



## General Purposes Committee

Date: Monday, October 18, 2010

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Linda Barnes  
Councillor Evelina Halsey-Brandt  
Councillor Greg Halsey-Brandt  
Councillor Sue Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty

Absent: Councillor Derek Dang  
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:01 p.m.

### AGENDA ADDITION

It was moved and seconded

*That the Vancouver International Sculpture Biennale Artworks be added to the Agenda as Item No. 4, and that the Richmond Cultural Centre Arts Groups be added to the Agenda at Item No. 5.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Monday, October 4, 2010, be adopted as circulated.*

**CARRIED**

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**BUSINESS & FINANCIAL SERVICES DEPARTMENT**

1. **BUSINESS LICENCE BYLAW NO. 7360 AMENDMENT BYLAW NO. 8654**

(File Ref. No.: 12-8060-20-8654) (REDMS No. 2974410, 2974412, 2996569)

It was moved and seconded

*That Business Licence Bylaw No. 7360, Amendment Bylaw No. 8654 that creates a revised Business Licence Fee Schedule as described under Option 3 in the staff report dated September 1, 2010 from the Chief Licence Inspector be introduced and given first, second and third readings.*

The question on the motion was not called, as in answer to queries from Committee, Chief Licence Inspector and Risk Manager, Glenn McLaughlin advised that: (i) increasing business license fees by 1.5% would be consistent with the 2010 assumptions for the Vancouver CPI; and (ii) that businesses with higher licence fees are generally larger, such as restaurants, and factors such as the number of employees and square footage of the business are taken into consideration.

The question on the motion was then called, and it was **CARRIED**.

**COMMUNITY SERVICES DEPARTMENT**

2. **WINTERFEST 2011**

(File Ref. No.: 11-7400-01) (REDMS No. 3000382)

In answer to queries from Committee, Senior Manager, Enterprises Services Division, Anne Stevens and Senior Manager, Richmond Oval Corporation, Gerry De Cicco, provided the following advice:

- if Winerfest is hosted at the Richmond Olympic Oval site, the plaza and the main floor would be made available for the event;
- Winterfest has been referenced as a City event in the City's Arts and Culture Plan, and generally takes place around the end of February or the beginning of March;
- activities for Winterfest 2011 would vary depending upon whether it is hosted at the City Hall Precinct or the Richmond Olympic Oval. If it is hosted at the Oval, the ice surface would be made available, and activities such as figure skating, and Canucks hockey demonstrations may be a possibility as well as some arts and cultural activities;
- various sports groups such as the Richmond Sports Council will be contacted regarding their involvement in Winterfest 2011 once Council's support for the event has been attained;

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- the funding for Winterfest 2011 is being requested from the Council Provision fund rather than Major Events because Winterfest did not qualify for funding as a Major Event. It is perceived that an event must have approximately 20,000 – 25,000 attendees in order to be classified as a “major event”, and Winterfest was not expected to have such a high number of attendees;
- If the event is hosted at the Olympic Oval building, there would be no rental fee, however, costs incurred to the City would include anything above and beyond the day to day functions of the Oval with regard to additional staffing requirements, janitorial supplies and cleaning of the Oval building;
- the current food vendors at the Oval have contracts with first right of refusal, however, in the event that those vendors are unable to fulfill the requirements for Winterfest, the City would be free to use vendors that are more appropriate;
- if the proposed plan for the event is approved by Council, then staff would report back with a more definitive plan; and
- if the event is hosted at the City Hall Precinct, a larger amount of cash funding would be needed than if it is hosted at the Oval. The Oval is a fixed structure and will require less funding for items such as lighting and marketing as well as security and risk, therefore value-in-kind contributions may be more appropriate.

As discussion continued, it was agreed that if Winterfest was going to be an annual event, consideration should be given to funding options for the event. Discussion also took place about the feasibility of adding the event to the annual budget so that it would not require funding from Council Provision. It was also noted that if Winterfest currently does not qualify as a Major Event, then consideration should be given to the definition of what a Major Event is.

It was moved and seconded

*That:*

- (1) *the production of Winterfest 2011 on February 12 and 13 at the Richmond Olympic Oval, as outlined in the report from the General Manager, Community Services, dated October 13, 2010, be endorsed; and*
- (2) *\$150,000 cash from the Council Provision fund and up to \$90,000 value-in-kind be approved to support the event.*

The question on the motion was not called, as discussion continued about the possibility of an alternative funding source for the event. As a result of the discussion, staff were requested to provide a memo with information related to both Major Events and Council Provision funds, including balances and sources of funding.

The question on the motion was then called, and it was **CARRIED**.

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**BUSINESS & FINANCIAL SERVICES DEPARTMENT**

**3. NAIOP VANCOUVER 2010 REGIONAL DEVELOPMENT COST SURVEY**

(File Ref. No. (REDMS No. 3002224))

A brief discussion took place about the variances in DCC charges for different areas referenced in the report.

It was moved and seconded

*That the staff report regarding the NAIOP Vancouver 2010 Regional Development Cost Survey be received for information.*

**CARRIED**

**4. VANCOUVER INTERNATIONAL SCULPTURE BIENNALE ARTWORKS**

(File Ref. No. (REDMS No))

A discussion took place about the feasibility of acquiring one or more of the 2009 - 2011 Vancouver International Sculpture Biennale artworks featured in Richmond. The Director, Arts, Culture & Heritage Services, Jane Fernyhough, advised that staff were currently investigating the matter and that a report to Council would be brought forward in due course.

**5. RICHMOND CULTURAL CENTRE ARTS GROUPS**

(File Ref. No. (REDMS No.))

Reference was made to a letter from the Richmond Cultural Centre Arts Groups (Schedule 1) in which concerns were expressed regarding the "User Group Operating Agreement" and related fee increases.

It was moved and seconded

*That staff address each of the issues highlighted in the letter dated September 30, 2010, from the Richmond Cultural Centre Arts Groups regarding the User Group Operating Agreement.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:35 p.m.).*

**CARRIED**

**General Purposes Committee**  
**Monday, October 18, 2010**

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Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, October 18, 2010.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Dhaliwal  
Executive Assistant  
City Clerk's Office

Mayor Malcolm Brodie and Council Members  
The City of Richmond  
6911 #3 Road  
Richmond, B.C.  
V6Y 2C1

September 30, 2010

Re: Richmond Cultural Centre

Your Worship and Council Members,

The Richmond Cultural Centre provides a venue for numerous User Groups. This includes but is not limited to :

The Richmond Artists' Guild  
Richmond Gem & Mineral Club  
Richmond Photo Club

Richmond Potters' Club  
Riverside Art Circle

Together the User Groups represent over 400 individuals members.

At a meeting called for July 13, 2010, by the Cultural Centre Arts Co-ordinator the User Groups were given a "User Group Operating Agreement" to review, sign and submit by 2011.01.01. (see attachment "A")

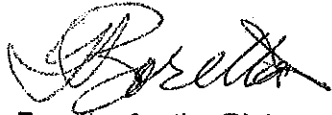
This agreement stipulates in part the following:

- A change of rate structure, which increases rates for each User Group in excess of 400% for the first year, increasing to 1200% in the next 3 years. (see attachment "B")
- User Groups must provide a list of its membership including names, addresses and phone numbers of each member.
- A copy of the previous years financial statements must be provided to the Cultural Centre.
- Various activity regulations for cancellations and hours of use.
- In a separate document our hours of use show a reduction of 30 minutes for sessions closing at 9:30 pm. They have been brought forward to 9:00 pm

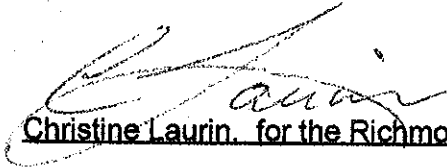
The User Groups do not accept this agreement and wish to negotiate a new agreement, based on our following points of contention:

- We understand that fees will rise, but a change in the rate structure by the City, with increases of up to 600% for the first year and up to 1200% in the following three years is not sustainable by the Community User Groups. For example, the Potters'

Yours truly,



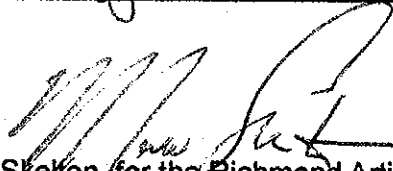
Gerry Borella, for the Richmond Photo Club



Christine Laurin, for the Richmond Gem & Mineral Club



Theresa Magee, for the Riverside Arts Circle



Mary Skelton, for the Richmond Artists' Guild



Arlene Skelton, for the Richmond Potters' Club

*small group*  
- small people

- c.c. Richmond City Councillors  
Linda Barnes  
Derek Dang  
Evelina Halsey-Brandt  
Greg Halsey-Brandt  
Sue Halsey-Brandt  
Ken Johnston  
Bill McNulty  
Harold Steves

**RICHMOND ARTS CENTRE**

**USER GROUP OPERATING AGREEMENT**

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**1. USER GROUP ORGANIZATION:**

- a) User Groups must have 75% Richmond residents.
- b) The User Groups must designate a representative and one other contact person to discuss any matters or concerns with the Coordinator.
- c) Insurance – All groups are to provide their own liability insurance, minimum \$2 million, and naming the City of Richmond as additionally insured. A copy of this insurance must be provided with the User Group application form. Additionally, it is the User Group's responsibility to secure any insurance coverage required to protect itself and their obligations to the City under this agreement, including but not limited to Worker's Compensation and Participants Insurance, or whatever is necessary for its own protection. Any such insurance shall be maintained at the sole expense of the User Group.
- d) A copy of the previous years financial statement must be provided upon signing.

**2. FEES:**

- a) Each User Group (utilizing their designated room) must pay the rate of \$5 per hour (HST included).
- b) The User Group must provide the City with its membership list with names, addresses, and phone numbers of each member.
- c) Drop in rates are also \$5 per hour.

**3. EQUIPMENT:**

- a) All supplies and equipment are the responsibility of the group or club to purchase and store.
- b) An inventory of the User Group property stored on site shall be filed with the Richmond Arts Centre each year. The City and staff are not responsible for lost or stolen articles. We do not guarantee that storage is available for your group.
- c) Any use of City supplies and equipment is subject to approval from the Coordinator.
- d) Photocopying—User groups will be allowed access to the photocopier in the office at a cost of \$0.10/copy. Groups that utilize the office copier inordinately, may be asked to have their copying needs met on their own accord.

**4. ACTIVITY REGULATIONS:**

- a) All use of the rooms and equipment in the centre, whether for regular meetings or for special events, must be agreed to in advance by the Coordinator.
- b) The Coordinator has the right to move meeting locations to benefit and accommodate the community-at-large with due notice (7 days).
- c) User Groups will be responsible for setting up and down their own rooms and leaving the room in tidy condition after their activity.
- d) The User Group is required to meet in the assigned room on a regular basis and when not required must inform Centre of cancellation 7 days prior to meeting date.
- e) The User Group must adhere to the agreed upon duration of the room booking - i.e. if a group is booked in a room from 7:30-9:00pm, that does not mean 9:30pm.



# Attachment A

## 13. AUTHORITY TO BIND

The User Group warrants and represents that in signing this Licence on behalf of a group or organization, the User Group has sufficient power, authority and capacity to bind the group or organization.

I have read, full understand and agree to comply with the terms and conditions set out in this Licence.

_____ Signature of User Group Representative	_____ Name of User Group
_____ Name of Representative	_____ Date
_____ Address	_____ Tel (home)      Tel (work)
_____ Camyar Chaichian Arts Coordinator City of Richmond	_____ Date



## **Introduction**

### **Agenda and Information/Richmond Arts Centre packages distributed**

Welcome and overview of mandate given by Camyar Chaichian, Arts Coordinator

- Striving for stability & growth at the RICHMOND ARTS CENTRE
- Background information on the Community Services department formation
- Priority of Arts Services in Richmond
- Mandate to make RICHMOND ARTS CENTRE recognized as a leading Arts and Arts education centre across Canada
  - distinguish ourselves with high level of diversity and services
  - classes will be offered for both the public and professionals
  - example of change is the formalization of the Dance Program
- A User Group member spoke of difficulty of lack of space for programming and attracting instructors
- Camyar pointed out that this is a shared problem for all the Cultural Centre users and that we will endeavour to accommodate everyone by looking at scheduling efficiently and seeing if new times can be opened up
- Someone mentioned that an original endowment was give solely for Adult Education at the Arts Centre. The centre was not living up to the spirit of this endowment by having too many children's programs. Camyar stated that the centre had to be inclusive to all community members and is endeavoring to increase adult programming. He said he would look into the endowment. ACTION ITEM
- Camyar re-iterated the importance of having User Groups be part of new and developing vision
- Camyar will provide exact organization structure of new dept & mission statement of Arts, Culture & Heritage Department & Timeline ACTION ITEM
- An overview of the new 'Class' Registration System was given. We are working with IT to make sure all operations run smoothly within the year.

## **Insurance**

- Insurance must be purchased by all groups
- Perhaps groups could look into umbrella coverage
- Insurance purchase is part of responsible governance and risk management as well as being a City-wide policy
- As of Jan 1 2011, each group must present their Certificate of Insurance

## **Rates**

→ Camyar noted health & safety concerns for children but group members did not think this was the case. Camyar will investigate further. ACTION ITEM

- Air Condition system, especially in paint room, does not work. The Fabric Arts room is also very hot.
- Lulu Gift Shop will not be a gift shop anymore and is currently not available for booking.