



**Parks, Recreation and Cultural Services Committee
Electronic Meeting**

**Anderson Room, City Hall
6911 No. 3 Road**

**Tuesday, January 28, 2025
4:00 p.m.**

Pg. # ITEM

MINUTES

PRCS-3 *Motion to adopt the **minutes** of the meeting of the Parks, Recreation and Cultural Services Committee held on December 18, 2024.*



NEXT COMMITTEE MEETING DATE

February 25, 2025, (tentative date) at 4:00 p.m. in the Anderson Room.

DELEGATION

1. Jane Fernyhough, Chairperson, Richmond Arts Coalition Board, to present the Richmond Arts Coalition Annual Report.

COMMUNITY SERVICES DIVISION

2. **2025 COMMUNITY MURAL PROGRAM PROJECTS**
(File Ref. No. 11-7000-09-20-255) (REDMS No. 7841778)

PRCS-5

See Page PRCS-5 for full report

Designated Speaker: Biliانا Velkova

**Parks, Recreation and Cultural Services Committee Agenda –
Tuesday, January 28, 2025**

Pg. # ITEM

STAFF RECOMMENDATIONS

- (1) *That the 2025 Community Mural Program Projects as presented in the staff report titled "2025 Community Mural Program Projects", dated January 6, 2025, from the Director, Arts, Culture and Heritage Services, be approved; and*
- (2) *That external contributions received for the 2025 Community Mural Program Projects be added to the project budget and included as an amendment to the Consolidated 5-Year Financial Plan (2025-2029).*

3. **STEVESTON HISTORIC SITES BUILDING COMMITTEE REVISED TERMS OF REFERENCE**

(File Ref. No. 11-7000-01) (REDMS No. 7840807)

PRCS-29

See Page PRCS-29 for full report

Designated Speaker: Marie Fenwick

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.

4. **MANAGER'S REPORT**

ADJOURNMENT



Parks, Recreation and Cultural Services Committee

Date: Wednesday, December 18, 2024

Place: Anderson Room
Richmond City Hall

Present: Councillor Chak Au, Chair
Councillor Michael Wolfe
Councillor Laura Gillanders
Councillor Andy Hobbs (by teleconference)
Councillor Bill McNulty

Also Present: Mayor Malcolm Brodie
Councillor Carol Day
Councillor Kash Heed
Councillor Alexa Loo

Call to Order: The Chair called the meeting to order at 4:21 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on November 26, 2024, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

January 28, 2025, (tentative date) at 4:00 p.m. in the Anderson Room.

Parks, Recreation & Cultural Services Committee
Wednesday, December 18, 2024

PARKS, RECREATION AND CULTURE DIVISION

1. **CAMBIE COMMUNITY GATHERING PLACE ARTWORK
PARTIAL DEACCESSION**

(File Ref. No. 11-7000-09-01) (REDMS No. 7855249)

It was moved and seconded

That deaccession of the ten painted wood posts of the Cambie Community Gathering Place artwork, as described in the staff report titled, “Cambie Community Gathering Place Artwork Partial Deaccession”, dated November 25, 2024, from the Director, Arts, Culture and Heritage Services be approved.

CARRIED

2. **MANAGER’S REPORT**

Winter Break Community Opportunities

Staff highlighted numerous programs and activities taking place in the City throughout the winter break and noted that all information can be found on the City’s website, social media platform and at community facilities.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:22 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 Wednesday, December 18, 2024.

Councillor Chak Au
Chair

Sarah Goddard
Legislative Services Associate



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:** 11-7000-09-20-255/Vol 01

Re: 2025 Community Mural Program Projects

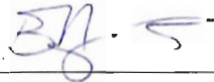

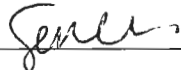
Staff Recommendations

1. That the 2025 Community Mural Program Projects as presented in the staff report titled "2025 Community Mural Program Projects", dated January 6, 2025, from the Director, Arts, Culture and Heritage Services, be approved; and
2. That external contributions received for the 2025 Community Mural Program Projects be added to the project budget and included as an amendment to the Consolidated 5-Year Financial Plan (2025-2029).

CM Fenwick

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Facility Services & Project Development	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

On February 13, 2018, Council endorsed the Public Art Community Mural Program (the Mural Program). The focus of the Mural Program is to install murals in highly visible locations in publicly accessible areas throughout Richmond.

This report brings forward for consideration six mural proposals for the 2025 Community Mural Program to be painted at Minoru Park, Tait Elementary School, MacNeill Secondary School, and three trail and park washrooms located at No. 7 Road Pier, Thomas Kidd Neighbourhood Park and Terra Nova Adventure Play Environment.

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.

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

6.3 Foster intercultural harmony, community belonging, and social connections.

This report supports the Artworks: Richmond Arts Strategy 2019-2024 Strategic Direction 5:

Activate public spaces through (and for) the arts.

Analysis

Background

Richmond's Mural Program provides opportunities to add vibrancy to highly visible public spaces, foster community dialogue and cross-cultural exchange, and engage diverse and multi-generational communities. Since Council's endorsement in 2018, 28 murals have been installed through this program at civic facilities, private businesses, schools and other buildings. See Attachment 1 for a list of completed murals. These artworks have been well-received by the general public, facility users and community stakeholders.

Open Call for Mural Locations

The Open Call for mural locations for the 2025 Mural Program was issued on August 7, 2024 with a deadline of September 23, 2024.

Eight applications with 13 proposed locations were received and staff met on September 25, 2024, to review the applications and evaluate them on the basis of location, public visibility, community impact and condition of wall surface, as well as budget.

The following submitted an application to participate in the Mural Program in 2025:

- Garratt Wellness Centre;
- MacNeill Secondary School;
- Palmer Secondary School;
- Richmond Nature Park Society;
- Tait Elementary School;
- Tomsett Elementary School and
- City of Richmond (trail and park washrooms at No. 7 Road Pier, UBC Boathouse, Thomas Kidd Neighbourhood Park and Terra Nova Adventure Play Environment, Minoru Park Practice Tennis Wall, Grandstand Concession and Park Field Wall).

Six locations are recommended for the 2025 Mural Program:

- MacNeill Secondary School;
- Minoru Park Practice Tennis Wall;
- Tait Elementary School;
- Trail Washroom at No. 7 Road Pier;
- Washroom at Thomas Kidd Neighbourhood Park; and
- Washroom at Terra Nova Adventure Play Environment.

Proposed Mural Projects

In compliance with the Mural Program artist selection procedure, artists are pre-selected from the Mural Program Artist Roster through an open call process every two years. Murals for the 2025 program will be created by artists selected from the 2024-2026 Roster.

The following eight proposed mural locations and artists have been endorsed by the Richmond Public Art Advisory Committee (RPAAC). Further details are in Attachment 2.

MacNeill Secondary School

The proposed mural location for MacNeill Secondary School is on the east facing wall adjacent to the entrance of the school, visible from No. 4 Road. The location is publicly accessible and measures approximately 850 square feet.

The artist selection meeting took place on October 22, 2024. The selection panel included teachers from MacNeill Secondary School.

Artist Amy (Yun Ru) Bao is recommended for this mural opportunity. She will work with students from the school to inform the design of the mural and will consider themes of local ecology.

Minoru Park Practice Tennis Wall

The Minoru Park Practice Tennis Wall is located at Minoru Park, at the north side of the tennis courts. The proposed mural location is on the north side of the practice wall, facing the pedestrian pathway. The location is publicly visible and it measures approximately 350 square feet.

The artist selection meeting took place on October 21, 2024. The selection panel included Recreation Services and Parks Services staff.

Artist Ho Lay Hoon is recommended for the Minoru Park Practice Tennis Wall mural. She will work with Minoru Park user groups to create a sports-themed mural.

Tait Elementary School

The mural location proposed by Tait Elementary School is the west wall adjacent to the entrance of the school, facing Gilmore Crescent. The location is publicly visible and measures approximately 600 square feet.

The artist selection meeting took place on October 23, 2024. The selection panel included teachers from Tait Elementary School.

Artist Ben Evely is recommended for this mural opportunity. The artist will work with students from the school to inform the design, exploring themes of Richmond's geography.

Trail Washroom at No. 7 Road Pier

The proposed mural for the Trail Washroom at No. 7 Road Pier will envelop the structure. The trail washroom is publicly visible and measures approximately 550 square feet.

The artist selection meeting took place on October 17, 2024. The selection panel included Facility Services staff.

Artist Aysha Mcconkey is recommended for this opportunity. She will work with the theme of local natural heritage to inform her design.

Washroom at Thomas Kidd Neighbourhood Park

The proposed mural for the Washroom at Thomas Kidd Neighbourhood Park will envelop the structure. The washroom is publicly visible from Shell Road and measures approximately 500 square feet.

The artist selection meeting took place on October 17, 2024. The selection panel included Facility Services staff.

Artist Carly Bouwman is recommended for this opportunity. She will consider themes of local plant species.

Washroom at Terra Nova Adventure Play Environment

The proposed mural for the Washroom at Terra Nova Adventure Play Environment will envelop the structure. The washroom is publicly visible and measures approximately 400 square feet.

The artist selection meeting took place on October 28, 2024. The selection panel included Facility Services staff.

Artist Nicole Larsen is recommended for this opportunity. The artist will consider the themes of local ecology, water and migratory birds.

Next Steps

Pending Council endorsement of the proposed mural locations and artists, staff will work with the artists and community partners to execute agreements and develop project implementation work plans. If approved, the projects will move into the development phase with murals to be completed by September 2025.

Financial Impact

The Mural Program budget is \$35,000 funded by voluntary developer contributions to the Public Art Program Reserve Fund. \$22,000 is being committed from existing City budgets. In addition, a \$5,000 cash contribution has been dedicated from MacNeill Secondary School bringing the total budget to \$62,000.

The mural program budget of \$35,000 is included in the City's proposed 2025 Public Art Program operating budget as part of the 2025 budget process and will be implemented once the proposed Consolidated 5-Year Financial Plan (2025-2029) is adopted by Council. The total external contributions of \$5,000 will be included in the amendment to the Consolidated 5-Year Financial Plan (2025-2029) once received.

The individual budget for each mural is as follows:

- Tait Elementary School - \$16,000
\$16,000 from the Mural Program
- MacNeill Secondary School - \$22,000
\$17,000 from the Mural Program; \$5,000 from MacNeill Secondary School
- Minoru Park Practice Tennis Wall - \$7,000
\$2,000 from the Mural Program; \$5,000 from existing City budgets
- Trail Washrooms at No. 7 Road Pier, Thomas Kidd Neighbourhood Park and Terra Nova Adventure Play Environment - \$17,000 from existing City budgets

Richmond School District No. 38 will contribute in-kind preparation of the walls as well as anti-graffiti coating for all murals on Richmond School District property.

The selected organizations will retain and maintain the murals for a minimum of five years. The cost for any maintenance and repairs required for the artwork at the locations that are not owned by the City will be the responsibility of the community partners. Following Council's approval of the 2025 Mural Program Projects, all project partners will enter into a written agreement with the City of Richmond to outline maintenance and repairs responsibilities.

Conclusion

Council approval is required to implement the six mural proposals for the 2025 Community Mural Program.

Murals add vibrancy to the community by energizing our public spaces, fostering community identity and civic pride, engaging youth and deterring graffiti. The creation of murals brings together local artists, students, community groups, residents and local businesses to transform the places where we live, work and play into welcoming and beautiful environments that invite interaction and appreciation of art and culture.



Biliana Velkova
Public Art Planner
(604-247-4612)

- Att. 1: Completed Community Mural Program murals 2019-2024
- Att. 2: 2025 Community Mural Proposals



**Community Mural Program
Completed Projects 2019-2024**




2024

	<p>Jean Bradbury <i>The Elders</i> Cook Elementary School, 8600 Cook Rd</p>
	<p>Anaïs Léra <i>Growing</i> Hugh McRoberts Secondary School 8980 Williams Road</p>
	<p>Carolyn Wong <i>Gathering Pond</i> Minoru Arenas, 7551 Minoru Gate</p>
	<p>Mark Anderson <i>Postcards from Steveston</i> Steveston Harbour Authority, 3300 Chatham Street</p>
	<p>Phil Phil Studio <i>Bird Song</i> Trail Washroom at No. 3 Road Pier</p>

	<p>Otilia Spantulescu <i>Summer Joys</i> Trail Washroom at Tait Park, 2002 No. 4 Rd</p>
	<p>Ciele Beau <i>In Tandem</i> Trail Washroom at London Landing, 6120 Dyke Road</p>
	<p>Fiona Tang <i>A Walk in the Park</i> Trail Washroom at Terra Nova Park</p>




2023

	<p>Mark Anderson <i>Gillnetter at Night</i> Pacific Net and Twine, 3731 Moncton Street</p>
	<p>Nicole Larsen <i>Journey Home</i> Steveston Outdoor Pool, 4151 Moncton Street</p>

	<p>Rory Doyle <i>Dog Days</i> South Arm Outdoor Pool, 10100 South Arm Place</p>
	<p>Ben Evely <i>Movements That Make Us</i> Mitchell Elementary School, 3800 No. 5 Road</p>
	<p>Ho Lay Hoon <i>Patchwork of Unity</i> 22855 McLean Avenue</p>






2022

	<p>Carolyn Wong <i>A Fisherman's Dream</i> Steveston Harbour Authority, 3180 Chatham Street</p>
	<p>Jean Bradbury <i>Our Friends the Trees</i> Maple Lane Elementary School, 7671 Alouette Drive</p>




	<p>Erica and Maddy Phillips <i>Facets of Byng</i> Lord Byng Elementary School, 3711 Georgia Street</p>
	<p>Dolores Altin and Elvira DS Monteforte <i>Cause and Effect</i> Hayer Demolition & Recycling, 12011 Mitchell Road</p>
	<p>Atheana Picha <i>Garden City School Mural</i> Garden City Elementary School, 8311 Garden City Road</p>

2021


	<p>April dela Noche Milne and Dawn Lo <i>Let's Play Let's Go</i> Westwind Elementary School, 11371 Kingfisher Drive</p>
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	<p>Atheana Picha <i>Tomekichi Homma Mural</i> Tomekichi Homma Elementary School, 5100 Brunswick Drive</p>
	<p>Fiona Tang <i>Thinking Learning Caring</i> Thompson Elementary School, 6211 Forsyth Crescent</p>
	<p>Dean and Christina Lauzé <i>McMath School Mural</i> McMath Secondary School, 4251 Garry Street</p>
	<p>Karen Yurkovich and Tristesse Seeliger <i>Metamorphosis</i> Lehigh Hanson, 12651 Mitchell Road</p>
	<p>Carmen Chan <i>Stages of Bloom</i> Gateway Theatre, 6500 Gilbert Road</p>

2020

	<p>Andrew Tavukciyan <i>Richmond Ice Centre Community Mural</i> Richmond Ice Centre, 14140 Triangle Road</p>
	<p>Mark Anderson <i>Richmond's home of Curl'ture & Curl'munity</i> Richmond Winter Club, 5540 Hollybridge Way</p>
	<p>Laura Kwok <i>Ladybug and the Sun</i> West Richmond Community Centre, 9180 No. 1 Road</p>

2019

	<p>Richard Tetrault and Jerry Whitehead <i>Continuum</i> Richmond Cultural Centre, 7700 Minoru Gate</p>
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2025 Community Mural Proposals

Amy (Yun Ru) Bao | MacNeill Secondary School

Artist Amy (Yun Ru) Bao will work with students from MacNeill Secondary School to explore themes of local ecology and community building.

Amy (Yun Ru) Bao is a multidisciplinary artist with a background in visual arts and architecture. Her projects span paintings, sculptures, installations, pavilions and buildings. She is passionate about accessible, interactive and playful public art.

Examples of Previous Projects:



Amy (Yun Ru) Bao, *Belonging*, Vancouver, 2024



Amy (Yun Ru) Bao, *Frame Squared*, Vancouver, 2024



Proposed mural wall at MacNeill Secondary School (approx. 850 square feet)

Lay Hoon | Minoru Park Practice Tennis Wall

Artist Lay Hoon will work with Minoru Park user groups to inform the design for a sports-themed mural.

Lay Hoon is an artist whose creative practice includes an array of mediums such as digital art, traditional painting, large-scale murals and digital art installations. Her designs feature vibrant flowers, celebratory poses and animals moving freely through the wild, conveying a buoyant lust for life sprinkled with a hint of fantasy.

Examples of Previous Projects:



Lay Hoon, *Artful Connections and Inspired Community*, Coquitlam, 2024



Lay Hoon, *We the Giants*, Vancouver, 2021



Proposed Minoru Park Practice Tennis wall (approx. 350 square feet)

Ben Evelyn | Tait Elementary School

Artist Ben Evelyn will work with students from Tait Elementary School to inform the design of the mural, exploring themes of Richmond's geography.

Ben Evelyn primarily works with painting, collage and drawing. He also works collaboratively on projects in public spaces. His artworks have an emphasis on changing environments with attention to how elements are interconnected.

Examples of Previous Projects:



Ben Evelyn, *Thunderbird Parkade*, Vancouver, 2019



Ben Evelyn, *Health Sciences Parkade*, Vancouver, 2019



Proposed mural wall at Tait Elementary School (approx. 600 square feet)

Aysha Mcconkey | Trail Washroom at No. 7 Road Pier

Artist Aysha Mcconkey will consider the natural heritage and native wildlife of the area to inform her design.

Aysha Mcconkey is a wildlife artist and scientific illustrator with a passion for bat biology and conservation. She uses her art to inspire and educate others about bats and other native wildlife in British Columbia.

Examples of Previous Projects:



Aysha Mcconkey, *University of the Fraser Valley mural*, Abbotsford, 2024



Aysha Mcconkey, *Robert Bateman Secondary School mural*, Abbotsford, 2024



Proposed mural on Trail Washroom at No. 7 Road Pier (approx. 550 square feet)

Carly Bouwman | Trail Washroom at Thomas Kidd Neighbourhood Park

Artist Carly Bouwman will consider the theme of local wildlife to inform her mural design.

Carly Bouwman is an artist and designer with a painting and mural practice whose work focuses on painting vibrant landscapes using a variety of media. From conception to execution, she has great passion for creating impactful visual experiences.

Examples of Previous Projects



Carly Bouwman, *The Vanishing*, Chilliwack, 2023



Carly Bouwman, *Chilliwack Mural Festival*, Chilliwack, 2022



Proposed mural on Trail Washroom at Thomas Kidd Neighbourhood Park (approx. 500 square feet)

Nicole Larsen | Trail Washroom at Terra Nova Adventure Play Environment

Artist Nicole Larsen will consider themes of local ecology, water and migratory birds to inform the design of the mural.

Nicole Larsen is an artist with an active mural and graphic design practice. She is influenced by nature and her desire to uplift others with her artwork. She often incorporates bold, bright colours and organic movement into her designs as well as themes of biodiversity, community and mental well-being.

Examples of Previous Projects:



Nicole Larsen, *Pause & Bloom*, Vancouver, 2021



Nicole Larsen, *Cadillac Fairview mural*, Richmond, 2023



Proposed mural on Trail Washroom at Terra Nova Adventure Play Environment (approx. 400 square feet)



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.

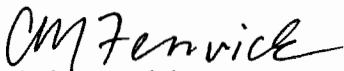
In January 2025, the Committee unanimously endorsed these revised Terms of Reference for Council consideration via email.

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.