

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")

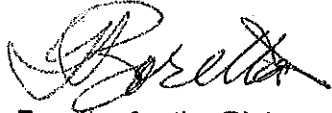
This agreement stipulates in part the following:

- 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

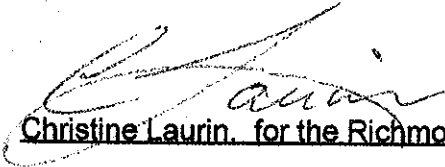
The User Groups do not accept this agreement and wish to negotiate a new agreement, based on our following points of contention:

- 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,



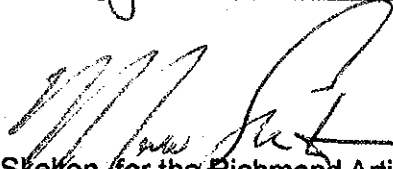
Gerry Borella, for the Richmond Photo Club



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} 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

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.