



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** January 6, 2025

From: Marie Fenwick, Director, Arts, Culture and Heritage Services **File:** 11-7000-01/2024-Vol 01

Re: **Steveston Historic Sites Building Committee Revised Terms of Reference**

Staff Recommendation

That the Steveston Historic Sites Building Committee revised Terms of Reference as detailed in the staff report, "Steveston Historic Sites Building Committee Revised Terms of Reference", dated January 6, 2025, from the Director, Arts, Culture and Heritage be approved.

CM Fenwick
 Marie Fenwick
 Director, Arts, Culture and Heritage Services
 (604-276-4288)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Facility Services & Project Development	<input checked="" type="checkbox"/>	<i>BJF</i>
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>CF</i>	APPROVED BY CAO <i>Seren</i>

Staff Report

Origin

The purpose of this report is to present a revised Steveston Historic Sites Building Committee (the Committee) Terms of Reference for Council's review and approval.

In 2012, Council approved a Terms of Reference for the Britannia Heritage Shipyard Building Committee to provide input into a number of projects at Britannia Shipyards National Historic Site. In 2016, in response to a Council referral, the role of this Committee was expanded to include the Phoenix Net Loft and the Steveston Tram. The name was also changed to Steveston Historic Sites Building Committee to reflect this new scope. The current Council-approved Committee Terms of Reference are found in Attachment 1.

In follow up to discussions at the July 22, 2024 Council meeting, several Steveston Historic Sites Building Committee meetings were held to both review current projects and the Council-approved Terms of Reference. The Committee recommends that its Terms of Reference be updated.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.5 Enhance and preserve arts and heritage assets in the community.

Analysis

Proposed Revised Steveston Historic Sites Building Committee Terms of Reference

Table 1 below outlines the key proposed changes to the Terms of Reference. As a result of the completion of the Steveston Tram, Council direction to create a separate First Nations Building Committee, current and upcoming work at Britannia Shipyards, including envelope restoration and the development of a Site Concept Plan, and anticipated future work at Scotch Pond, the Committee recommends its Terms of Reference be revised to better reflect these current and upcoming projects. The proposed Revised Terms of Reference also include administrative updates including the designated staff liaison and updated Code of Conduct language that is consistent with other Council-appointed committees.

Table 1 - Summary of Key Proposed Changes

	2016 Terms of Reference	Proposed Revised Terms of Reference
Purpose	<p>Advise and provide input into the development of the program for the Seine Net Loft facility and the stories to be told in the exhibits; and</p> <p>Guide the focus of the development of the program of the restoration and future use of:</p> <ul style="list-style-type: none"> • the Japanese Duplex; • the First Nations Bunkhouse; • the Phoenix Gill Net Loft; and • the Interurban Tram. 	<p>The purpose of the Steveston Historic Sites Building Committee (the Committee) is to provide advice and input at key milestones during the planning, program development and restoration/construction process for the following:</p> <ul style="list-style-type: none"> • Britannia Shipyards Envelope; • Seine Net Loft Envelope; • Japanese Duplex Renewal; • Phoenix Net Loft; • Britannia Shipyards Site Concept Plan; and • Scotch Pond.
Staff Liaison	Senior Manager, Parks	Director, Arts, Culture and Heritage
Term	Duration of each project	For the duration of these projects

The proposed revised Terms of Reference are found in Attachment 2.


In January 2025, the Committee unanimously endorsed these revised Terms of Reference for Council consideration via email.

Financial Impact

None.

Conclusion

This report seeks Council endorsement for revised Steveston Historic Sites Building Committee Terms of the Reference to better reflect the scope of current and upcoming projects at City-owned heritage sites in Steveston.


 Marie Fenwick
 Director, Arts, Culture and Heritage Services
 (604-276-4288)

- Att. 1: Steveston Historic Sites Building Committee Terms of Reference (2016)
- 2: Proposed Revised Steveston Historic Sites Building Committee Terms of Reference

**Steveston Historic Sites - Building Committee
Terms of Reference**

1. Purpose:

The Steveston Historic Site Building Committee will:

- a) Advise and provide input into the development of the program for the Seine Net Loft facility and the stories to be told in the exhibits; and
- b) Guide the focus of the development of the program of the restoration and future use of:
 - i. the Japanese Duplex;
 - ii. the First Nations Bunkhouse;
 - iii. the Phoenix Gill Net Loft; and
 - iv. the Interurban Tram.

2. Composition:

- a) The Building Committee will consist of **[Four (4)]** members:
 - Two (2) members of City Council, City of Richmond;
 - One (1) member of the Britannia Heritage Shipyard Society;
 - One (1) member of the Steveston Historical Society.
- b) The Building Committee will be supported through the Senior Manager, Parks with additional non-voting staff support from the following:
 - Britannia Site Supervisor, City of Richmond;
 - Project Manager, Project Development, City of Richmond; and
 - Curator of Collections, Museum & Heritage Services, City of Richmond.
- c) The members of the Building Committee will choose a Chair and Vice Chair of the Building Committee.
- d) The Chair will schedule the meetings based on the program of work to be undertaken.
- e) A quorum will be a majority of members appointed.

3. Terms

The Term for the Building Committee shall be for the duration of each restoration project.

4. Procedures

- a) A simple majority of votes cast at a meeting/unanimous consent of the Building Committee will be required to pass a decision/recommendation.
- b) Decisions/recommendations of the Building Committee will be forwarded to Council through appropriate staff reports following Council procedures as required.

ATTACHMENT 1

- c) The Britannia Heritage Shipyards Society and the Steveston Historical Society will identify one alternate member of their respective society to the Building Committee.
- d) The City of Richmond will provide the Building Committee with staff support for the preparation of agendas and recording of meetings.
- e) The Chair, in conjunction with the Senior Manager, Parks, will prepare the meeting agenda. Agendas will be distributed to the Building Committee members in advance of the meeting.

Proposed Steveston Historic Sites Building Committee Terms of Reference

Purpose

The purpose of the Steveston Historic Sites Building Committee (the Committee) is to provide advice and input at key milestones during the planning, program development and restoration/construction process for the following:

- Britannia Shipyards Envelope;
- Seine Net Loft Envelope;
- Japanese Duplex Renewal;
- Phoenix Net Loft;
- Britannia Shipyards Site Concept Plan; and
- Scotch Pond

Objective

In a collaborative manner, provide advice and input on the projects listed above.

Role of Committee

Committee members are to act within the Council-approved direction for these buildings and projects. Should the Committee have recommendations outside the Council-approved program these may be presented to Council for consideration.

Committee members are to act in the best interests of the community. Members are asked to refrain from personal opinions that do not reflect the interests of their respective group.

Members of the Committee are responsible for:

- Advising on the planning, program development and restoration/construction for these projects that considers the current and future needs of users of the Britannia Shipyards site, the Phoenix Net Loft and Scotch Pond;
- Communicating and liaising with their groups as required and in a timely manner; and
- Supporting decisions made by the Committee, even at times where consensus may not be attained but are supported by the majority Committee members.

Members of the Committee are accountable for:

- Representing the interests of their respective groups while also considering that the interests of the broader community shall always supersede the interests of any one individual or group; and
- Adhering to all approved matters of scope, schedule and budget related to the project, as approved by Council.

Membership

There will be 4 members. Membership shall consist of:

- Two (2) members of Richmond City Council

- One (1) representative from the Britannia Shipyards National Historic Site Society
- One (1) representative from the Steveston Historical Society

The Britannia Shipyards National Historic Site Society and the Steveston Historical Society may each appoint an alternate representative to the Committee.

The Director, Arts, Culture and Heritage will be the designated Staff Liaison. Other City staff and subject matter experts will attend meetings and provide technical support when required. Representatives from other community groups and the Musqueam Indian Band may be invited to provide input on a project-specific basis at the call of the Chair.

Procedures and Meetings

- The members of the Committee will choose a Chair and a Vice Chair.
- The term of the Committee will be for the duration of these projects.
- Meetings will be at the call of the City, in consultation with the Chair, based on the work to be undertaken.
- A quorum will be a majority of members.
- Members of the Committee will make every effort to attend. If a member is to miss a meeting, the designated alternate may vote.
- Copies of the agenda and record of the previous meeting will be circulated to the Committee members.
- The City will provide the Committee with staff support for the preparation of minutes and agendas.
- Community representatives on the Committee are responsible for keeping other members of their group informed of the decisions of the Committee.
- Staff will keep members of the Committee informed of related projects, such as the First Nations Building and wayfinding initiatives/projects on the Steveston waterfront.

Code of Conduct

Conflict of Interest:

- A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.
- Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
- Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

Professionalism:

- Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.

- Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate. Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.

Reporting and Social Media:

- The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council or the media, if the Committee members identify themselves as an individual, and not as representatives of the Committee.
- Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Committee member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Committee.