providing detailed financial statements.
- 1.8 During the term of this Agreement, the Richmond Kinsmen Club agrees to abide by all applicable agreements, City Council directions, City policies, legislation, and bylaws, including the Public Parks and School Grounds Regulation Bylaw No. 7310.

2. DISPLAY OPERATION

- 2.1 During the Event Dates, the Display at the Property will be open to the public and the Richmond Kinsmen Club will solicit donations from patrons attending the Display.
- 2.2 During the Event Dates, the Richmond Kinsmen Club will ensure that traffic control is in place for parking of vehicles at the Property and that parking attendants are provided at no cost to the City or the Richmond Nature Park Society.
- 2.3 The City will provide a large portable power generator for the Display for the duration of the Event Dates. This generator may be removed by the City without notice in the event it is needed for an emergency.

3. REVENUE

- 3.1 Revenue generated from the Display will be used first to pay the expenses set out in Schedule B, with the precise amounts to be approved by the City, such approval not to be unreasonably withheld. The balance of revenue after payment of expenses will be divided 1/3 to the City and 2/3 to the Richmond Kinsmen Club, prior to the end of January each calendar year.
- 3.2 The Richmond Kinsmen Club will keep detailed records of the amount of donations collected from patrons attending the Display and will make such records available to the City upon request.

4. LIAISON

- 4.1 The Richmond Kinsmen Club will designate a contact person from the Club to liaise with the City and the Richmond Nature Park Society staff for the duration of the Display.
- 4.2 The City liaison for the Display will be the Nature Park Coordinator, unless otherwise notified.

5. STORAGE & MAINTENANCE

- 5.1 The Richmond Kinsmen Club is solely responsible for the safe, secure storage of the Display and the transportation of the Display to and from the Richmond Nature Park.
- 5.2 The Richmond Kinsmen Club is responsible for conducting regular safety inspections and maintenance of all of the components of the Display.

6. CONTRIBUTION

- 6.1 The City agrees to grant the Richmond Kinsmen Club a one time amount of \$15,000 to be used for the purchase of festive lighting for the Display at the Property.

7. TERM

- 7.1 This Agreement will be for a term of five (5) years from the date this Agreement comes into effect.

8. MODIFICATION

- 8.1 The terms of this Agreement may be modified upon the mutual written consent of the parties.

9. TERMINATION

- 9.1 This Agreement may be terminated by either party upon giving six months' written notice to the other party.
- 9.2 If the Richmond Kinsmen Club is in breach of this Agreement and fails to remedy such breach within thirty (30) days of receipt of notice from the City, the City may terminate this Agreement immediately.

This Agreement shall be deemed to have come into effect on _____ and shall be effective to _____ inclusive.

The Corporate Seal of the CITY OF
RICHMOND was affixed in the presence of:

Mayor

City Clerk

Signed by the duly authorized signatories of)
RICHMOND KINSMEN CLUB in the)
 presence of:)

Signature

Name

Address

Address

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor
DATE OF COUNCIL APPROVAL (if applicable)

Authorized Signatory

Authorized Signatory

Schedule A**Nature Comes to Light
Inventory**

Castle (22'h x 13'w)
Fireworks with 2000 sign (12'h x 5') – A
Fishing Elf (7' h) – A
Fountain of Lights (19'h)
Holly Arch (32'w x 18'h x 4'l)
Ice Skater – man – 7'
Ice Skater – lady – 6'
Ice Skater – girl – 5'
Norht Pole (8'h x 7'w)
Peace on Earth (11'h x 11'w)
Santa's Archway (14'h x 20'w)
Santa Sleigh & Nine Reindeer (7'h x 45'l)
Spiral Tree (20'h)
4 Swans (52''h x 60''l)
16 – Single Arches (12 x 12)
1 – Double Arch (16x13x2)
1 – Arch (32 x 18x 4)
2 – 3' Red Stars
19 – 2' Snowflakes
72 Floodlights
122 – 16-3 Green Extension Cords
321 – 16-2 Patio Cords
14 – 14-2 Black Extension Cords
40 set of Icicle lights
29 set of Net lights (19 clear, 10 blue)
493 set of C7 cord-sets (various seq.)
1 Christmas Carollers and Lamp post
The Story Teller (Santa, 2D Fireplace, 10 assorted animals)
PolarBears (2 Large, 2 cubs, snowdrifts, silver trees, decorated greenhouse)
Elves (3 holding Xmas signs, 1 seated, 1 standing, 1 w/ Season's Greetings)
Gingerbread House (façade, candy canes, candies wrapped, lollypops, etc.)
Deer Family (3)
Snowman w/ Penguins (snowdrifts, hat)
Mystical Pond (3 dragonflies, 3 fairies, 3 frogs, mushrooms, 3 flowers, candy)

Others:

- hibernating bear
- sleeping fox
- crane
- beaver
- skunk
- rabbit family set
- great horned owl
- 2 cardinals on feeder
- 1 stellar's jay on feeder
- pheasant wreaths
- garland sprays
- goose

Carollers' Stage

Seated Fox & Bear w/ mugs

Mantle decorations & lights

150 snowflakes

Tree lights

Single gingerbread man

Plastic iridescent bubbles

Large Santa w/ basket

Bird bath scene

Animals decorating tree scene

Extra animals:

- badger w/2 mice
- snowy owl on nest
- opossum
- 2 squirrels
- chipmunk
- 1 rabbit

Path Blockers:

- racoons w/ stockings
- rope & 2 trees
- 4 candles w/ garland
- 2 North Poles w/ garland

- Other garland

Scene 1	Multi Cultural Carollers, lantern 20' x 8' x 10'
Scene 2	The Story Teller (Entire picnic area)
Scene 3	The Ice House (greenhouse & surrounding area)
Scene 4	Fishing Elves
Scene 5	Gingerbread house & candy room
Scene 6	Deer in woods (life size)
Scene 7	Penguin Playground w/ igloo
Scene 8	Mystical pond

Additional Props:

- 10 large snowmen, santa, hibernating bear
- 15 medium elves, miscellaneous animals
- 40 small birds, owls, squirrels, opossums

Mouse village

Coyote family & moose

Admissions sign

Drawings for colouring book

Schedule B**Nature Comes to Light
Funding Details**

The City of Richmond and the Richmond Kinsmen Club have agreed to the following expenses to be taken from the gross income of the event.

Expenses to include the following:

Art Displays Update

Canteen Expenses

Display Supplies

Light Display Maintenance

Power & Cable rental

Promotion & Media

Setup and Strike

Debt Repayment 10% Kinsmen

Miscellaneous

Net income to be split one third to the City of Richmond, two thirds to the Richmond Kinsmen Club.

Actuals and projected budget attached.

Nature Comes to Light Budget

	Dec 1999 Actuals	Dec 2000 Actuals	Dec 2001 Actuals	Dec 2002 Budget	Dec 2003 Budget
<u>Income</u>					
Contributions			\$500	\$500	\$500
Corporate Sponsorships		\$2500	\$2500	\$6500	\$6500
Public Donations	\$20,144	\$18,783	\$23,216	\$23,000	\$23,000
Richmond City Sponsor				\$15,000	
Total Income	\$20,144	\$21,283	\$26,216	\$45,000	\$30,000
<u>Expense</u>					
Art Displays	\$16,450	\$5327	\$3975	\$4000	\$4000
Canteen Expense	\$547		\$88	\$100	\$100
Display Supplies	\$361	\$1124	\$1145	\$300	\$300
Light Display Maintenance	\$33,601	\$30,278	\$18,868	\$16,000	\$2500
Power and Cable Rental	\$5249	\$3745	\$3338	\$3500	\$3500
Promotion and Media	\$215	\$1086	\$1001	\$1000	\$1000
Setup and Strike	\$213	\$319	\$427	\$400	\$400
Debt Repayment @ 10%				\$3000	\$3000
Misc. Supplies & Contingency			\$13	\$300	\$300
Total Expense	\$56,636	\$41,737	\$28,855	\$28,600	\$15,100
Net Income				\$16,400	\$14,900

January 4, 2002

Blair Tuba
President
Richmond Kinsmen Society

To Whom it May Concern:

Please accept this letter on behalf of the Richmond Nature Park Society. This letter is in support of the Kinsmen Association and their continued annual event "Nature Comes to Light". The Kinsmen Association has worked tirelessly in the last few years with the support of the Richmond Nature Park Society, The City of Richmond and the Richmond Fire-fighters to make this event a success. The Richmond Nature Park Society and the Richmond Nature Park have supported the Kinsmen in this endeavour and feel that it has raised not only the profile and public awareness of the Park, for Richmond residents but has also raised the awareness of this park to communities outside of Richmond.

The cost of this endeavour and the hope of donations covering these costs have not come to fruition but with support we hope that within the next few years there will be net proceeds available to both the Kinsmen and the Richmond Nature Park Society. These proceeds will be used by the Richmond Nature Park Society to enhance the Nature programs that the Society presents as well as enhance any displays within the Nature House used to deliver those programs.

Yours truly,

Brenda Bartley-Smith
President, Richmond Nature Park Society