



Parks, Recreation and Cultural Services Committee

Date: Tuesday, March 23, 2021

Place: Council Chambers
Richmond City Hall

Present: Councillor Harold Steves, Chair (by teleconference)
Councillor Michael Wolfe (by teleconference)
Councillor Chak Au (by teleconference)
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)

Also present: Councillor Carol Day (by teleconference)
Councillor Alexa Loo (by teleconference)

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

The revised minutes of meeting of the Parks, Recreation and Cultural Services Committee held on February 23, 2021 was distributed (Copy on-file, City Clerk's Office).

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on February 23, 2021, be adopted with the circulated amendments on page three to more accurately reflect the comments made by Linda Barnes and Loren Slye.

CARRIED

NEXT COMMITTEE MEETING DATE

April 27, 2021, (tentative date) at 4:00 p.m. in Council Chambers

Parks, Recreation & Cultural Services Committee
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DELEGATIONS

1. DEPARTMENT OF SUSTAINABLE AGRICULTURE AND FOOD SYSTEMS, KWANTLEN POLYTECHNIC UNIVERSITY

Mike Bomford, Chair, Sustainable Agriculture and Food Systems, Kwantlen Polytechnic University, with the aid of a PowerPoint presentation (Copy on file, City Clerk's Office) presented the 2020 Annual Report and noted (i) adjustments made to the operation of the farm and farmers market to comply with COVID-19 requirements, (ii) marketable harvest achieved, and (iii) infrastructure investments.

In reply to queries from the committee, Mr. Bomford, advised that (i) beetle banks promote beneficial insect populations and are a good indicator of a balanced ecosystem on a farm, (ii) barn owl boxes are not currently present on the agricultural land but there are many in the vicinity, and (iii) the 2020 Annual Report was shared with the Richmond Sentinel and could be shared with other interested parties.

Discussion ensued with regard to the opportunity to utilize beetle banks on other City properties, including the Garden City lands.

1A. BRITANNIA SHIPYARDS NATIONAL HISTORIC SITE SOCIETY

Andy Hobbs, Chair, Britannia Shipyards National Historic Site Society, presented the proposal for the Society to assume management of the Britannia and Imperial Docks to achieve the outcomes of (i) sustainability of the docks and revenue generation for the site and the Society with all revenue to be returned to the site, (ii) greater animation of the docks and site in general through the increased presence of the appropriate type of boats, (iii) increased public interest and tourism, and (iv) benefits to local businesses.

It was noted that a final report will be provided for Council's consideration.

Randall Olafson, Society Member, read aloud a statement supporting the proposal of the Society to assume responsibility for the management of the Britannia and Imperial Docks.

Loren Slye, Society Past Chair, provided a submission (attached to and forming part of these minutes as Schedule 1) reviewed the credentials of the Society's current Board of Directors.

In reply to queries from the Committee, staff advised that the recommendation not to proceed with Parks Afloat is based on current circumstances and research on operational maintenance, programming and dredging issues.

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Discussion ensued with regard to (i) whether the City should be involved in operating docks, (ii) the opportunity for a non-profit society to manage the docks in partnership with the City, and (iii) the need for information on potential uses of the revenue that will be returned to the site.

As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

That staff:

- (1) *Investigate options regarding an agreement for the Britannia Shipyards National Historic Site Society to take on the moorage management of both the Britannia Shipyards Dock and the Imperial Landing Dock for a trial period with possible extensions based on mutual benefits;*
- (2) *Investigate further options of operations of the two docks; and*
- (3) *Report back to the Committee within 30 days.*

CARRIED

1B. TRAFFIC CALMING ON FUNDY DRIVE

Cllr. Loo commented on (i) request to immediately implement traffic calming measures on Fundy Drive adjacent to the Park, and (ii) the support for the request of the neighbouring residents and the school.

In reply to queries from the Committee, Cllrs. Au and Loo advised that the item will be included on the agendas for the next meetings of the Council/School Board Liaison Committee and Public Works and Transportation Committee.

Discussion ensued regarding the (i) increased traffic around schools in general, and (ii) the potential for more areas bordering schools to experience the same issues.

It was moved and seconded

That staff implement immediate traffic calming on Fundy Drive such as a crosswalk at the entrance to the path just east of Pugwash and installation of a stop sign at Pugwash and to work with the neighbourhood to implement further traffic calming measures adjacent to the park.

CARRIED

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COMMUNITY SERVICES DIVISION

2. 2021 ENGAGING ARTISTS IN COMMUNITY PROGRAM PUBLIC ART PROJECTS

(File Ref. No. 11-7000-09-20-089) (REDMS No. 6616276 v. 3)

It was moved and seconded

That the three artist proposals for the community public art projects in partnership with Richmond Public Library, Richmond School District No. 38 and Richmond Multicultural Community Services as presented in the staff report titled “2021 Engaging Artists in Community Program Public Art Projects,” dated February 18, 2021, from the Director, Arts, Culture and Heritage Services, be endorsed.

CARRIED

3. PROPOSED AMENDMENT TO THE RICHMOND SPORTS WALL OF FAME NOMINATING COMMITTEE’S TERMS OF REFERENCE

(File Ref. No. 11-7000-10-01) (REDMS No. 6623415 v. 12)

Staff requested an amendment to the Richmond sports Wall of Fame Nominating Committee’s Terms of Reference, in addition to the recommendation contained in the report.

It was moved and seconded

That the Richmond Sports Wall of Fame Nominating Committee’s Terms of Reference be amended:

- (1) As detailed in Attachment 2 of the staff report titled “Proposed Amendment to the Richmond Sports Wall of Fame Nominating Committee’s Terms of Reference”; and*
- (2) By replacing Item No. 6 with “Inductees will be invited to a ceremony hosted by the City of Richmond in a Civic Facility mutually agreed to by Council and the Richmond Sports Wall of Fame Nominating Committee ceremony to be held minimum once every three years.”*

CARRIED

4. OUTDOOR SPORTS FIELDS AND AMENITIES ALLOCATION POLICY

(File Ref. No. 11-7000-10-01) (REDMS No. 6623483 v. 8)

An updated draft Outdoor Sports Fields and Amenities Allocation Policy was distributed (attached to and forming part of these minutes as Schedule 2).

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In reply to queries from Committee, staff advised that (i) ice user allocation policies are determined by the Richmond Arenas Community Association (RACA) and, (ii) laminated schedules will be posted at lacrosse boxes during the lacrosse season, effectively immediately through mid-July.

It was moved and seconded

That Council Policy 8500 Park Playing Fields – Allocation be rescinded and the proposed Outdoor Sport Facilities and Amenities Policy, as detailed in Attachment 2 of the staff report titled “Outdoor Sports Fields and Amenities Allocation Policy,” dated February 22, 2021, from the Director, Recreation and Sport Services be adopted.

CARRIED

5. PROPOSED 2021 OPERATING HOURS FOR STEVESTON OUTDOOR POOL

(File Ref. No. 11-7143-01) (REDMS No. 6436380 v. 28)

An updated schedule for the proposed operating hours for the Steveston Outdoor Pool was distributed (attached to and forming part of these minutes as Schedule 3).

In reply to queries from the Committee, staff advised that (i) the report outlines that the hours are increased over the base budget and 2018 and previous years, (ii) the pool opens to the general public on the Victoria Day weekend, which aligns with other public pools in the province, (iii) the Steveston Pool opens to the Richmond Kigoos swim club on May 1, who provide their own certified lifeguards, (iv) expectation that the booking system implemented in the summer 2020 to manage contact tracing and swimmer volumes will continue in 2021, which will limit revenues, (v) school board rentals occur only in the last two weeks of June, and (vi) all public swims incorporate length swimming and staff can adjust for demand.

Discussion ensued with regard to (i) request that staff provide Council with financial statements and cost breakdown of the Steveston Pool, (ii) request that staff provide financial costs of the Steveston Pool remaining open September 1 to 15, taking into consideration pandemic volume increases and weather patterns, (iii) suggestion to utilize recent weather patterns to determine when the Steveston Pool should be closed, (iv) the potential to add extra hours during the day during the summer rather than extending the season into September, and (v) suggestion to provide free admission on rainy days.

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Jim McGrath, Richmond resident, provided a submission (attached to and forming part of these minutes as Schedule 4) and commented on (i) a 2019 petition from swimmers regarding pool services, (ii) discussions regarding a 2020 schedule with equitable access for all user groups, (iii) there were more length swimmers than expected in 2020 due to the COVID-19 pandemic, and (iv) request that length swimmers be given a more equitable distribution in the 2021 pool schedule.

As a result of the discussion the following **referral motion** was introduced:

It was moved and seconded

- (1) *That the Committee receive the report for information; and*
- (2) *That staff provide a memo to Council on the annual costs and revenue associated with extending hours for length swimming in September; and*
- (3) *That the following staff recommendation be forwarded to the next Council meeting:*

That the hybrid model for 2021, as detailed in Attachment 5 of the staff report titled "Proposed 2021 Operating Hours for Steveston Outdoor Pool," dated February 26, 2021, from the Director, Recreation and Sport Services, be approved for the operation of Steveston Outdoor Pool for the summer of 2021.

CARRIED

6. **AGRICULTURAL LAND COMMISSION NON-FARM USE APPLICATION BY THE CITY OF RICHMOND FOR COMMUNITY GARDENS AT 5560 GARDEN CITY ROAD (THE GARDEN CITY LANDS)**

(File Ref. No. 06-2345-20-GCIT1) (REDMS No. 6607433 v. 9)

In reply to queries from the Committee, staff advised that (i) the number of community gardens must be included in the application to the Agricultural Land Commission (ALC), (ii) the maximum number of plots is 200, with an option to add 100, for a total of 300 plots, (iii) plans to add 170 community garden plans in 2021, (iv) the semi-permanent plots on gravel and are raised for universal access and will be moved to a permanent location once the soil remediation study on Garden City lands is completed, (v) site is zoned agricultural and is managed in an ecological fashion through a farm management plan provided by Kwantlen Polytechnic Institute, (vi) expectation that greater ecological compliance will be required in the Garden City lands, (vii) other areas are being considered for community gardens, and (viii) the above-ground containers can be reused elsewhere.

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Discussion ensued with regard to (i) the waitlist has risen to over 500 with the announcement of more gardens, (ii) the need to monitor the drainage from the gravel parking area, and (iii) suggestion to approach private property owners to allow the use of the portable community garden plots in vacant lots.

Councillor Au left the meeting (5:20 p.m.) and did not return.

It was moved and seconded

That the Agricultural Land Commission Non-Farm Use Application by the City of Richmond for Community Gardens at the Garden City Lands at 5560 Garden City Road, be endorsed and forwarded to the Agricultural Land Commission for approval.

CARRIED

7. **PARKS AFLOAT MOORAGE AT IMPERIAL LANDING AND GARRY POINT PARK**

(File Ref. No. 06-2345-20-GARR2) (REDMS No. 6360981 v. 15)

In reply to queries from the Committee staff advised that (i) the Parks Programs Team is responsible for liaison with local authorities regarding guest boats who do not leave within the prescribed three-day limit, (ii) the services provided are power/electricity and there are no services for waste dumping, and (iii) the moorage fee for guest boats is \$1.00 per foot for each 24 hour period.

Discussion ensued with regard to (i) whether two floats can be used instead of three to reduce costs at Garry Point Park, and (ii) the requirement for dredging decreases as traffic through the channel increases.

As a result of the discussion the following **referral motion** was introduced:

It was moved and seconded

That staff report back with options to address the issues of moorage on the Imperial Landing Wharf regarding management and possible elimination, and options regarding vessel sewage pump outs or regulation of existing sanitary facilities.

CARRIED

8. **MANAGER'S REPORT**

(i) *Outdoor Sports Orders*

Changes to provincial health orders announced on March 11, 2021 permit 10 persons to gather outside. This change affects some adult sport groups.

7.

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(ii) Registration for activities re: public health orders

Public health orders require registration for all drop-in activities. A typical week includes approximately 12,000 bookings each Monday and approximately 2,100 registrations on the remaining days of the week.

(iii) Richmond Tennis Club

In response to a question from the Committee, staff advised that the Richmond Tennis Club request is in progress.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:57 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, March 23, 2021.

Councillor Harold Steves
Chair

Debbie Reimer
Recording Secretary

TO: MAYOR & EACH
COUNCILLOR
FROM: CITY CLERK'S OFFICE

Schedule 1 to the Minutes of the
Public Works and Transportation
Committee meeting of Richmond
City Council held on Tuesday,
March 23, 2021.

From: Loren Slye
Sent: March 20, 2021 11:02 AM

Subject: Britannia and Imperial Dock Management Proposal.docx

Harold here's our latest draft of our Dock Management Proposal for both Imperial & Britannia Docks that you have requested to share with the Parks Committee for Tuesday's meeting I've included Serena with the hope she can get copies to whoever needs one. Our hope is to have a referral to work cooperatively with Staff for the betterment of Steveston waterfront.

Please let me know Monday how you would like us to proceed for Tuesday's meeting. We have a delegation of four listed with Clerks that Andy Hobbs can introduce.

Thank you
Loren Slye

Sent from my iPhone



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To: Parks, Recreation and Cultural Services Committee

From: Britannia Shipyards National Historic Site Society

Subject: Proposal for Britannia Shipyards Society (BSNHSS) to Manage Moorage at the Britannia Shipyards Dock and the Imperial Landing Dock

Purpose: The purpose of this proposal is to offer Council a means of providing good governance and management of existing dock assets in Steveston Village. The Britannia Shipyards Society is proposing to take on the moorage management of both the Britannia Shipyards Dock and the Imperial Landing Dock for a trial period with possible extensions based on mutual benefits.

Executive Summary:

The Britannia Shipyards National Historic Site Society is proposing to take over moorage management of the Britannia Shipyards Site dock and the Imperial Landing Dock. While the City works on long term plans for docks along the Steveston Waterfront, maximizing moorage potential along the existing docks can bring some immediate benefits to Steveston. Working with Richmond Britannia Staff, the Society believes that managing and expanding the use of the Britannia Docks to provide moorage for various fishing boats, representative working vessels and historically significant boats at the Britannia Site would enhance public engagement with this historic site. By encouraging moorage for both historical and current industry vessels, public interest and experience will be enhanced for those visiting the Britannia site, and bring in revenues and annual corporate sponsorships to help with maintenance and improvement to the dock and site. Likewise, managing the Imperial Dock with the Society team would increase transient moorage revenue, provide a higher level of service to visiting craft, increase tourism to Steveston, and generate additional work and sales by local businesses.

With the permission of Richmond Council, an addendum could be added to the Agreement the Britannia Society has with City to allow for the Society management of the two docks. Such an agreement would include the hiring of a Dock Manager, oversight and security of dock operations, setting of moorage rates, expand promotion of Steveston as a destination location, and provide supervision of volunteer dock monitors to ensure the safety and security of dock patrons and visitors. Initially the Society is proposing that 80% of the generated revenue be retained by the Society for management expenses and 20% be allocated for maintenance and City staff costs associated with the upkeep of the docks and administrative support for payroll and

revenue management. Allowance for adjustment of the revenue sharing can be incorporated in an agreement as better revenue projections are available following a couple of seasons of operation. As per the existing Society Agreement a 90-day cancellation clause can be included to ensure that both parties have the ability to withdraw from the dock management addendum if it is in the interests of either Society or the City of Richmond.

While the initial dock management would include the existing Britannia Dock and the Imperial Landing Dock, it is hoped that more dock space can be added with the Phoenix Net Loft project and as proposed in the Committee Report from the Director of Parks Services, ultimately provide a future connection between the two docks along the Steveston waterfront. With the support of Richmond Council and Staff, the Britannia Society believes that improving and facilitating moorage at the two docks will significantly enhance both the Britannia Heritage Shipyards and Steveston Village as a visitor and tourist destination.

The City and the Britannia Shipyards Society Relationship:

The City of Richmond and the Britannia Society have had a long and beneficial relationship with respect to promoting and assisting with the management of the Britannia Shipyards Site. Currently the City and the Society are nearing the end of a 5-year agreement and there is an opportunity to add an addendum to a renewed agreement to permit the Britannia Society to manage dock moorage operations and promotion for both the Britannia Dock and Imperial Landing Dock. Details on an arrangement to manage moorage for both docks can be negotiated with Richmond Staff and be included in the renewal of the agreement.

Under the Britannia National Shipyards Historic Site Society Constitution, the stated purpose of the Society "is to preserve and to celebrate the history of the Britannia Shipyards National Historic Site, a living museum, through collaboration with the City of Richmond and the community. The Society's role may include program development, fund raising, site volunteer activities, the preservation of wooden boats, and the promotion of the general knowledge, enjoyment and understanding of the Britannia Shipyards National Historic Site". The Britannia Shipyards Society Board of Directors believes that taking a hands-on approach to the management of the Shipyards Dock is within the mandate of the Society and with the potential synergies of including the Imperial Dock would provide benefits to the historic shipyards site and to Steveston Village.

Drivers and Objectives:

Britannia Dock - The existing dock at Britannia Shipyards is currently under utilized with only a couple of industry vessels and our flagship vessels (the Japanese Fish Boat Silver-Ann and the Providence) at any given time, but could be the home for a number of industry boats and especially vessels of historical significance. Opening the dock to the public would benefit public interest and knowledge on the kind of boats that the shipyard was instrumental in bringing to the west coast. Providing moorage for boats of various kinds will give visitors to the heritage shipyards site a more enhanced experience and allow them to engage with working vessels on a more active waterfront. Priority for the recruitment of boats would involve choosing those with relevance to the West Coast Working industry and heritage. Boat Owners or Captains would have to agree to participate in Society and City Festivals by opening the boats to the public and providing information and interaction to visitors and interested parties. Boat owners and Captains would be asked to become Britannia Society members to further the interest in participating in Britannia events and programs.

In addition, increasing moorage opportunities along the Britannia Shipyards dock could be a revenue generator and bring in funds to help maintain and improve both the docks and site. As the intent is to showcase vessels with heritage and industrial interest to moor at Britannia, it is proposed that rate be lower than prevailing rates to encourage moorage of particular vessels and encourage participation in Britannia events and showings.

Imperial Landing Dock - While looking at the benefits of increased moorage opportunity at Britannia, the Society realized that it would make sense to provide a similar service for the Imperial Village Dock which is also very under utilized. Moorage opportunities at the Imperial Dock would be directed more towards transient and visitor crafts possibly from Seattle, the Island or more locally owned yachts and boats looking for an overnight or weekend outing who could be encouraged to make Steveston a stopover location. With Steveston's many restaurants, stores (to re-provision), industry businesses (fishing supplies, boat and engine servicing), attractions and scenic beauty the Society believes that promoting and maximizing the moorage potential will bring increased tourism benefits to the many businesses and attractions in the Steveston area. The Society believes that moorage revenues can be significantly increased with the promotion of Steveston as a destination location for yachts, sailboats and pleasure craft.

Dock Management and Boat Recruitment:

Britannia Dock - Implementation of a new moorage management by the Britannia Society would involve a phased process. Initially the recruitment and vetting of potential vessels for moorage at the Britannia Dock would be handled under the direction of the Society Directors with the support and approval of Britannia staff. Once sufficient revenues are being generated the Society would hire a part-time Dock Manager to oversee dock operations, moorage recruitment, ensure dock rules and regulations are being followed, coordinate dock monitor volunteers during visiting hours, welcome visiting boats, and assist staff with security. The Dock Manager could also help with Event organization and support Richmond Staff in coordinating dock activities. He/She would also be instrumental in providing advice on any maintenance and improvements required for the safe operation of the dock.

While the Britannia Society and the Dock Manager would be responsible for recruiting vessels for moorage at the dock, the moorage contract covering fees and conditions would be with the City of Richmond as the owners of the dock. Likewise, all payments would be made to the City and be administered by Britannia Staff.

Imperial Dock – Until the Covid Pandemic is reduced to the point where trip and cross border visits are encouraged, the management of the imperial dock would primarily involve welcoming visiting boats, ensuring that craft using the docks are paying their moorage fees and checking that the dock is being used in a safe fashion. Once covid restrictions are lifted and yacht, sailboat, and pleasure craft visits can be encouraged, the intent would be to move those fishing from the dock back down to either end and start to promote, market, and operate the dock as a destination or transient moorage location. With the development along the adjacent waterfront – the new Thai Restaurant, the Colony Pub and possibly a Seaside Hotel – the demand for dock space will escalate and by properly managing moorage Richmond and Steveston will benefit.

The existing Pay Terminal would continue to operate with revenues being collected by the City. The Society through a part time dock manager would ensure that moorage fees are being paid and that those using the dock understand the terms. Utilization of the dock can be maximized by appropriate and best positioning of vessels along the wharf.

Business Case:

Revenues: Britannia Dock – With its 600 feet of dock moorage space on the river side (leaving approximately 100 feet open during the Phoenix reconstruction) the potential for moorage income at prevailing monthly rates of \$8.50/foot along that section of river could generate upside amount of \$60K per year. Some inside dock space could also be

used for vessel moorage possibly generating another \$10K annually. As preferential choices the moorage along the Shipyards Dock would be prioritized towards heritage boats, vessels that in the past would have worked out of the shipyards site, and industry boats of interest to the public, fees for dock space would be adjusted providing the captains are willing to participate in events and viewing times when moored at the dock. Revenues from the Britannia dock would primarily be based on monthly rates with some daily or weekly for visiting boats of interest and no revenue from complimentary stays of boats of heritage or historic nature invited by the City or Britannia Shipyards.

Imperial Landing Dock: Revenue generation will continue to be generated primarily from daily moorage by visiting or transient vessels. While the Covid pandemic suppression efforts continue, limited revenues are expected. Once travel within BC is opened and encouraged and the border for travel from the US is permitted and tourism promoted, revenues are expected to increase. Much will depend on the success of promotion and communication with yacht clubs around the boating region. With the daily monitoring of vessels moored at the dock ensuring that fees are being paid, revenues will also increase.

Expenses: The primary expense to the Society will be the hiring of a part-time dock manager. Duties would entail monitoring of vessels using the docks in the morning and again later in the afternoon to ensure compliance with payment, safety, ensuring maximization of dock usage etc. Cost for this part-time manager would be in the range of \$30,000 depending upon the role and expectations for the position. Other expenses would be administrative involving Britannia Staff in the processing of fees and costs for maintenance of the docks.

Expectations and Proposed Revenue Sharing: With a phased approach to the cost to operate and manage the docks can be kept within the revenues being generated. It is expected that revenues will increase considerably as tourism opens up and promotion of dock moorage for access to the historic village of Steveston is undertaken.

The Britannia Shipyards Society is proposing that 80% of revenues generated be allocated to the Society for expenses and promotion and 20% Richmond City for expenses incurred by the Britannia staff for administrative costs. If this concept proposal is approved, negotiations on an agreement would include a more thorough review of the revenue split to ensure expenses for both the Society and Richmond City are satisfied. To ensure ongoing satisfaction with this proposal by both parties, a 90-day cancellation clause can be included in an agreement on the management of the docks.

Longer Term Plans:

The Britannia Society supports a future extension of the dock system between the Phoenix Net Loft and the Imperial Landing Dock. Other future uses for the dock system could include the possibility of a Farmers Market for seafood which may be possible if a new wharf area is constructed adjacent and around the new Phoenix Net Loft. Once the dock moorage is shown to be a revenue generator and an asset in expanding visits to Steveston Village, other improvements such as public wash room facilities should be considered for inclusion in the Phoenix project or in a location along the Imperial waterfront.

Conclusion:

The Britannia Shipyards National Historic Site Society is proposing that the management of the Britannia Shipyards dock and the Imperial Landing Dock be administered by the Society through a negotiated agreement with the City of Richmond. The Society believes that such an arrangement would be very beneficial to the visitor experience at Britannia Shipyards and that promotion and management of the Imperial Landing Dock could significantly improve transient and visitor moorage thereby bringing in a much-needed increase in business to stores, restaurants, bars and service providers in the Steveston area.

Schedule 2 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Tuesday, March 23, 2021.

TO: MAYOR & EACH
COUNCILLOR
FROM: CITY CLERK'S OFFICE

From: CityClerk
Sent: March 23, 2021 11:39 AM
To: MayorandCouncillors
Subject: Replacement pages - PRCS agenda
Attachments: Outdoor Sports Fields and Amenities Allocation Policy - Attachments 1-4.pdf

Committee Members

The attached policy documents are intended to replace pages 64-75 of today's Parks, Recreation and Cultural Services agenda, to show headers that were previously missing on the documents. The pages have already been updated on the online versions of the agenda.

Thank you,

City Clerk's Office

City of Richmond | 6911 No. 3 Road, Richmond, BC V6Y 2C1
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Page 1 of 1	Park Playing Fields – Allocation	Policy 8500
Adopted by Council: March 28, 1978		

POLICY 8500:

It is Council policy that:

The allocation of all outdoor sports playing surfaces including soccer fields, ball diamonds, tracks, tennis courts, and lacrosse boxes, will be coordinated through the Community Services Division in order to:

1. Avoid conflicts of use, double bookings, and overuse;
2. Establish equitable allocation of playing surfaces and facilities to maximize benefits to all concerned.



Page 1 of 3	Draft - Outdoor Sport Facilities and Amenities Allocation	Policy <policy no.> Draft
	Adopted by Council: <date>	

<POLICY NO.> :

It is Council policy that:

The allocation of all outdoor sports facilities and amenities to sport organizations is coordinated through the Community Services Division. The following principles will be used as a framework to ensure the fair and equitable allocation, avoid conflicts of use and maximize benefits to all concerned:

1. RESIDENCY OF USERS

- 1.1 The needs of Richmond residents are considered before those of other communities.
- 1.2 Organizations must have at least 70 per cent Richmond residents as registered players to be considered Richmond-based (Policy 8701).

2. ORGANIZATIONS

- 2.1 Sport organizations must be aligned with relevant City of Richmond policies and processes, the appropriate sport governing body, Canadian Sport for Life Model and Provincial Sport Organizations where applicable.
- 2.2 Sport organizations must be in good standing with the City of Richmond and the BC Societies Act, if applicable.
- 2.3 Sport organizations must provide the appropriate insurance as required by the City of Richmond.

3. BALANCE OF SPORT OPPORTUNITIES

- 3.1 Consideration of gender equity, emerging and declining sports and accessibility and inclusion will be given to ensure a balance of sport opportunities for Richmond residents.

4. FIELD AND AMENITY MODIFICATIONS

- 4.1 With prior permission, improvements may be carried out on the City's behalf but will not result in exclusive or priority allocation.

5. PRIORITY OF ALLOCATION

- 5.1 City of Richmond's sponsored programs, events and services.



Page 2 of 3	Draft - Outdoor Sport Facilities and Amenities Allocation	Policy <policy no.> Draft
	Adopted by Council: <date>	

- 5.2 Richmond School District No. 38 programs, events and tournaments during school hours and outside school hours with 150 days written notice to the City from the Richmond School District Athletic Facilitator or designated alternate.
- 5.3 In-season sports will be given priority consideration.
- 5.4 Games will be given priority over practices.
- 5.5 Allocation will occur in the following order of priority:
 - a. Consideration will be given to special events and tournaments hosted by or in partnership with Richmond-based not-for-profit sport associations, organizations, and leagues that may provide significant economic benefit to the community.
 - b. Richmond-based, not-for-profit youth sport associations.
 - c. Richmond-based, not-for-profit adult programs, teams, organizations and leagues.
 - d. Youth non-resident not-for-profit sport associations or youth sport commercial renters.
 - e. Adult non-resident not for profit or adult commercial renters.
- 5.6 The previous season's allocation will be considered as the basis for the pending season's allocation.
- 5.7 Users are required to return unused fields to the City as soon as it is known that it will not be utilized.
- 5.8 Users may be required to demonstrate rate of utilization at the City's request.

6. CODE OF CONDUCT AND VIOLATIONS

- 6.1 Sport organizations must comply with the City of Richmond's Outdoor Sport Facility and Amenities Code of Conduct and administrative procedures.
- 6.2 The following activities are not permitted and users may lose their allocation if they are found engaging in any of the following activities:



Page 3 of 3	Draft - Outdoor Sport Facilities and Amenities Allocation	Policy <policy no.> Draft
	Adopted by Council: <date>	

- a. Withholding fields or amenities by booking facilities when not required for play.
- b. Sub-licensing or allowing another sport organization to use allocated field(s) or amenities without prior approval from the City.
- c. Using fields or amenities when not booked or closed.

6.3 All user groups are required to attend meetings with the City of Richmond regarding the allocation of outdoor sport facilities and amenities. Failure to attend may result in the loss of their allocation.

7. PAYMENT

User fees may be charged.

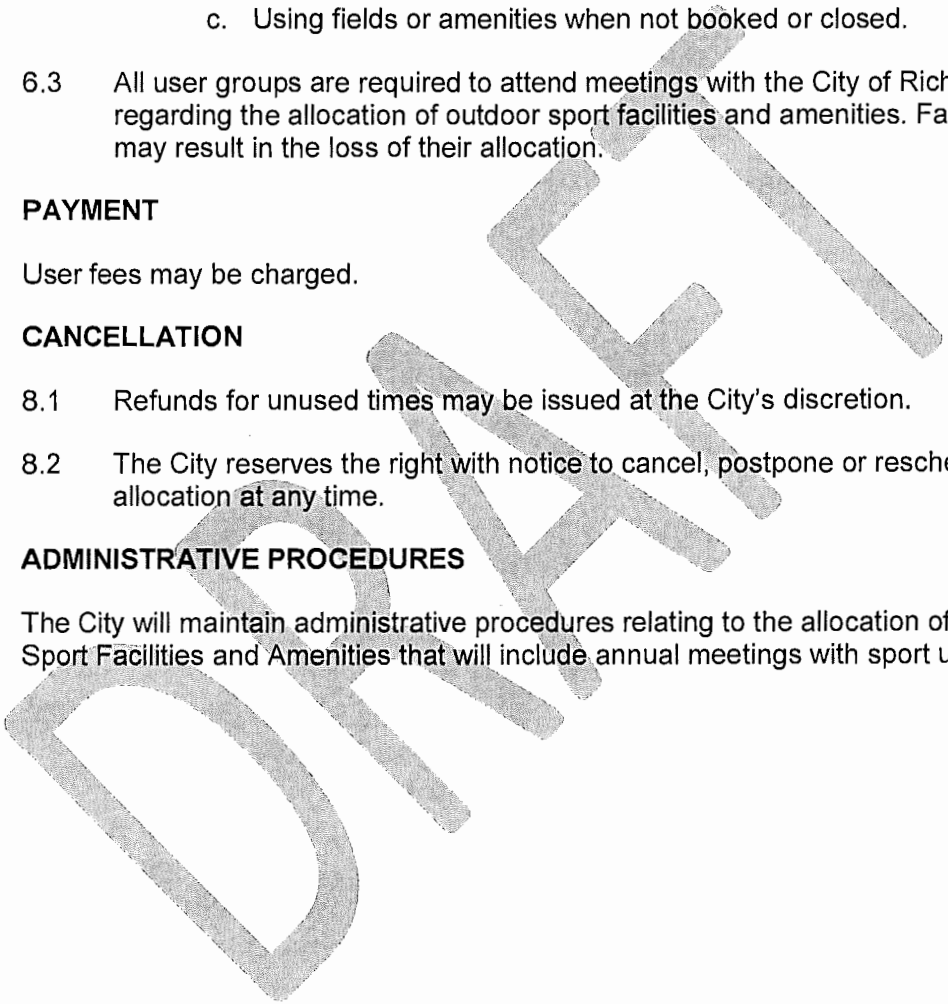
8. CANCELLATION

8.1 Refunds for unused times may be issued at the City's discretion.

8.2 The City reserves the right with notice to cancel, postpone or reschedule an allocation at any time.

9. ADMINISTRATIVE PROCEDURES

The City will maintain administrative procedures relating to the allocation of Outdoor Sport Facilities and Amenities that will include annual meetings with sport users.





Page 1 of 6	Draft Outdoor Sport Facilities and Amenities Allocation	Administrative Procedure XXXX
Adopted by Council: <date>		

ADMINISTRATIVE PROCEDURE XXXX:

It is Council policy that:

The allocation of all outdoor sports facilities and amenities to sport organizations is coordinated through the Community Services Division. This includes but is not limited to: sport fields, ball diamonds, tracks, tennis courts, lacrosse boxes and associated site amenities. The following principles will be used as a framework to ensure the fair and equitable allocation of City of Richmond outdoor sport facilities and it's amenities by organizations (teams, associations, societies and businesses); and avoid conflicts of use and maximize benefits to all concerned:

1. RESIDENCY OF USERS

- 1.1 The needs of Richmond residents are considered before residents of other communities.
- 1.2 Organizations must have at least 70 per cent Richmond residents as registered players to be considered Richmond-based (Policy 8701).
 - a. City of Richmond reserves the right to request team rosters to confirm Richmond Residency.
 - b. Organizations who intend to have a team for the pending season with less than 70% Richmond residents must provide a written notice of intent to City staff for their approval.

2. ORGANIZATION

- 2.1 Sport organizations must be aligned with the relevant City of Richmond policies and processes, the appropriate sport governing body, Canadian Sport for Life Model, the appropriate sport governing body, and Provincial Sport Organizations where applicable.
- 2.2 Sport organizations/groups must be in good standing with the City of Richmond (i.e., signed contracts and no outstanding invoices) and BC Societies Act, if applicable.
- 2.3 All contract holders must purchase and provide proof of comprehensive general liability insurance. Contract holders must forward a copy of their insurance



Page 2 of 6	Draft Outdoor Sport Facilities and Amenities Allocation	Administrative Procedure XXXX
	Adopted by Council: <date>	

certificate, which shows the type of insurance, the expiry date, the amount of coverage as required by the City of Richmond and a statement naming the 'City of Richmond' and 'School District No. 38 (Richmond)' as additional insured.

- 2.4 The City of Richmond may request that not-for-profit organizations provide the City of Richmond with a copy of their previous year's Annual General Meeting (AGM) Minutes, Financial Statements, and total number of registered participants and volunteers for the previous season.
- 2.5 All commercial field renters must provide a copy of their current Richmond Business License.

3. BALANCE OF SPORT OPPORTUNITIES

- 3.1 Consideration of gender equity will be given to ensure a balance of sport opportunities for Richmond residents.
- 3.2 Consideration of emerging and declining sports will be given to ensure a balance of sport opportunities for Richmond residents.
- 3.3 Consideration of accessibility and inclusion will be given to ensure equitable access to sport opportunities for Richmond residents.

4. FIELD AND AMENITY MODIFICATIONS

Written permission is required for any organization wishing to make improvements to an existing field or facility. Improvements to outdoor sport facilities or amenities do not result in organizations having exclusive use of the specific facilities.

5. PRIORITY OF ALLOCATION

- 5.1 City of Richmond's sponsored programs, events and services.
- 5.2 Richmond School District No. 38 programs, events and tournaments during school hours and outside school hours with 150 days written notice to the City from the Richmond School District Athletic Facilitator or designated alternate.
- 5.3 In-season sports will be given priority consideration. Out of season sports will be given consideration for field times after in season sports allocation. In the case of overlapping seasons, playoff games shall take precedence over regular league games.



Page 3 of 6	Draft Outdoor Sport Facilities and Amenities Allocation	Administrative Procedure XXXX
	Adopted by Council: <date>	

Sport	In Season	Out of Season (Developmental)
Baseball	Spring/Summer	Fall
Box Lacrosse	Spring/Summer	
Cricket	Spring/Summer	
Field Hockey	Spring	Fall
Field Lacrosse	Summer/Fall/Winter	
Flag Football	Spring	
Football	Summer/Fall	
Rugby	Fall/Winter	
Adult Slow Pitch	Spring/Summer	
Soccer	Fall/Winter	Spring/Summer
Softball	Spring/Summer	Fall

- 5.4 Games will be given priority over practices.
- 5.5 Allocation will occur in the following order of priority:
 - a. Consideration will be given to special events and tournaments hosted by or in partnership with Richmond-based not-for-profit sport associations, organizations, and leagues that may provide significant economic benefit to the community.
 - b. Richmond-based, not-for-profit youth sport associations.
 - c. Richmond-based, not-for-profit adult programs, teams, organizations and leagues.
 - d. Youth non-resident not-for-profit sport associations or youth sport commercial renters.
 - e. Adult non-resident not for profit or adult commercial renters.
- 5.6 The previous season's field allocation will be considered as the basis for the pending season's allocation.
- 5.7 Sport field contract holders are required to return unused inventory to the City as soon as it is known that it will not be utilized.
- 5.8 Sport field contract holders will be required to demonstrate the utilization of sport fields and amenities at the City's request. Those that are unable to demonstrate an appropriate utilization rate may have their field allocation reduced at the City's discretion.



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	Adopted by Council: <date>	

5.9 Youth will be given priority over adults Monday to Friday from 5:30 to 9:00 p.m.

6. ADMINISTRATION OF FIELD ALLOCATION

6.1 All field allocation request must be submitted using the City of Richmond's Field Allocation Request Form(s). This includes one time, weekly bookings, special events and tournaments.

6.2 Special events and tournaments must provide written notice a minimum of 150 days in advance. Events and tournaments that are within an organization's existing seasonal allocation are required to provide the City of Richmond with 60 days written notice.

6.3 Field allocation requests by organizations must designate one representative to liaise with the City of Richmond for the duration of the requested seasonal contract.

6.4 All organizations requesting field time(s) must adhere to current City of Richmond Field use standards for their specific sport.

7. CODE OF CONDUCT AND VIOLATIONS

7.1 Sport organizations must comply with the City of Richmond's Outdoor Sport Facility and Amenities Code of Conduct.

7.2 The following activities are not permitted and Users may lose their allocation if they are found engaging in any of the following activities:

- a. To be seen withholding fields or amenities by block-booking facilities when not required for play;
- b. To have sub-leased or allowed another sport organization to use their allocated field(s) without prior approval from the City;
- c. To be playing on a field that is closed;
- d. To be in violation of the Outdoor Sport Facility and Amenities Code of Conduct;
- e. To have players or teams using uncontracted times; or



Page 5 of 6	Draft Outdoor Sport Facilities and Amenities Allocation	Administrative Procedure XXXX
Adopted by Council: <date>		

f. Teams and organizations are responsible for ensuring that sport fields and amenities are left cleaner than when they arrived and goals are properly returned/stored.

7.3 Allocation conflicts between user groups will require the groups to attend a meeting with City staff and Richmond Sports Council representatives to resolve the issue(s). Failure to attend these meetings may result in loss of fields. Decisions of this meeting will be final.

8. PAYMENT

The City of Richmond charges a user fee for the use of both City and School District No. 38 outdoor sport facilities.

- 8.1 Seasonal Bookings: Payment is due in full upon contract confirmation. Payment can be made by cheque, debit or credit card. Cheques are payable to the 'City of Richmond'.
- 8.2 The City may waive fees in extenuating circumstances.
- 8.3 A non-sufficient funds (NSF) fee will apply for declined cheques.
- 8.4 Groups or individuals that do not have an ongoing booking are required to pay in full at the time of the booking.

9. CANCELLATION

- 9.1 Refunds for designated field times will only be issued with 10 days prior written notice.
- 9.2 The City reserves the right with notice to cancel, postpone or reschedule a rental(s) at any time and refund the renter.
- 9.3 Cancellations due to weather or safety related events will be reviewed by City staff for possible refund.

10. ADMINISTRATIVE PROCEDURES

The City will maintain administrative procedures relating to the allocation of Outdoor Sport Facilities and Amenities that will include annual meetings with sport users. These meeting will provide the City of Richmond and sport users with the opportunity to review the previous year's usage along with discussing the pending year's allocation.



Page 6 of 6	Draft Outdoor Sport Facilities and Amenities Allocation	Administrative Procedure XXXX
Adopted by Council: <date>		

DRAFT



Page 1 of 2	Parks and Leisure Services – Community Involvement	Policy 8701
Adopted by Council: March 28, 1978 Amended by Council: May 8, 2017		

POLICY 8701:

It is Council policy that:

Council encourages and supports community initiative, involvement, and decision making in programs of planning, acquisition, development, operation, and maintenance of parks and leisure services in Richmond.

It is the intent of Council to:

1. Encourage other groups, organizations and individuals to provide leisure programs, facilities and services in line with community need.
2. Encourage and incorporate the involvement of volunteers in the delivery of leisure services.
3. Support the formation, nurturing, and growth of parks and leisure services groups in the development and maintenance of the parks and leisure services delivery system.

Assistance may be given to:

1. Richmond Community Associations/Societies – Community associations/societies which include Community Services programs as a major part of their objectives.
2. Richmond Parks, Recreation, Culture and Community Social Development Organizations (non-sport) – Any not for profit Richmond based non-sport organization with membership of at least 60% Richmond residents, or as approved by Council, in developing and implementing its parks, recreation, cultural and community social development programs and services.
3. Richmond Sport Organizations – Any Richmond-based non-profit sport organization with membership of at least 70% Richmond residents.
4. Other Sport Organizations – For a maximum of three years, any non-profit sport organization which meets the following criteria: (i) has not previously accessed Richmond sport amenities and facilities; and (ii) represents a sport which is not currently using Richmond sport amenities and facilities (niche or emerging sports); and (iii) is actively working towards a membership of at least 70% Richmond residents.

The organizations, upon receiving assistance, will provide the Community Services Division with up-to-date records of the organization and its activities.

Encouragement and assistance may be given to the establishment of the community and neighbourhood associations and societies which include leisure services programs as a major part of their objectives. Wherever possible, neighbourhood organizations are encouraged to become affiliated with, or an integral part of, the larger community association serving the geographical area in which the neighbourhood is located. New community associations would

Community Services Division



Page 2 of 2	Parks and Leisure Services – Community Involvement	Policy 8701
Adopted by Council: March 28, 1978 Amended by Council: May 8, 2017		

be formed when population densities, through infilling of residential areas, create a need for a logical sub-municipal identity and the development of major community recreational facilities in a new location.

Council is committed to providing facilitating and coordinating services to community groups and individuals involved in the provision of public leisure services. The Community Services Division accepts a leadership role in the coordination of leisure service programming and will endeavour to avoid undesirable duplication of services, or unreasonable variances in fees and charges to participants.

Schedule 3 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Tuesday, March 23, 2021.

TO: MAYOR & EACH COUNCILLOR
FROM: CITY CLERK'S OFFICE

From: CityClerk
Sent: March 23, 2021 12:50 PM
To: MayorandCouncillors
Subject: RE: Replacement pages - PRCS agenda
Attachments: Attachment 5 - Updated.pdf

Committee Members,

The attached table document is intended to replace page 82 on today's Parks, Recreation and Cultural Services agenda, to update the proposed Operating Hours for Steveston Outdoor Pool. The pages have already been updated on the online versions of the agenda.

Thank you,

City Clerk's Office

City of Richmond | 6911 No. 3 Road, Richmond, BC V6Y 2C1
P (604) 276-4007 | F (604) 278-5139 | E cityclerk@richmond.ca
People | Excellence | Leadership | Team | Innovation

From: CityClerk
Sent: March 23, 2021 11:39 AM
To: MayorandCouncillors <MayorandCouncillors@richmond.ca>
Subject: Replacement pages - PRCS agenda



Committee Members

The attached policy documents are intended to replace pages 64-75 of today's Parks, Recreation and Cultural Services agenda, to show headers that were previously missing on the documents. The pages have already been updated on the online versions of the agenda.

Thank you,

City Clerk's Office

City of Richmond | 6911 No. 3 Road, Richmond, BC V6Y 2C1
P (604) 276-4007 | F (604) 278-5139 | E cityclerk@richmond.ca
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& COUNCILORS

Steveston Outdoor Pool – 2021 Proposed Hybrid Model Operating Hours

MAY / JUNE - Proposed 2021								JULY / AUGUST - Proposed 2021							
	MON	TUES	WED	THURS	FRI	SAT	SUN		MON	TUES	WED	THURS	FRI	SAT	SUN
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Note: School Board Rentals last two weeks of June only

Total Public Swim Hours:	457
Total Public Swim Days:	88

Schedule 4 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Tuesday, March 23, 2021.

TO: MAYOR & EACH COUNCILLOR
FROM: CITY CLERK'S OFFICE

MayorandCouncillors

From: Jim McGrath <jimcmgrath@gmail.com>
Sent: March 22, 2021 12:03 AM
To: MayorandCouncillors
Cc: Louise Shaffer
Subject: Petition Team Feedback on Steveston Pool proposed 2021 Schedule - PRCS-76
Attachments: Petition Team Feedback on Steveston Pool proposed 2021 Schedule.pdf

Categories: - TO: MAYOR & EACH COUNCILLOR / FROM: CITY CLERK'S OFFICE

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

To the Mayor and Council, City of Richmond:


We are 2 Representatives from the Petition Group that seeks to improve utilization of the Steveston Pool. Louise Shaffer and Jim McGrath are acting as a Delegation to the March 23, 2021 Parks, Recreation and Cultural Services Meeting on the topic of:

"PROPOSED 2021 OPERATING HOURS FOR STEVESTON OUTDOOR POOL - PRCS-76"

The attached document provides detail in support of the information that we will present to the Committee.

Thank you for reviewing this information.

Louise Shaffer: email shaffer7@telus.net
Jim McGrath: email jimcmgrath@gmail.com

 Virus-free. www.avg.com



PHOTOCOPIED

MAR 23 2021
& DISTRIBUTED

Date: March 21, 2021

To the Mayor and Council, City of Richmond

Subject: Petition Feedback on the proposed 2021 schedule for Steveston Pool

The Aquatic Services Department has submitted a proposed 2021 schedule for the Steveston Pool to the Parks, Recreation and Cultural Services Committee meeting of March 23, 2021.

As representatives for the Steveston Pool Petition Team, Louise Shaffer and Jim McGrath have concerns with this proposed schedule. The following outlines the background and detail for those concerns:

Background:

A Petition was presented to the Parks, Recreation and Cultural Services Committee in the Fall of 2019. This Petition requested the following for the next season at the Steveston Pool:

- That the season and associated hours of operation be extended.
- That Length Swimming Hours be protected and continued for the duration of the new extended season.

The Committee at the January 28, 2020 meeting requested that Aquatic Services work with the Petition Representatives Team to create a "hybrid" schedule more suited to the needs of the public and with consideration of budget constraints.

After working together, a new schedule was created for 2020. This schedule was presented to the Petitioners through the use of "Focus Groups" requested and organized by the Aquatic Department. The schedule was accepted as presented and was to be presented to the Aquatic Advisory Board for the next approval. To our knowledge, this was never completed as no meetings occurred due to the Covid-19 Pandemic.

The 2020 swimming season saw no swim clubs or schools use of the pool. Instead, the Steveston Pool was solely opened for length swimming due to pandemic restrictions and appeared to be booked solid for the entire time the pool was open.

In January, 2021 the Petition representatives were asked to attend a Webex meeting where we were informed that no additional hours would be available for length swimming for the 2021 season. We were told that there would be no funds available for any additional length swims because swim clubs, school groups and lessons will have precedence.

A very unsatisfactory Pool schedule was subsequently presented to us despite the counter proposals that we submitted during 2 subsequent meetings with the Aquatic Services Team. Our objections to the final proposed schedule submitted as a "Staff Report" is the reason that the Petition Team are presenting at the March 23 Parks, Recreation and Cultural Services Committee meeting.

Concerns and Information:

1. We recognize the challenges and restrictions of operating public swimming pools. These are exacerbated by the Covid-19 Pandemic. Outdoor activities are, however, both promoted and supported by public health authorities; this includes swimming pools (noting again that the outdoor pools were the only facilities open for use last Summer).

We feel that the pandemic will also affect this season of swimming in that further adjustments to schedules may be required.

2. The pool schedule submitted by Aquatic Services to the Committee reduces the number of hours allocated for Steveston Pool public/length swimming. It instead recommends that 2021 Public Swimming be scheduled for 457 hours over only an 88-day season.
Our concern is that this is 66 hours less than the 523 Public Swim hours over 104 days that were in place for 2019. This reference to 523 hours is from Aquatic Services' Staff Report to the January 28, 2020 PRCS Committee Meeting.
The Steveston Pool Petition was created towards the end of the 2019 swim season with the primary intention to increase (not decrease) public/length swim hours from the 2019 totals!
3. The schedule proposed by Aquatic Services appears to use 2018 as a baseline which is both inappropriate and very outdated. The demographics have changed in three years to include a population that is older and where more people work from home – both may now be able to swim more often.
4. The 2021 schedule proposed by Aquatic Services does not lend itself to improving Public attendance at the Steveston Pool. The afternoon swim sessions previously scheduled in 2019 for Public and length swimming (particularly in July and August) are irregularly replaced by swim club times. This inconsistency in scheduled hours of operation can be expected to cause the following impacts:
 - a. Reduced attendance by length swimmers, despite the majority of occupants in the Steveston Pool for 2020 being length swimmers.
 - b. Many Seniors will stop using the Steveston Pool.
For instance; Seniors generally prefer weekday swimming, not weekends. *The proposed schedule does not accommodate this preference.*
 - c. Less working people may attend because they can only length swim during their lunch break, on weekdays. The new schedule removes many noon hour length swim opportunities.
5. The Schedule proposed by Aquatic Services states that the Steveston Pool “*may* stay open in September...”. This is contrary to the widespread belief that there should be a commitment now to keep the Pool open throughout that month. The rationale for this logical extension to the Pool season includes:
 - a. The weather in Richmond is still fine for outdoor swimming.
The historical average Richmond temperature for September is 16 c. The average rainfall is 82 mm for that month. Source: *weather-atlas.com*.
 - b. We made it clear in this year’s meetings with the Aquatic Services team that the 2021 schedule for the Steveston Pool should begin on the Victoria Day weekend (not May 1 as originally requested in the 2019 Petition) in order to ensure:
 - More public swimming hours in June; and
 - That the pool will be open to the public in September.

6. We have found it difficult to offer more reasons for our recommendations because of the unavailability of basic budgetary information (e.g., operating costs and revenue for the Steveston Pool). This fundamental information has been repeatedly requested from Aquatic Services since 2019.

In summary, we believe that the Steveston Pool schedule proposed by Aquatic Services should be revised to improve the utilization of this valuable facility and accommodate more public and length swimming.

We are not expecting nor suggesting that any changes be made to limit the access of any group's use of the Steveston Pool. We ask that the hours of operation be optimized to allow more equitable access for everyone to the facility.

We continue to be committed to working with the Aquatic Services Team in order to find more public swim hours and length swimming; and fully utilize the significant resource that is the Steveston Pool !

Thank you.

Louise Shaffer and Jim McGrath
Representatives for the Steveston Pool Petition