



City of Richmond

Report to Committee

To: General Purposes Committee

Date: August 29, 2018

From: Jane Fernyhough
Director, Arts, Culture and Heritage Services

File: 06-2050-/20-MP/Vol 01

Re: Minoru Place Activity Centre Program Options as Arts Education
and Program Space

Staff Recommendations

1. That the recommended option, Option 1: Community Arts Education and Program Space with Pottery and Culinary Arts Studio, be approved as the preferred program of the Minoru Place Activity Centre as detailed in the staff report titled "Minoru Place Activity Centre Program Options as Arts Education and Program Space," dated August 29, 2018, from the Director, Arts, Culture and Heritage.
2. That a Capital request be considered during the 2019 budget process.

Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Project Development	<input checked="" type="checkbox"/>	
Facility Services	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
REVIEWED BY SMT	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the Council meeting of November 27, 2017, Council adopted the following recommendations and referral:

1. *That the recommended option, Option 1: Community Education and Arts Space, be approved as the preferred reuse of the Minoru Place Activity Centre as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 31, 2017, from the Interim Director, Parks and Recreation;*
2. *That the recommended option, Option 1: Community Education and Arts Space, be considered as part of the Minoru Park Vision Plan, as detailed in the staff report titled "Minoru Place Activity Centre Reuse Options," dated October 31, 2017, from the Interim Director, Parks and Recreation; and*
3. *That staff consider the financing for the use and restoration of the Minoru Place Activity Centre, the specific uses within community education and arts usage of the building, and accommodating other community groups with space needs.*

The purpose of this report is to propose programming and finance options for the restoration and repurposing of the Minoru Place Activity Centre in response to the above recommendations and referral.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

2.4. *Vibrant arts, culture and heritage opportunities.*

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

4.1 *Continued implementation of the Sustainability Framework.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

5.2. *Strengthened strategic partnerships that help advance City priorities.*

This report supports Council's 2014-2018 Term Goal #6 Quality Infrastructure Networks:

Continue diligence towards the development of infrastructure networks that are safe, sustainable, and address the challenges associated with aging systems, population growth, and environmental impact.

6.1 *Safe and sustainable infrastructure.*

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

7.2. *Well-informed and sustainable financial decision making.*

This report supports the goals of the Richmond Arts Strategy, Community Wellness Strategy, Youth Service Plan, Museum and Heritage Strategy, Seniors Service Plan, Community Services Facilities Strategic Plan and Minoru Park Vision Plan.

Background

Since the Richmond Cultural Centre was opened in 1993, there has been no major capital investment for additional arts facilities. During this 25-year period, the City has experienced a 68% increase in population overall (with the highest percentage increase in the City Centre) and a significant shift in demographics. This has brought a commensurate increased need for (and higher expectations of) arts programs and spaces for arts activities.

Located in the Cultural Centre, the Arts Centre, which operates the City's arts education hub and the Media Lab, is also the home of eleven community organizations known as "resident art groups" who offer programs and activities for their members as well as the public. In recent years, while the Arts Centre has been challenged to meet community demand (particularly for dance and pottery programs) many of these community groups have reached the limits of their ability to meet demand for their activities, as they cannot find larger spaces, nor increase their access to existing spaces.

Last year, Council received more than 40 letters from members of the following organizations: Richmond Potters Club, Richmond Arts Coalition, Richmond Singers, Richmond Photo Club and Richmond Adult Ballet Company, attesting to the community need for additional spaces, and which in many cases must be purpose-built for specific activities; e.g., pottery requires dedicated

space with sinks, kilns and wheels as well as well-ventilated areas; a dance studio needs change rooms, warm-up area, mirrored walls and barres; a community art gallery must have open floor space, flat white walls and track lighting.

Moreover, like community centres, arts facilities play a key role in creating an inclusive, safe and accessible community. They help promote liveability and individual well-being by encouraging social inclusion through the provision of community spaces and affordable programs and services. They are key places for positive social interaction and creative expression that can transcend language, of particular importance to new immigrants and youth. The arts are integral to vibrant and healthy communities.

Based upon consultation with community cultural stakeholder groups, including the eleven Arts Centre resident art groups, regarding immediate space needs for community arts education, performance and presentation (see Attachment1 – Community Groups Consultation), staff have prepared three detailed space plans with cost analyses for building upgrades and ongoing operations to occupy the Minoru Place Activity Centre for at least 10 years.

Given the condition of the building and its particular design, it is recommended that rather than committing to a substantial capital investment to upgrade the building for long-term use, the City invest in the upgrades as required to extend its use for up to 10 years. This approach presents the opportunity to address immediate space needs while planning for future facilities that will be more programmatically and operationally optimal and address future needs. Taking into consideration the above, the provided costing for the three programming options outlined herein, will reflect what is necessary to support programming for the next 10 years.

Analysis

Building Construction Needs

A detailed building analysis report was completed to assess the building for its potential to be repurposed. A team was retained to complete an assessment of the structural, mechanical, electrical, roof, building envelope and code compliance.

Minoru Place Activity Centre was built in 1986 and the mechanical and electrical systems of the building are mostly original and in need of replacement. Given the condition of the building, it is recommended that the City invest in the modest upgrades required to extend its use for up to 10 years. This includes mechanical (e.g., HVAC, plumbing), electrical (e.g., lighting, fire alarm, controls) and architectural (e.g., doors, flooring, fixtures, t-bar ceiling, finishes, windows, roofing) systems. With the exception of those required to reopen the building for arts program use, these upgrades would be done on an as-needed basis during the term of use.

Proposed Program

Responding to identified community need, there are three proposed program options taking into account the building's size, configuration and condition, with the intention to maximize existing features (Attachment 2 – Current Floor Plan) to reduce building costs, enable programming synergies and find appropriate operational efficiencies.

Proposed Base Program for All Three Reuse Options that respond to community need

Table 1 summarizes the base program options that have been considered for all options.

Current Space	Proposed Base Program - All Options
<i>Stage & Gyms</i>	Dance Studios (2) with ancillary spaces
<i>Billiard Room or Kitchen/Cafeteria</i>	Pottery Studio
<i>Lounge 115</i>	Flex Lobby Space
<i>Multipurpose 125</i>	Museum Programs/Multipurpose Room
<i>Workshop</i>	Workshop/Multipurpose Room
<i>Office/Reception</i>	Reception and Administration

Table 1 – Program base for all options

All three proposed options include the following base program and amenities.

1. Two Dance Studios. Two self-contained dance studios would have adjacent change rooms for all genders, a warm-up area, storage space and access to washrooms. The walls would be soundproof to enable concurrent programs that require music.

In 2017, the Richmond Arts Centre had 225 waitlisted participants for Dance and Performing Arts programs. With two new dance studios, the Arts Centre can relieve waitlists, particularly for the School Year Dance Program, as well as ensure that both Arts Centre dance companies (Richmond Youth Dance and Richmond Adult Ballet) have their rehearsal space needs met and address the challenge of insufficient change rooms for all genders.

The dance studios could be shared with community performing arts organizations that are facing space challenges, such as the Richmond Reelers Scottish Country Dancing, Gateway Theatre and Richmond Delta Youth Orchestra.

These two new dance studios are expected to provide the following benefits:

- 240 registration spaces created annually
- Potential to expand and diversify dance program offerings
- Improved service to community groups
- Significantly improved customer service and operations with appropriate change room spaces and adjacent washrooms

2. Pottery Studio. This Pottery Studio would double the space currently provided for public pottery programs in Richmond. The space -- to be outfitted with 12 wheels, 2 kilns, and other specialized pottery equipment -- is proposed to be operated by the Richmond Potters Club to provide public programs, and the existing space in the Cultural Centre be operated by the Arts Centre. The Potters Club would be responsible for purchase, maintenance and renewal of all equipment, materials and supplies in the new studio and, as a Resident Art Group, receive

preferential rental rate to use this space. The two entities would work collaboratively to offer complementary programs and services to the general public.

Due to the nature of the art form (pottery requires both specialized equipment and extended time periods for the process of creation) and increased demand, both the Potters Club and Arts Centre have exceeded the capacity available through sharing a single studio. Increased demand in pottery is due to a range of factors including population growth and, among recent retirees and millennials alike, a resurgence in art forms that provide a respite from an increasingly fast-paced and digital world. Moreover, home studios are less feasible due to increased housing costs necessitating downsizing to smaller living spaces.

This conversion is expected to provide the following benefits:

- Increased opportunities for potters of all ages, with 170 new registration spaces created annually for children and adults
- address current waitlists, including over 100 for children's Ceramics classes at the Arts Centre and 45 for adult programs (operated by the Potters Club and promoted solely through word-of-mouth)
- increase programming opportunities in the Arts Centre to offer new, specialized courses for adults during daytime (school) hours

3. Flex Lobby/Gathering Space. This flex space offers a comfortable location for waiting caregivers and other community members and could also be booked free-of-charge for intimate, low-tech/no-tech performances and events. The existing recessed space immediately inside the bay window provides a natural staging area to install a low riser for performances; basic A/V equipment would be available to rent at a nominal cost for those wishing to host spoken word, music and other events in this new open public venue.

This conversion is expected to provide the following benefits:

- Improved service/comfort for community members
- Addition of a new venue for groups wishing to perform or gather for activities where the public is welcome to watch or participate such as knitting circles, literary readings, open mic events, etc.
- New exhibition space on walls for work by local artists

4. Museum Programs/Multipurpose Room. This space would include artefact cases, storage, and furniture appropriate for school programs. Because there is no dedicated space at the Richmond Museum, these programs currently require supplies to be carried to and from the Atrium space for each class. The demand for this activity continues to grow as demonstrated by a 20% increase in school programs last year. When not programmed by the Museum, it would be rented to accommodate programs, meetings and classes by community groups.

This conversion is expected to provide the following benefits:

- Increased and enhanced Museum education activities including curriculum-linked school programs, specialized spring break and summer programs, as well as public programs.
- Improved service to community groups.

5. Workshop/Multipurpose Room. This space would be maintained as a workshop for the construction of Museum, Arts Centre and Art Gallery exhibition set pieces that are currently being built in the loading bay of the Cultural Centre, where this creates challenging logistical issues to cordon off the area from other staff, delivery personnel and occasionally general public. When not in use for this purpose, the space could be used for community programs.

This conversion is expected to provide the following benefits:

- Increased and enhanced opportunities for programming by Arts Centre.
- Improved service to community groups.
- Improved working conditions.

6. Office and Meeting space to meet administrative needs.

Three Reuse Options for Arts Education Facility Program

OPTION 1 (Recommended)

	Current Space	Proposed Program - Option 1	Benefits
BASE PROGRAM	Stage & Gyms	Dance Studios (2) with ancillary spaces	<ul style="list-style-type: none"> • 240 dance registration spaces • 170 pottery registration spaces • 75 new youth media arts spaces • Significantly improved customer service for dance programs with appropriate change rooms and washrooms • Increased and improved service and spaces for community organizations • New small-scale performance/public gathering venue • New exhibition space for visual art • Expanded and diversified Arts Centre programs
	Multipurpose 125	Museum Programs/Multipurpose Room	
	Workshop/	Workshop/Multipurpose Room	
	Billiard Room	Pottery Studio	
	Office/Reception	Reception and Administration	
	Lounge 115	Flex Lobby Space	
PLUS		Feature Art Wall	<ul style="list-style-type: none"> • Increased and enhanced museum education activities • Improved working conditions • Innovative partnership with post-secondary education and First Nations • Improved healthy food options for public • Uses existing kitchen
	Kitchen	Culinary Arts/Commissary Kitchen	
	Multipurpose 127/130	Media Arts Studio	
	Cafeteria	Multipurpose Room	

Table 2 – Option 1

In addition to the proposed base program described in table 2 above, this option includes the following (as per Attachment 3 – MPAC Option 1 Floor Plan):

1. Culinary Arts/Commissary Kitchen. The existing commercial kitchen provides an opportunity to work with Lelem (Seyem' Quantlen Business Group) to operate a teaching and commissary kitchen. Lelem has been in discussions with Trinity Western University to partner on a teaching certificate program in culinary arts, as well as with Kwantlen Polytechnic University sustainable foods program to use food grown in the Richmond Farm School. Lelem is also interested in partnering with both universities to complete research into traditional indigenous foods that can be grown and incorporated into Lelem's offerings.

Lelem currently operates the "coffee cart" space at the Cultural Centre and has been recently awarded the contract to provide food service to patrons of Watermania. When not in use for educational programs, the kitchen would be used to prepare fresh food for both locations to broaden the menu choices and eliminate the need to deliver food from Fort Langley where it is currently being prepared. Lelem would also be able to increase services to the Cultural Centre by providing a boxed lunch program for children's summer and spring break camp programs.

Lelem would cover the costs for any upgrades required for the kitchen and pay rent to the City for the use of the space.

This use of the kitchen space is expected to provide the following benefits:

- Innovative collaborative partnership of City, post-secondary education and First Nations sectors
- Improved food services for public and arts programs patrons, as well as Watermania
- Saves the cost of demolishing the kitchen and making good the space
- Healthy eating programs in support of the Community Wellness Strategy

2. Media Arts Studio. It is proposed that the Media Lab move from its small, narrow location in the Cultural Centre to this larger space with an open plan to better serve the growing demand for the youth programs. The larger space would provide approximately 50% higher room capacity. Given last year's 59% increase in participation and 77% increase in program revenue, it is evident that the current space will not be sufficient to meet community need over the next ten years.

The Media Arts Studio would also better serve community groups that specialize in media arts, namely the Cathay Photographic Society and Richmond Photo Club, who are currently using Cultural Centre spaces that are not well-suited for their activities.

The current Media Lab space in the Cultural Centre could be easily repurposed to provide much needed additional space for Museum and Heritage Services.

Moving the Media Lab to this building is expected to provide the following benefits:

- Increased opportunities for youth engagement, with 75 new spaces annually for drop-in and registered programs combined
- Increased opportunities for intergenerational programs by external partners

- Improved service to community groups: in particular, Cathay Photographic Society, Richmond Photo Club, Cinevolution Media Arts Society and Richmond Youth Media Program

3. Multipurpose Program Room. This space (next to the kitchen) would be for music, visual art and other arts education programs as well activities of community groups, such as Gateway Theatre and Richmond Delta Youth Orchestra. It would also provide occasional classroom space for the Culinary Arts program.

This conversion is expected to provide the following benefits:

- Improved service to Resident Art Groups and other community groups
- Increased Arts Centre programs

4. Feature Art Wall. A single free-standing wall at the back of the Flex Lobby/Gathering Space would offer an especially high profile exhibition space for local visual artists to display work on both sides.

OPTION 2

	Current Space	Proposed Program - Option 2	Benefits
BASE PROGRAM	<i>Stage & Gyms</i>	Dance Studios (2) with ancillary spaces	<ul style="list-style-type: none"> • 240 dance registration spaces • 170 pottery registration spaces • 75 new youth media arts spaces • Significantly improved customer service for dance programs with appropriate change rooms and washrooms • Increased and improved service and spaces for community organizations • New small-scale performance/public gathering venue • New gallery for visual art • Expanded and diversified Arts Centre programs • Increased and enhanced museum education activities • Improved working conditions
	<i>Lounge 115</i>	Flex Lobby Space	
	<i>Kitchen & Cafeteria</i>	Pottery Studio	
	<i>Multipurpose 125</i>	Museum Programs/Multipurpose Room	
	<i>Workshop</i>	Workshop/Multipurpose Room	
	<i>Office/Reception</i>	Reception and Administration	
PLUS	<i>Billiard Room</i>	Community Art Gallery	
	<i>Multipurpose 127/130</i>	Media Arts Studio	

Table 3 – Option 2

In addition to the proposed Base Program described in table 3 above, this option includes the following (as per Attachment 4 – MPAC Option 2 Floor Plan):

1. Community Art Gallery. With additional white walls and exhibition-quality lighting, the City can address a long-standing demand from local visual artists for a space to show and sell their work in a professional gallery setting. This room is well-situated near the main entrance of the building and has large windows to provide high visibility to the artwork within.

This conversion is expected to provide the following benefits:

- provide a much-desired space for local artists to professionally exhibit and sell their work
- provide an exciting new arts space for residents and visitors to discover local talent

2. Media Arts Studio. As described in Option 1.

The Pottery Studio would be located in the kitchen and cafeteria space in this option.

This Option is not recommended as it incurs the cost to demolish the kitchen before refurbishing the space and significant additional annual operating costs for the gallery. While the Feature Art Wall in Option 1 does not fulfill community demand for a gallery, it does provide a new, high profile location to exhibit two-dimensional work to complement existing exhibition opportunities offered at community centres, City Hall galleries, Public Art columns and other programs.

OPTION 3

	Current Space	Proposed Program - Option 3	Benefits
BASE PROGRAM	<i>Stage & Gyms</i>	Dance Studios (2) with ancillary spaces	<ul style="list-style-type: none"> • 240 dance registration spaces • 170 pottery registration spaces • Significantly improved customer service for dance programs with appropriate change rooms and washrooms • Increased and improved service and spaces for community organizations • New small-scale performance/public gathering venue • Expanded and diversified Arts Centre programs • Increased and enhanced museum education activities • Improved working conditions • Innovative partnership with post-secondary education and First Nations • Improved food services for public • Uses existing kitchen
	<i>Lounge 115</i>	Flex Lobby Space	
	<i>Billiard Room</i>	Pottery Studio	
	<i>Multipurpose 125</i>	Museum Programs/Multipurpose Room	
	<i>Workshop</i>	Workshop/Multipurpose Room	
	<i>Office/Reception</i>	Reception and Administration	
PLUS	<i>Cafeteria</i>	Multipurpose Room	
	<i>Kitchen</i>	Culinary Arts/Commissary Kitchen	
	<i>Multipurpose 127/130</i>	Multipurpose Room	

Table 4 – Option 3

In addition to the proposed base program described in table 4 above, this option includes the following (as per Attachment 5 – MPAC Option 3 Floor Plan):

1. **Culinary Arts/Commissary Kitchen.** As described in Option 1.
2. **Two Multipurpose Program Rooms.** With benefits as described in Option 1.

This Option is not recommended because it will not meet the growing demand for Media Lab youth programs. This option also does not include a built-in stage for the lobby area, nor a feature art wall.

Level of Service

Given the proximity of the Minoru Place Activity Centre to the existing Cultural Centre, the new arts education facility would be operated and managed by existing staff with additional support as follows:

1. Operation with efficiencies realized from the coordination and combined supervision of the two facilities;
2. Proposed core building operation staff would consist of one Regular Full Time (RFT) Recreation Facility Clerk, one Regular Part Time (RPT) Cultural Centre Attendant, two RFT Building Service Workers (one of which would be shared with Cultural Centre during the day). Additional Attendants and Building Service Workers would be hired on an Auxiliary basis.
3. Proposed programming staff would consist of two RFT Recreation Arts Leaders, plus one RPT Ceramics and Visual Arts Technician for Options 1 & 2. Option 2 would also require one additional RPT Preparator to operate the gallery.
4. Hours of operation, Monday to Friday 9:00 a.m. to 9:30 p.m.; Saturday and Sunday 10.00 a.m. to 5:00 p.m. (same as Cultural Centre)

Table 5 summarizes the required staffing levels for the proposed program options.

Additional Staffing Levels	OPTION 1- Recommended	OPTION 2	OPTION 3
Core Building Operation	<ul style="list-style-type: none"> • One (1) RFT Facility Clerk • One (1) RPT Attendant • Two (2) Building Service Workers (one shared with Cultural Centre) • Plus Auxiliary 		
Programming	<ul style="list-style-type: none"> • Two (2) RFT Arts Leaders • One (1) RPT Ceramics Technician 	<ul style="list-style-type: none"> • Two (2) RFT Arts Leaders • One (1) RPT Ceramics Technician • One (1) RPT Preparator 	<ul style="list-style-type: none"> • Two (2) RFT Arts Leaders • One (1) RPT Ceramics Technician

Table 5 – Staffing levels

This additional Arts Education facility in the heart of the City contributes to the Minoru Park Vision Plan to establish an Arts and Culture District in the south east corner of Minoru Park. The facility is anticipated to provide a continuation of and enhancement to existing services provided across the plaza in the Richmond Cultural Centre, including programs offered by the Richmond Arts Centre, Richmond Museum and dozens of community cultural groups.

Parking

As per the report dated October 31, 2017, based on preliminary assessment, this proposed reuse is estimated to generate the need for an additional 44 parking spaces based on the City's parking bylaw using the Indoor Recreation Classification.

In the short-term (before the existing Minoru Aquatic Centre is demolished) and on weekdays before 5pm, when parking demand is typically low, the additional parking requirement (44 stalls) can be accommodated by the existing parking stalls located on the south side of the existing Minoru Aquatic Centre site. These stalls are currently reserved for senior pass holders and will be made available to the general public upon opening of the Minoru Centre for Active Living at which time the parking reserved for seniors will be located closer to the new facility. During peak periods (on weekdays after 5pm and on weekends), parking at the City Hall Annex, which is currently reserved for staff during City Hall hours, can serve as an overflow parking site. Staff will develop and install signage at Minoru Park that clearly identifies the location and availability of the parking at the City Hall Annex.

After the Minoru Aquatic Centre is demolished, the site remediation works will include 13 additional parking stalls and green park space, which will provide an overall net gain of green space within Minoru Park. At this time, the parking at the City Hall Annex could continue to be used as an overflow parking site during peak periods on weekends and after 5pm on weekdays.

It is worth noting that options for the long-term use of the existing Minoru Aquatic Centre site is being considered as part of the Minoru Park Vision Plan which will be presented to Council in a separate report.

Financial Implications

The November 20, 2017, report to General Purposes Committee identified the costs to repurpose the Minoru Place Activity Centre to a Community Arts and Education Space to be \$3.7M based on a preliminary estimate at which time the program was not detailed.

Table 6 below summarizes the estimated Arts Program-related building costs for the proposed options including direct costs (eg, construction and design), indirect costs (eg, project management, permits, insurance, etc.) and FF&E (Furniture, Fixtures and Equipment).

	OPTION 1- Recommended	OPTION 2	OPTION 3
Arts Program-Related *	\$2,511,000	\$2,553,000	\$2,464,000

* estimates are in 2019 dollars.

Table 6 – Estimated Arts Program-Related Building Costs

As per a detailed building analysis report, to continue to occupy the building for the next 10 years, some internal and exterior building maintenance and repair would be required, regardless of the program needs. This work would be phased over the next 5-10 years as needed.

As part of the detailed design process and in accordance with the City's High Performance Building Policy, opportunities to increase energy use efficiency and reduce greenhouse gas (GHG) emissions through the replacement and upgrade of mechanical and lighting systems in the building will be maximized where possible. Reducing GHG emissions associated with building operations will help the City achieve its corporate building reduction target of 65% reduction by 2020 from 2007 levels. Some of the incremental costs for the high efficiency equipment could be offset by funding from available Fortis BC & BC Hydro incentive programs.

Operating Budget Impact

The annual facility cost (regardless of programming) is \$109,400 for utilities, garbage collections, security, wi-fi, etc. This would be a new cost as the existing facilities budget for the Seniors Centre is transferred to that of the Minoru Centre for Active Living. The estimated service levels' cost to operate the building is \$368,000 which includes front desk/reception staff, supplies, janitorial services and copier lease. The annual programming costs options below include staff, registration, instructors, marketing, equipment maintenance and supplies.

Table 7 below summarizes the estimated Operating budget impact for the proposed options.

Operating Budget Impact (OBI)	OPTION 1-recommended	OPTION 2	OPTION 3
Facility	\$109,400	\$109,400	\$109,400
Operation	\$368,000	\$368,000	\$368,000
Programming	\$371,000	\$436,000*	\$371,000
<i>Total Estimated OBI</i>	<i>\$848,400</i>	<i>\$913,400</i>	<i>\$848,400</i>
REVENUE			
Registrations	\$475,000	\$459,000	\$475,000
Rentals	\$49,000	\$27,000	\$49,000
<i>Total Estimated Revenue</i>	<i>\$524,000</i>	<i>\$486,000</i>	<i>\$524,000</i>
Total Estimated Net OBI	\$324,400	\$427,400	\$324,400

Table 7 – Operating Budget Impact

*For Option 2, the Art Gallery operating/programming model would be determined in consultation with community stakeholders; however, it would be expected to incur an operational cost estimated at \$65,000 annually, assuming that the Richmond Art Gallery absorbs much of the operations. This would include attendant staffing and/or volunteer coordination, installation and removal of exhibitions (including didactic panels, signs, plinths, painting, etc.),

marketing and publicity, special events/catering such as opening receptions and administration and coordination related to programming and/or booking of the space.

A summary of all three options regarding programming space use and financial implications is provided in Attachment 6.

Financial Impact

Should Council approve the recommended Option 1, a capital submission for \$2,511,000 will be submitted for consideration in the 2019 Capital Budget process for detailed design and implementation to complete the work required for the reuse of the Minoru Place Activity Centre. Funds could be allocated from the developer-funded Leisure Facilities Development Reserve.

Funding for parking (addition of 13 stalls in the existing aquatic and senior parking lot) and landscape improvements for the Minoru Park Cultural Precinct was previously approved by Council in November 2017 as part of the 2018 capital budget for the amount of \$800,000.

The net operating budget impact is estimated at \$324,400 which would have a tax impact of approximately 0.12 per cent.

Conclusion

The recommended option will renovate the Minoru Place Activity Centre building to benefit the maximum number of students and community arts groups, help to alleviate waiting lists for dance and pottery classes, provide programming space for the Richmond Museum and introduce a new culinary arts program operated through a partnership with Lelem (Seyem' Quantlen Business Group), Trinity Western University, and Kwantlen Polytechnic University.

Council recommended that Community Arts Education and Program space be the preferred reuse of the building. The overall demand from arts and culture community groups, including the Resident Art Groups that collectively represent over 640 members, is greater than the capacity of the space and well suited for co-location with Arts Centre programs. Revenue through rentals and complementary programming with these community partners would also augment revenue to offset the OBI. In addition, when available, many of the rooms would be accessible to other community groups not specifically identified in this report.

By converting the Minoru Place Activity Centre into a Community Arts Education Space, the City will address a number of immediate space needs and allow the City to plan for more suitable, purpose-built facilities to meet long term needs. Moreover, the addition of a new,

vibrant arts education and presentation facility will add vitality to the Arts and Culture district proposed in the Minoru Park Vision Plan.

A handwritten signature in black ink, appearing to read 'L. Jauk', with a stylized, flowing script.

Liesl G. Jauk, M.A.
Manager, Arts Services
(604-204-8672)

- Att. 1: Community Groups Consultation
- 2: MPAC – Current Plan
- 3: MPAC – Option 1 Plan
- 4: MPAC – Option 2 Plan
- 5: MPAC – Option 3 Plan
- 6: Summary of Options

Attachment 1**2018 Resident Art Group Consultation**

Since the opening of the Richmond Cultural Centre in 1993, the City has hosted Resident Art Groups (previously called User Groups) that were instrumental to the creation of the facility. With decades of history in Richmond, the groups represent a wide range of local arts practice. In return for special rates, long-term regular bookings and services, the groups are expected to have over 60% Richmond membership, actively increase and diversify their membership and engage in public presentations of their work.

The 11 current Richmond Arts Centre Resident Art Groups are:

- Cathay Photographic Society (55 members)
- Richmond Artists Guild (70 members)
- Riverside Art Circle (34 members)
- Richmond Chinese Artist Club (78 members)
- Richmond Chinese Calligraphy and Painting Club (78 members)
- Richmond Potters Club (65 members)
- Richmond Gem and Mineral Society (106 members)
- Richmond Reelers Scottish Country Dancers (30 members)
- Richmond Weavers and Spinners Guild (30 members)
- Textile Artist Guild of Richmond (38 members)
- Richmond Photo Club (61 members)

Staff and Resident Arts Group representatives have been working together for several years balancing the increasing demand on space and time at the Richmond Arts Centre. Membership and activities among these groups have significantly increased, particularly in recent years.

Through a combination of discussions at bi-annual Resident Art Group meetings, one-on-one conversations and a recent survey, it is evident that groups are anxious about their future while they understanding the need to adapt to increased demands for space. The prospect of Minoru Place Activity Centre becoming an arts space is unanimously regarded as a welcome, albeit temporary, solution to current challenges.

Based on feedback received, 100% of the Resident Art groups believe that having more space would:

- allow for more medium and long-term planning,
- reduce worry about increased competition for studio time at the Arts Centre,
- provide space to increase the number of community members served, and
- increase their ability to offer more programs and community engagement.

Four of these groups (Richmond Artists Guild, Riverside Art Circle, Richmond Photo Club and Richmond Potters Club) identified more space and time as an *immediate* priority as their membership has outgrown the current time and room capacity that is available to them.

In addition to the Resident Art Groups, staff have identified other community arts organizations with similar space concerns, including the following:

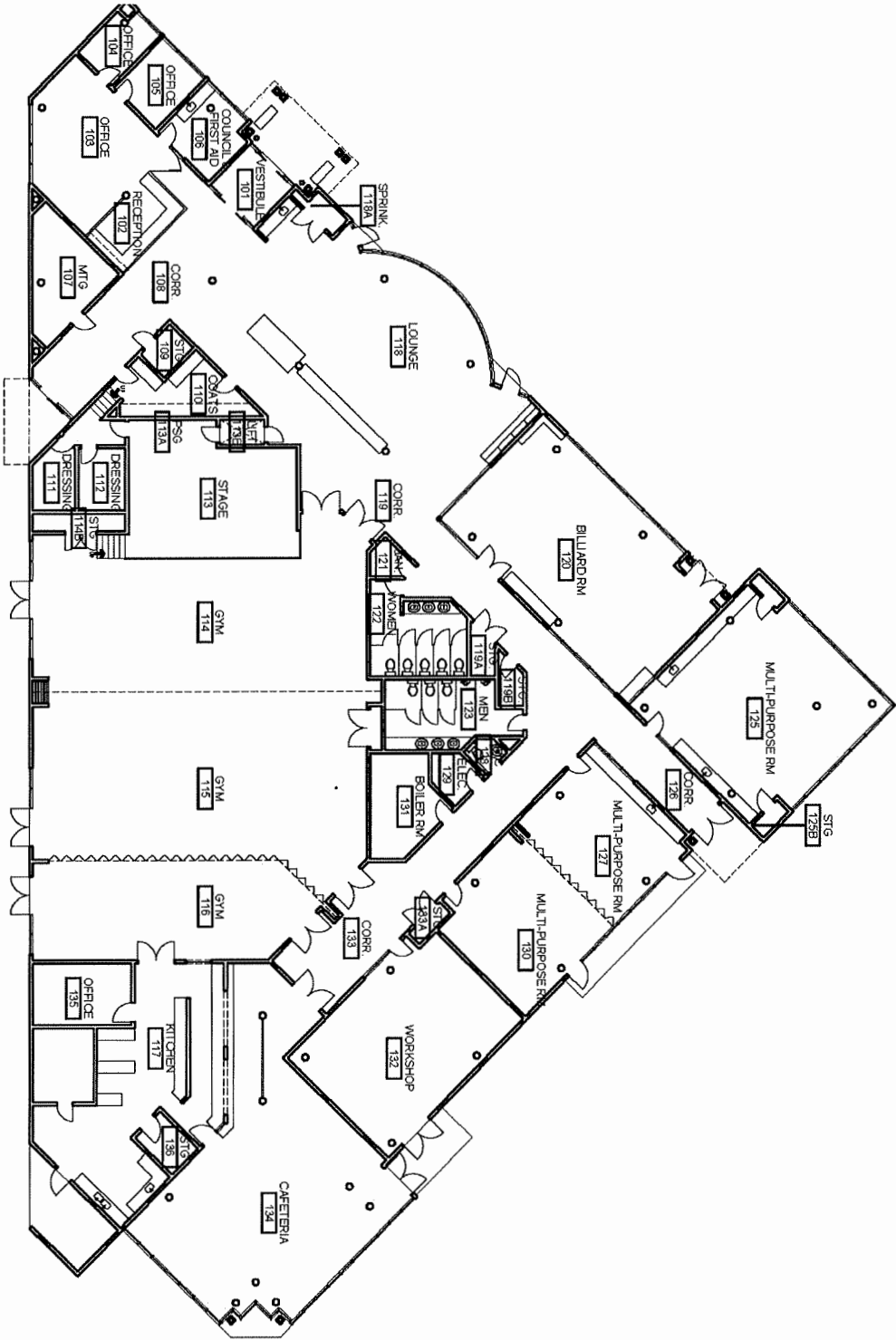
- Richmond Delta Youth Orchestra is in need of additional space for orchestra rehearsals and children/youth music classes.
- Gateway Theatre is in need of additional space for theatre rehearsals and workshops as well as classes for the Gateway Academy.

With the exception of classroom space for the Gateway Academy, it is anticipated that some of the needs of these groups can be met with new space in the Minoru Place Activity Centre.

On a regular basis, the City's Arts Services programs also partner with many other arts and non-arts community organizations and local enterprises that will benefit with increased space and/or programs made possible with the proposed reuse of the Minoru Place Activity Centre. These include:

- Richmond Addiction Services
- Vancouver Coastal Health
- Pathways
- Byte Camp
- Visual Math
- Art About Finn Slough
- City Centre Community Centre
- Richmond Public Library
- Vancouver Cantonese Opera
- SD38

Minoru Place Activity Centre
Current Plan



Attachment 3
Program Option 1



LEGEND

- Circulation, washrooms & service space
- Admin space
- Program Space (the same on each plan)
- Multipurpose Room
- Culinary Arts Kitchen
- Media Lab

Attachment 4
Program Option 2



LEGEND

- Circulation, washrooms & service space
- Admin space
- Program Space (the same on each plan)
- Community Art Gallery
- Media Lab

Attachment 5
Program Option 3



LEGEND

- Circulation, washrooms & service space
- Admin space
- Program Space (the same on each plan)
- Multipurpose Room
- Culinary Arts Kitchen

SUMMARY OF OPTIONS**Attachment 6**

Current Space	Option 1- Recommended	Option 2	Option 3
<i>Stage & Gyms</i>	Dance Studios (2) with ancillary spaces	Dance Studios (2) with ancillary spaces	Dance Studios (2) with ancillary spaces
<i>Lounge 115</i>	Flex Lobby Space Feature Art Wall	Flex Lobby Space	Flex Lobby Space
<i>Multipurpose 125</i>	Museum Programs / Multipurpose Room	Museum Programs / Multipurpose Room	Museum Programs / Multipurpose Room
<i>Workshop</i>	Workshop / Multipurpose Room	Workshop / Multipurpose Room	Workshop / Multipurpose Room
<i>Office/Reception</i>	Reception and Administration	Reception and Administration	Reception and Administration
<i>Billiard Room</i>	Pottery Studio	Community Art Gallery	Pottery Studio
<i>Cafeteria</i>	Multipurpose Room	Pottery Studio	Multipurpose Room
<i>Kitchen</i>	Culinary Arts / Commissary Kitchen		Culinary Arts / Commissary Kitchen
<i>Multipurpose 127/130</i>	Media Arts Studio	Media Arts Studio	Multipurpose Room
CAPITAL COST	\$2,511,000	\$2,553,000	\$2,464,000
TOTAL NET OBI	\$324,400	\$427,400	\$324,400