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**Parks, Recreation and Cultural Services Committee**

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

**Tuesday, January 29, 2019  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**PRCS-5**

*Motion to adopt the **minutes** of the meeting of the Parks, Recreation and Cultural Services Committee held on December 19, 2018.*

NEXT COMMITTEE MEETING DATE

February 26, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

COUNCILLOR HAROLD STEVES

1. **BENCH AND PICNIC TABLE DEDICATIONS**  
(File Ref. No. 11-7200-01) (REDMS No. 6034574; 6034668; 6034889; 6092830)

**PRCS-10**

**See Page PRCS-10 for staff memorandum**

Parks, Recreation and Cultural Services Committee Agenda –  
Tuesday, January 29, 2019

Pg. #      ITEM

COMMUNITY SERVICES DIVISION

2.    **2019 FARM FEST AT GARDEN CITY LANDS UPDATE**  
(File Ref. No. 11-7200-01) (REDMS No. 6066225 v. 7; 6076849)

PRCS-15

See Page **PRCS-15** for full report

*Designated Speaker: Paul Brar*

STAFF RECOMMENDATION

*That Option 2 (Additional Farming Activations) for the 2019 Farm Fest at Garden City Lands, as outlined in the staff report titled “2019 Farm Fest at Garden City Lands Update,” dated January 7, 2019, from the Director, Parks Services, be approved.*

3.    **MINORU CENTRE FOR ACTIVE LIVING PROGRAM UPDATE**  
(File Ref. No. 06-2052-55-08-01) (REDMS No. 5854882 v. 36)

PRCS-24

See Page **PRCS-24** for full report

*Designated Speaker: John Woolgar*

STAFF RECOMMENDATION

*That the staff report titled “Minoru Centre for Active Living Program Update,” dated January 7, 2019, from the Director, Recreation Services, be received for information.*

4.    **AWARD OF CONTRACT 6318P - DELIVERY OF ADVANCED AQUATIC COURSES**  
(File Ref. No. 11-7143-01) (REDMS No. 6056728 v. 17)

PRCS-39

See Page **PRCS-39** for full report

*Designated Speaker: John Woolgar*

Parks, Recreation and Cultural Services Committee Agenda –  
Tuesday, January 29, 2019

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STAFF RECOMMENDATION

- (1) *That staff be authorized to award a contract with LIT First Aid and Lifeguard Training for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report titled “Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)” dated January 10, 2019 from the Director, Recreation Services;*
- (2) *That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report, with LIT First Aid and Lifeguard Training; and*
- (3) *That staff be authorized to extend the current contract with LIT First Aid and Lifeguard Training for up to an additional six-month period to provide continuity of services until a new contract is executed.*



5. **AWARD OF CONTRACT 6333Q - SUPPLY AND DELIVERY OF POOL CHEMICALS**

(File Ref. No. 11-7140-20-MCAL1) (REDMS No. 6024861 v. 21)

PRCS-43

[See Page PRCS-43 for full report](#)

*Designated Speaker: John Woolgar*

STAFF RECOMMENDATION

- (1) *That staff be authorized to award a contract to Brenntag, ClearTech and DB Perks & Associates, for the supply and delivery of pool chemicals, as outlined in the staff report titled “Award of Contract 6333Q – Supply and Delivery of Pool Chemicals” dated January 8, 2019 from the Director, Recreation Services; and*
- (2) *That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of pool chemicals, as outlined in the staff report, with Brenntag, ClearTech and DB Perks & Associates.*



Parks, Recreation and Cultural Services Committee Agenda –  
Tuesday, January 29, 2019

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Pg. #      ITEM

6.    **MANAGER’S REPORT**

ADJOURNMENT





## Parks, Recreation and Cultural Services Committee

- Date: Wednesday, December 19, 2018
- Place: Anderson Room  
Richmond City Hall
- Present: Councillor Harold Steves, Chair  
Councillor Chak Au, Vice-Chair  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Michael Wolfe  
Mayor Brodie
- Also Present: Councillor Day  
Councillor Greene  
Councillor Loo
- Call to Order: The Chair called the meeting to order at 4:36 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 27, 2018, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

January 29, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

### COUNCILLOR HAROLD STEVES, CHAIR

1. **POTENTIAL CONVERSION OF MINORU AQUATIC CENTRE**  
(File Ref. No. 06-2050-20-AQ) (REDMS No. 60511118)

**Parks, Recreation & Cultural Services Committee**  
**Wednesday, December 19, 2018**

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Councillor Steves spoke on referring the potential conversion of the Minoru Aquatic Centre pool to staff to examine utilizing the space for other uses and as a result, the following **referral motion** was introduced:

It was moved and seconded

***That staff investigate the costs of converting the pool at the Minoru Aquatic Centre for uses that do not require major changes and report back.***

Councillor Steves further noted that should the referral be supported, a motion to rescind the previous Council resolution regarding the demolition of the pool would be put forth and discussion took place on referring the matter back to staff for further review.

Jagroop and Arjan Bhullar, Bhullar Wrestling Club, spoke to Committee regarding the practice of converting decommissioned swimming pools into wrestling spaces. They commented that such a space could be converted for wrestling use by filling the pool area with Styrofoam and padding and referenced examples from Universities that have gone through the process. The delegation further remarked that their wrestling club had been unsuccessful in finding a new space in the city and that converting the Minoru Aquatic Centre for other uses would allow use of the space by community groups.

In response to a question from Committee regarding the time line of vacating and issuing tenders for demolition of the Minoru Aquatic Centre, Jim Young, Senior Manager, Capital Buildings Project Development, advised it is dependent on the opening of the Minoru Centre for Active Living and would most likely be in the first quarter of 2019.

Discussion further took place regarding analyzing potential uses for the pool space and addressing the need for more community group spaces.

In response to a query from Committee, Jamie Esko, Manager, Parks Planning, Design and Construction, advised that the Minoru Park Vision Plan report is expected to come to Committee in the first quarter of 2019.

In response to further questions from Committee, the delegation commented that other activities could coexist with a dedicated wrestling space such as yoga, pilates, and self-defense classes. They further remarked that they were of the opinion that any space conversion for wrestling completed in the pool area could be converted back for other uses.

Discussion further took place on the variety of options for converting the Minoru Aquatic Centre space including reverting the area back to green space. Direction was given to staff to provide information regarding the lifespan of the building when reporting back.

The question on the referral motion was then called and it was **CARRIED**.

**COMMUNITY SERVICES DIVISION**

**2. RESILIENT STREETS OUTREACH PROGRAM**

(File Ref. No. 11-7000-01) (REDMS No. 6040603 v. 13)

It was moved and seconded

*That the staff report titled “Resilient Streets Outreach Program” dated November 29, 2018, from the Director, Recreation Services, be received for information.*

**CARRIED**

*Councillor Greene left the meeting (5:05 p.m.).*

**3. 2019 ENGAGING ARTISTS IN COMMUNITY PUBLIC ART PROJECTS**

(File Ref. No. 11-7000-09-20-089) (REDMS No. 6009795 v. 4)

It was moved and seconded

*That the concept proposals and implementation for the community public art projects working in partnership with the Richmond Nature Park Society, Richmond Public Library (Brighouse Branch) and City Centre Community Association be considered in the City’s Consolidated 5 Year Financial Plan as presented in the staff report titled “2019 Engaging Artists in Community Public Art Projects,” dated November 15, 2018, from the Director, Arts, Culture and Heritage Services.*

**CARRIED**

**4. PROPOSED PLAN FOR THE FUTURE COORDINATION OF SALMON FESTIVAL AND RICHMOND CANADA DAY IN STEVESTON**

(File Ref. No. 11-7400-01) (REDMS No. 6006424 v. 4)

In response to questions from Committee, Bryan Tasaka, Manager, Major Events and Film, advised that the event would be co-produced between the City and the Steveston Salmon Festival Committee (SSFC). In further response to queries, Kristine Dickson, Co-Chair, SSFC and Brenda Yttri, Co-chair, SSFC, advised that the board does not reconvene until January and would vote on the matter then, and expressed support for the proposed plan.

*Councillor Greene returned to the meeting (5:09 p.m.).*

**Parks, Recreation & Cultural Services Committee**  
**Wednesday, December 19, 2018**

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It was moved and seconded

*That the City and the Steveston Salmon Festival Committee co-produce Richmond's Canada Day celebrations under the banner of Steveston Salmon Festival as outlined in the report titled "Proposed Plan for the Future Coordination of Salmon Festival and Richmond Canada Day in Steveston", dated December 1, 2018 from the Director, Arts, Culture and Heritage Services.*

**CARRIED**

**5. RECREATION AND SPORT STRATEGY 2019-2024**

(File Ref. No. 01-0370-20-002) (REDMS No. 6037135 v. 5)

It was moved and seconded

- (1) That the Recreation and Sport Strategy 2019-2024, and companion documents, as outlined in the report titled "Recreation and Sport Strategy 2019-2024," dated November 30, 2018, from the Director, Recreation Services, be adopted;*
- (2) That staff report back at the mid-point and end of the implementation period of the Recreation and Sport Strategy 2019-2024, as outlined in the report titled "Recreation and Sport Strategy 2019-2024," dated November 30, 2018, from the Director, Recreation Services; and*
- (3) That the Recreation and Sport Strategy 2019-2024, as outlined in the report titled "Recreation and Sport Strategy 2019-2024, dated November 30, 2018, from the Director, Recreation Services, be presented to Council School Board Liaison Committee meeting.*

**CARRIED**

**6. MANAGER'S REPORT**

*(i) Tree, Bench, and Picnic Table Dedication Program*

Paul Brar, Manager, Parks Programs provided Committee with an update regarding the dedication program, noting that 318 bench dedications were up for renewal and 64 have been renewed or are in the process of renewing.

In response to questions from Committee, Mr. Brar remarked that (i) staff are working with each dedication renewal to accommodate any financial hardship by setting up payment plans, (ii) dedications that have been discontinued are removed and plaques are given to the donors, (iii) staff make a dedicated effort to contact the original donor for any plaques removed and those not claimed are stored, and (iv) staff are keeping detailed logs and records of communications with donors for removed plaques.

4.



**Parks, Recreation & Cultural Services Committee**  
**Wednesday, December 19, 2018**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:17 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 19, 2018.

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Councillor Harold Steves  
Chair

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Amanda Welby  
Legislative Services Coordinator

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



City of  
Richmond

**Memorandum**  
Community Services Division  
Parks Programs

**To:** Mayor and Councillors  
**From:** Paul Brar  
Manager, Parks Programs  
**Date:** January 18, 2019  
**File:** 11-7200-01/2019-Vol 01  
**Re:** Bench and Picnic Table Dedications – Reference to November 21, 2018 Memo

In light of the recent inquiries and increased activity on social media around renewals for the Bench and Picnic Table Dedication Program, this memo is to provide Council with a reference to a program update that was sent out on November 21, 2018 (Attachment 1).

Should you require any further information on the dedication bench and picnic table renewals, please do not hesitate to contact Emily Sargent at 604-244-1250 or [esargent@richmond.ca](mailto:esargent@richmond.ca) while I am away on vacation from Friday, January 18, 2019 to Monday, January 28, 2019. Upon my return, I am happy to answer any questions you may have or assist with any queries you may be receiving. I can be contacted at 604-244-1275 or [pbrar@richmond.ca](mailto:pbrar@richmond.ca).

Paul Brar  
Manager, Parks Programs

Att. 1

pc: SMT  
Todd Gross, Manager, Parks Services  
Ted Townsend, Director, Corporate Communications & Marketing

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PRCS - 10

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



# City of Richmond

## Memorandum Community Services Division Parks Programs

**To:** Mayor and Councillors  
**From:** Paul Brar  
Manager, Parks Programs  
**Date:** November 21, 2018  
**File:** 11-7200-01/2018-Vol 01  
**Re:** Bench and Picnic Table Dedications - Update on Renewals

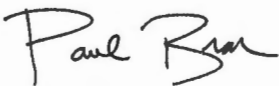
The purpose of this memo is to provide Council with an update on the renewal process for dedicated park benches and picnic tables.

The City's Tree, Bench and Picnic Table Dedication Program facilitates the recognition of individuals through the planting of trees or the placement of plaques on park benches and picnic tables. There are currently 496 dedicated benches and picnic tables in the parks furniture system, with 134 individuals on a wait list for popular areas such as the Dyke Trail and Garry Point Park.

As per Council Policy 7019 "Tree, Bench and Picnic Table Dedication" (Attachment 1), bench and picnic table dedications are valid for a 10-year period, at which point they can be renewed at the current rates for replacement and maintenance. The 10-year term has now passed for 357 participants of the program.

At the Council meeting held on March 12, 2018, Council approved the updating of Fee Schedule 7019.01 to reflect 2018 operating and maintenance costs for the bench and picnic table dedication program (Attachment 2). Since that time, renewal letters have been sent to the 357 dedicators that have benches or picnic tables up for renewal. Staff are following up with phone calls and working with each dedicator to facilitate the renewal process, or to return plaques to those who choose to discontinue participation in the program. Every effort is being made to ensure that financial barriers do not prevent individuals from renewing their dedications.

Should you require any further information on the dedicated bench and picnic table renewals, please do not hesitate to contact me at 604-244-1275 or [pbrar@richmond.ca](mailto:pbrar@richmond.ca). I am also happy to answer any questions you may have at the upcoming Parks, Recreation, and Cultural Services Committee Meeting on November 27, 2018.

  
Paul Brar  
Manager, Parks Programs

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Att. 2  
pc: SMT





Page 1 of 1	<b>Tree, Bench and Picnic Table Dedication</b>	<b>Policy 7019</b>
Adopted by Council: April 14, 2003 Amended by Council: March 12, 2018		

**POLICY 7019:**

It is Council policy that:

1. The cost of the purchase and planting of the tree shall be charged to the dedicator. This is to be based on the average cost for purchase and installation by City forces of a seven-centimetre calliper tree, subject to annual review.
2. The City shall have final approval of the tree type and planting location. All requests for special tree species/varieties or particular planting areas shall be accommodated, whenever possible. Higher costs incurred by these requests shall be charged to the dedicator.
3. The City shall include the tree in its normal schedule of care or maintenance.
4. The cost of the purchase, installation and maintenance of the bench or picnic table shall be charged to the dedicator. This is to be based on the average cost for purchase, installation and maintenance by City forces of a standard City bench or picnic table for a 10-year period. City staff will review costs annually and will adjust accordingly. The maintenance funding is placed into a tree, bench, and picnic table reserve account.
5. City Staff will acknowledge the bench or picnic table dedication for a period of 10 years from the date of installation.
6. Dedicators will have the opportunity to continue their sponsorship of the bench or picnic table after the 10 year dedication period by paying the current fee for replacement of the bench or picnic table. If the dedicator is not interested in continuing the dedication or cannot be contacted (within six months of the 10-year term expiring), the plaque will be removed and the site will become available for a new dedication. It will be the responsibility of the dedicator to keep their contact information current with the City of Richmond.
7. The City shall have final approval of the location and style of the bench or picnic table.
8. The City shall have final approval of plaque size, style, and wording. A maximum of two plaques per bench is permitted.
9. The tree, bench and picnic table shall become City property. Staff reserves the right to relocate or remove the tree, bench, or picnic table whenever necessary. A reasonable effort shall be made to notify the dedicator if their tree, bench, or picnic table is affected.
10. A tree, bench, and picnic table dedication account shall be established for those unable to purchase a whole tree, bench, or picnic table, but who wish to contribute funds. No plaques shall be permitted in this case, but City recognition of some type shall be considered.
11. A City record will be established to record all commemorative trees and contributions.
12. Placement of memorial wreaths, flowers, or other items or any modifications to the tree, bench, or picnic table will not be permitted.



Page 1 of 2	<b>Tree, Bench and Picnic Table Dedication</b>	<b>Fee Schedule 7019.01</b>
	Approved by Council: April 14, 2003 Amended by Council: March 12, 2018	

**FEE SCHEDULE 7019.01:**

**Tree, Bench and Picnic Table Dedication Charges Schedule**

Effective February 2018, the following fee schedule will apply for City of Richmond Tree, Bench and Picnic Table Dedications:

1. **Dedication fees will be levied so as to recover all or a portion of overall operating costs.**
  - To ensure the dedicator pays all or a portion of the direct operating costs for tree, bench and picnic table installation and 10 years guaranteed maintenance.
  - All rates and charges will be adjusted to accommodate the changes in operating and maintenance costs and tree, bench and picnic table acquisition costs.
2. **The General Manager, Community Services or designate will have the authority to waive or reduce fees and alter fees for services for promotional purposes and to quickly establish fees for experimental services.**
  - To permit the General Manager, Community Services or designate to make allowances for unusual circumstances.
  - Unusual dedication requests for tree, bench or picnic table installations where a higher cost is involved will be considered on an individual basis, taking in to account the true cost of acquisition and installation, and maintenance costs.
3. **Dedication fees are as follows:**

<b>Item</b>	<b>Includes</b>	<b>2018 Rate</b>
<b>Trees</b>	Each dedication will recover the full cost of tree acquisition, site preparation, and planting of the tree to City of Richmond standards.	<b>Full cost recovery.</b>
<b>Benches</b>	The dedication amount for benches will be inclusive of installation, site preparation, plaque production and installation, and 10 years guaranteed maintenance.	<b>\$3,500.00</b>
<b>Picnic Tables</b>	This dedication amount will include the cost of picnic table manufacturing, site preparation, delivery, plaque production and installation, and 10 years guaranteed	<b>\$4,000.00</b>



Page 2 of 2	<b>Tree, Bench and Picnic Table Dedication</b>	<b>Fee Schedule 7019.01</b>
	Approved by Council: April 14, 2003 Amended by Council: March 12, 2018	

	maintenance.	
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4. Renewal fees for a 10-year dedication period are as follows:

Item	Includes	2018 Rate
<b>Trees</b>	Not applicable.	Not applicable.
<b>Benches</b>	The renewal amount will include the cost of bench refurbishing or manufacturing, installation, and 10 years guaranteed maintenance.	<b>\$3,000.00</b>
<b>Picnic Tables</b>	The renewal amount will include the cost of picnic table refurbishing or manufacturing, installation, and 10 years guaranteed maintenance.	<b>\$3,500.00</b>

5. Dedication fees for sharing a bench or picnic table are as follows:

Item	Includes	2018 Rate
<b>Trees</b>	Not applicable.	Not applicable.
<b>Benches</b>	The dedication fee will include the costs of bench manufacturing or refurbishing, site preparation, plaque production and installation, and 10 years guaranteed maintenance.	<b>\$2,000.00</b>
<b>Picnic Tables</b>	The dedication fee will include the costs of picnic table manufacturing or refurbishing, site preparation, plaque production and installation, and 10 years guaranteed maintenance	<b>\$2,250.00</b>



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** January 7, 2019

**From:** Todd Gross  
Director, Parks Services

**File:** 11-7200-01/2019-Vol  
01

**Re:** 2019 Farm Fest at Garden City Lands Update

### Staff Recommendation

That Option 2 (Additional Farming Activations) for the 2019 Farm Fest at Garden City Lands, as outlined in the staff report titled "2019 Farm Fest at Garden City Lands Update," dated January 7, 2019, from the Director, Parks Services, be approved.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Major Events & Filming	<input checked="" type="checkbox"/>	
Corporate Partnerships	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the Council Meeting on March 12, 2018, Council approved the Proposed Plan for Major Events and Programs in 2018 and 2019. Funding in the amount of \$28,000 for the Garden City Lands Farmers Market, later rebranded “Farm Fest at Garden City Lands,” was approved as part of this plan. The staff report to Council noted that the Farm Fest would be evaluated following the 2018 event to determine if it should continue in its 2018 scope or be enhanced to a larger festival in 2019.

At the Council Meeting on December 10, 2018, Council reviewed three options for the 2019 Farm Fest at the Garden City Lands and made the following referral:

*That the 2019 Farm Fest at Garden City Lands be referred back to staff to provide more detailed program and funding information.*

This report responds to the referral by providing detailed program and funding information for the 2019 Farm Fest at the Garden City Lands.

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.*

This report supports Council’s 2014-2018 Term Goal #8: Supportive Economic Development Environment:

*Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.*

*8.3. The City's agricultural and fisheries sectors are supported, remain viable and continue to be an important part of the City's character, livability, and economic development vision.*

This report supports several Council-approved strategies, including the Major Events Strategy and its goals of vibrant programming and creating a dynamic destination, the Parks and Open Space Strategy and its goals of providing great places and experiences celebrating Richmond’s natural and cultural heritage, and the Garden City Lands Legacy Landscape Plan and its goals of celebrating Richmond’s historic connection to agriculture.



## **Analysis**

### Background

As part of the City's Canada 150 celebrations, and to officially open the Garden City Lands to the community, the City hosted a one-time event titled Harvest Fest on September 30, 2017. The festival featured a local farmers market, agricultural displays, farming equipment, live music, agricultural themed children's activities, a straw maze, and food trucks. Although Harvest Fest was implemented as a one-time event, there was recognition that the event had many positive outcomes, and that there were benefits to hosting an agricultural-themed event on the Garden City Lands.

As part of the Major Events program for 2018, Council approved a smaller scale event titled "Farm Fest at Garden City Lands" (Attachment 1). The event was held on Saturday, August 11, 2018, from 10:00 a.m. to 3:00 p.m. and had over 5,600 attendees.

Farm Fest was designed to achieve the following objectives:

- Celebrate Richmond's connection to agriculture;
- Showcase local farmers and vendors;
- Provide education on agricultural practices;
- Strengthen collaboration between local food system stakeholders;
- Connect residents to the Garden City Lands; and
- Provide opportunities for community building in the City Centre.

Farm Fest was developed around the concept of a nostalgic farmers market, bringing together Richmond farmers and local artisans. The event was delivered in collaboration with Kwantlen Polytechnic University (KPU) and the Steveston Community Association's Farmers and Artisans Market (SFAM). City funding for the event was \$28,000 with an additional \$4,500 secured from corporate sponsorship.

In the Council-approved Plan for Major Events and Programs in 2018 and 2019, it was recommended that the Farm Fest at Garden City Lands be evaluated following the 2018 event to determine if it should continue in its 2018 scope or be enhanced to a larger festival in 2019.

### Farm Fest 2018 – Feedback Received and Evaluation

Feedback on the 2018 Farm Fest was received through the following methods:

- Questionnaires completed by event partners and vendors;
- Social media posts;
- Discussions with participating farmers; and
- Comments received by event volunteers and staff.

The feedback received from attendees, event partners, vendors, and corporate sponsors was overwhelmingly positive. For many attendees, it was their first time visiting the Garden City Lands and also their first time being exposed to farming operations and farming equipment. The event improved the level of public awareness and appreciation for the Garden City Lands as a new

community farm and bog conservation area in the City Centre. Appreciative comments were also received regarding the event having a nostalgic, community market feel.

For event partners including KPU, SFAM, and local farmers, the event was an important opportunity to collaborate and collectively raise awareness on the importance of agriculture to Richmond’s history and current economy. The event required approval from the Agricultural Land Commission (ALC) for a non-farm use exemption. Post-event feedback received by the ALC on the event was also positive.

Feedback was also received from some residents who had previously attended the 2017 Harvest Fest at the Garden City Lands. While these comments were positive, there were some requests for certain Harvest Fest program elements such as the culinary stage, wagon rides, and agriculture-themed children’s activity zone to be brought back for future events.

Summary of Options Previously Presented to Council

At the Council meeting held on December 10, 2018, staff presented three program options for the 2019 Farm Fest. These options are summarized in Table 1 below.

Table 1 – Summary of Options for the 2019 Farm Fest at Garden City Lands

<b>Option</b>	<b>Description</b>	<b>City Funding</b>
Option 1 – Similar Scope as 2018	The event would continue to be implemented as primarily a farmers and artisans market. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers.	\$28,000
Option 2 – Additional Farming Activations	Building on Option 1, the event would feature farming activations and agricultural themed program elements. The additional \$12,000 in funding would support logistical costs associated with farmer participation (such as moving heavy equipment, site preparation, providing refrigeration, providing pens for animals, etc.).	\$40,000
Option 3 – Enhanced Festival Program	Building on Option 2, the program would be enhanced to create a more robust festival atmosphere with program elements such as an enhanced stage, educational culinary stage, interpretive wagon rides, expanded children’s play area, and roving costumed characters.	\$50,000

Council provided staff with feedback on the three options and were directed to report back with more detailed program and funding information.

### Option 1 (Similar Scope as 2018)

With this option, the event would continue to be implemented as primarily a farmers and artisans market. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers.

Event highlights with Option 1 include:

- Agricultural demonstrations and displays by local Richmond farmers and KPU's Sustainable Agriculture Program;
- Locally grown produce and artisanal products from local farmers, artisans, and vendors; and
- Community partner displays;

Option 1 can be achieved within the Council approved budget of \$28,000 (Attachment 2).

### Option 2 (Additional Farming Activations) - Recommended 2019 Program

On December 10, 2018, the Major Events Advisory Group (MEAG) reviewed detailed program and funding options for the 2019 Farm Fest. The MEAG endorsed Option 2 (Additional Farming Activations) as the recommended program with City funding of \$40,000 (Attachment 2).

With this option, the event would continue to be centred on a farmers and artisans market featuring over 40 vendors. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers. Option 2 builds on Option 1 with the following agriculture themed elements included:

- Participation by local farmers and display of their farming equipment;
- Participation by BC Dairy, Poultry in Motion, and other educational farming groups;
- Display of heritage farm equipment by the BC Farm Museum;
- Bog ecology and conservation education;
- Farm animals for event goers to interact with; and
- Educational displays and activations showcasing cranberries and blueberries.

Option 2 provides \$12,000 in additional funding to support agricultural themed program elements to complement the farmers market. A centrepiece of the 2018 Farm Fest was the display of farming equipment, such as the 1916 Steam Tractor owned by the Savage family. There are logistical costs associated with these farming activations (e.g., moving heavy equipment, providing refrigeration, supplying pens for animals, etc.) which the existing budget is unable to accommodate. This option would help to encourage event participation by local farmers by offsetting logistical costs which acted as a financial barrier for the 2018 event.

### Option 3 (Enhanced Festival Program)

With this option, the program would be enhanced to create a more robust festival atmosphere. As the bulk of the existing event budget is allocated to site set-up, logistics, and safety and security, there is only a minimal amount allocated to the program itself. Given the budget restraints, all of the performing artists for the 2018 Farm Fest significantly reduced their fees to participate. With this

option, performers could be remunerated at their fair value and additional program elements fitting the agricultural theme could be added.

One of the highlights of the 2017 Harvest Fest that could be re-introduced as part of the Farm Fest program is a culinary stage. A culinary stage would feature local chefs performing cooking demonstrations using produce and products available for purchase by vendors at the event.

Option 3 builds on Option 2 with the following additional event highlights:

- A culinary stage featuring local chefs;
- Additional interpretive wagon ride through the Garden City Lands;
- Additional stage performances by local artists;
- Farm-themed program elements;
- Expanded children's play area; and
- Enhanced marketing and communications plan.

Option 3 can be achieved with a budget of \$50,000 (Attachment 2).

#### Corporate Sponsorship

Given the positive response by the community and partners, it is believed that corporate sponsorship can be secured to support and enhance the event. The MEAG identified the following programming opportunities for corporate sponsorship:

1. Small stage to feature local live performances (\$5,000);
2. Interpretive wagon rides around the Garden City Lands (\$2,000);
3. Farm education "barn" area where people can learn how to can, pickle, garden, and learn about pollinators (\$6,000); and
4. Farm themed roving costumed characters (\$2,000).

These programming elements will only be included as part of the 2019 Farm Fest if sponsorship funding is secured.

#### **Financial Impact**

If Council endorses Option 2 (Additional Farming Activations), it will have a financial impact of \$12,000, which is proposed to be funded through the General Contingency budget.

If Council endorses Option 3 (Enhanced Festival Program), it will have a financial impact of \$22,000, which is proposed to be funded through the General Contingency budget.

Funds secured through corporate sponsorship will be used to enhance the event programming and fulfilling sponsorship commitments.

Should Council not endorse the proposed program, staff will proceed with a farmers and artisans market concept similar to the 2018 event. This will have no financial impact as funding of \$28,000 was previously approved by Council as part of the Major Events Plan for 2019.

## Conclusion

Farm Fest celebrates Richmond's connection to agriculture, showcases local farmers and vendors, provides education on agricultural practices, strengthens collaboration between local food system stakeholders, and connects residents to the Garden City Lands. Enhancing the scope of the event to include additional farming activations, displays, and agricultural themed program elements will help make Farm Fest at Garden City Lands a signature Richmond event that meets multiple City objectives.



Paul Brar  
Manager, Parks Programs  
(604-244-1275)



Emily Sargent  
Acting Coordinator, Leisure Services  
(604-244-1250)

Att. 1: 2018 Farm Fest Poster

Att. 2: Proposed Budget for the 2019 Farm Fest

# FARM-FEST

## AT GARDEN CITY LANDS

SATURDAY AUGUST 11, 2018

10 A.M. – 3 P.M.

GARDEN CITY LANDS  
RICHMOND BC



### FESTIVAL HIGHLIGHTS

Farmers' Market | Agricultural Displays  
Children's Activities | Local Entertainment

[WWW.RICHMOND.CA/FARMFEST](http://WWW.RICHMOND.CA/FARMFEST) | [@CITYOFRICHMONDPARKS](https://www.instagram.com/cityofrichmondparks)

COMMUNITY STAGE SPONSOR



FARMERS' MARKET SPONSOR



COMMUNITY PARTNERS



## Proposed Budget for 2019 Farm Fest at Garden City Lands

<b>FUNDING</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
City funding	\$28,000	\$40,000	\$50,000
<b>TOTAL FUNDING</b>	<b>\$28,000</b>	<b>\$40,000</b>	<b>\$50,000</b>

<b>EXPENSES</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
Farming activations and farm equipment logistics	\$1,000	\$10,000	\$12,000
Equipment rentals (portable toilets, tables, chairs, tenting, and fencing)	\$7,200	\$7,200	\$7,200
Site set-up and water connection	\$4,500	\$4,500	\$4,500
Traffic control personnel (TCP)	\$3,300	\$3,300	\$3,300
Security and first-aid	\$3,000	\$3,000	\$3,000
Advertising (newspaper, online, social media, and bus shelters)	\$2,000	\$2,500	\$2,500
Signage	\$1,500	\$2,200	\$2,200
Volunteers (t-shirts, lunch, accreditation)	\$600	\$1,600	\$1,600
Children's play area	\$1,000	\$1,500	\$2,500
Culinary Stage	N/A	N/A	\$5,000
Additional Interpretive Wagon Rides	N/A	N/A	\$2,000
Agricultural Land Commission (ALC) non-farm use application	\$1,200	\$1,200	\$1,200
Market coordination	\$800	\$800	\$800
Shuttle buses	\$700	\$700	\$700
Miscellaneous (photography and sponsor parking)	\$200	\$500	\$500
Contingency	\$1,000	\$1,000	\$1,000
<b>TOTAL EXPENSES</b>	<b>\$28,000</b>	<b>\$40,000</b>	<b>\$50,000</b>

<b>SPONSORSHIP OPPORTUNITIES</b>	
Small stage (including tent, sound tech, and programming)	\$5,000
Farm education "barn"	\$6,000
Interpretive wagon ride	\$2,000
Farm themed roving costumed characters	\$2,000
<b>TOTAL SPONSORSHIP OPPORTUNITIES</b>	<b>\$15,000</b>



# City of Richmond

## Report to Committee

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**To:** Parks, Recreation and Cultural Services Committee  
**Date:** January 7, 2019

**From:** Elizabeth Ayers  
Director, Recreation Services  
**File:** 06-2052-55-08-01/Vol 01

**Re:** **Minoru Centre for Active Living Program Update**

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### Staff Recommendation

That the staff report titled "Minoru Centre for Active Living Program Update," dated January 7, 2019, from the Director, Recreation Services, be received for information.

Elizabeth Ayers  
Director, Recreation Services  
(604-247-4669)

Att. 4

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO	



## Staff Report

### Origin

In October 2016, Council approved the service levels and operating budget for the new facility, Minoru Centre for Active Living. The purpose of this report is to provide Council and the community with an update of the new programs, services and offerings of the facility as well as an update of the engagement with the facility's community partners.

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.*

2.1 *Strong neighbourhoods.*

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

This report also supports the following Directions of the 2015-2020 Seniors Service Plan Framework:

1. *Communication and Awareness;*
2. *Responsive and Relevant Services;*
3. *Respect, Inclusion and Sense of Belonging; and*
4. *Coordinated Service Delivery.*

Additionally, it supports the following Focus Areas of the City of Richmond Community Wellness Strategy 2018-2023:

1. *Foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating and mental wellness;*
2. *Enhance physical and social connectedness within and among neighbourhoods and communities;*
3. *Enhance equitable access to amenities, services and programs within and among neighbourhoods;*
4. *Facilitate supportive, safe and healthy natural and built environments; and*
5. *Promote wellness literacy for residents across all ages and stages of their lives.*

### Analysis

#### Background

The doors to the new Minoru Centre for Active Living are projected to open to the public on Monday, March 11 at 6:00 a.m, pending the receipt of final occupancy which is expected in mid-February. At this time, all drop-in programs will be in place and registered programs will build over the following few weeks. The official grand opening, ribbon cutting and large scale event celebrating the opening of the facility will take place in early April. Minoru Centre for Active

Living is a centre of excellence for active living and wellness for residents of all ages and abilities. This innovative 110,000 square foot multipurpose complex features services for seniors, aquatics and fitness and amenities to support the Minoru Park sports fields. The facility features are summarized in Table 1 below.

Table 1: Facility Features Summary

Seniors	Aquatic & Fitness	Event Centre
33,000 sq. ft.	69,000 sq. ft.	8,000 sq. ft.
Fireside Lounge	1–6 lane, 25 metre pool.	Event Centre
Billiards Room	1–8 lane, 25 metre pool including a climbing wall, diving board, and drop slide.	8 field change rooms.
Cafeteria and commercial kitchen, with bistro for general public.	1 leisure pool including a large river run, double slide and multiple spray elements and play features.	Multipurpose room on 2 <sup>nd</sup> floor with views of fields.
Multipurpose rooms of varying sizes.	2 hot pools (family and adult) and 1 cold plunge pool.	Washrooms for field users and the general public.
Music Room	2 saunas	Concession
Woodworking Shop	1 steam room	First Aid Room
Arts Studio	Changerooms – gender specific and universal.	

In addition to new program initiatives, current programs and services have been refined and expanded through consultation and active engagement of community partners, current facility users and members of the community.

### Facility Hours

To meet community need, as approved by Council, the hours of operations will be expanded by 10 hours per week for aquatics and fitness (compared to Minoru Aquatic Centre) and 14.75 hours per week for seniors (compared to Minoru Place Activity Centre). The facility hours will be extended as illustrated in Table 2 below:

Table 2: Existing and New Facility Hours of Operations

<b>Minoru Aquatic Centre Existing Hours of Operation</b>	<b>Minoru Centre for Active Living New Hours of Operation</b>
Mondays, Wednesdays, Fridays and Saturdays 6:00 a.m.–10:00 p.m. Tuesdays and Thursdays 6:00 a.m.–10:30 p.m. Sundays 11:00 a.m.–10:00 p.m. Holidays 10:30 a.m.– 6:00 p.m.	<i>Aquatics, Fitness and Event Centre:</i> Monday–Saturday 6:00 a.m.–11:00 p.m. Sundays and Holidays 7:00 a.m.–10:00 p.m.
<b>Minoru Place Activity Centre Existing Hours of Operation</b>	<b>Minoru Centre for Active Living New Hours of Operation</b>
Monday–Friday 8:30 a.m.–9:00 p.m. Saturdays 8:45 a.m.–4:00 p.m. Sundays 12:00 p.m.–4:00 p.m. Holidays Closed	<i>Seniors:</i> Monday–Saturday 7:00 a.m.–9:00 p.m. Sundays and Holidays 8:00 a.m.–8:00 p.m.

## Core Programs and Services

### *Seniors Programs and Services*

With the expanded spaces at Minoru Centre for Active Living, seniors programs and service offerings will increase by at least 30 per cent. Seniors programs and services will continue to be offered in partnership with the Minoru Senior Society (MSS). Specific programs and services have been designed in consultation with seniors to meet identified needs, while creating a sense of inclusion and belonging. Registered programs in the areas of health and wellness, arts, sports, general interest, out-trips, and language classes will be offered. Attachment 1 illustrates the wide variety of programs being offered. Highlights of these new and expanded programs include:

- Aquatic and senior intergenerational programs (for example, swim and social);
- Adaptive sports drop-in which will include Boccia for 55+ years, an adapted form of Bocce played indoors;
- Soft Tennis lessons;
- Music night in the plaza;
- Expanded visual arts programming like Painting and Drawings; and
- Facilitated Bridge drop-in.

The new and specialized wellness room, woodshop, movement studio and billiards room will be utilized for specialized programs including:

- Caregiver workshops series that include educational based workshops and movement and relaxation classes;
- Qigong for Health;
- Conversational Mandarin; and
- Expanded dance programming; including Broadway Jazz, Ballet Fundamentals, Expressive Dance and Expressive Dance: Adaptive.

The drop-in 55+ activity groups continue to be an important component of the services offered. There are 37 groups in total including the Flower Arranging group, Mahjong group and the Knitters and Natters group. These groups meet throughout the week and enable members to socialize while participating in meaningful activities at a very low cost.

In response to an increasingly aging population, Minoru Centre for Active Living will be able to provide Richmond seniors with new and existing programs and services to meet the needs of a diverse and growing population.

### *Food Programs and Services*

The Minoru Seniors Society (MSS) will be running two food service locations inside the building. The first is an expanded cafeteria with additional seating, where MSS members and the community can enjoy healthy meals and snacks at a reasonable price. With a current MSS

membership, seniors 55+ will receive a discount at the cafeteria. Catering for rentals or groups will also be offered.

The second food service location is a bistro located in the main lobby of the facility. Refreshments, light meals, and healthy snacks will be available for all users of the facility most hours of operation from this location.

### *Aquatic Programs and Services*

City of Richmond expanded aquatic spaces include two, 25 metre lap pools, a large leisure pool with multiple spray features, two hot pools, two saunas, a steam room, and a cold plunge pool. The core services and programs offered for aquatics will be: swim lessons for all ages, drop-in public swims, birthday parties, therapeutic classes, aquatic fitness classes and lane swimming during all hours the facility is open. See Attachment 2 for the new Minoru Centre for Active Living Schedule – Aquatics.

Red Cross swimming lessons will be expanded significantly in the new facility. It is expected that over 3,000 lesson sets will be offered per year which is an increase of 50 per cent from the current 2,000 sets per year.

New and expanded programs will include:

- Junior Lifeguard Club;
- Fun and engaging activities lead by staff and volunteers during weekend public swims;
- Aquatic fitness classes – deep water and therapy classes;
- Wibit – an inflatable obstacle course;
- Rentals for birthdays and special events; and
- Seasonal “Dive-In” movies where families can enjoy movie viewing from the water.

These programs along with the varied and exciting pool features will be highlights for patrons of all ages.

### *Fitness Programs and Services*

Fitness services will grow exponentially with a new, spacious 8,500 square feet fitness centre. This state-of-the-art facility will include cardio, strength and functional training equipment for ages 13+, including a focus on active aging and independent living. Several studio spaces will allow for the expansion of group fitness classes.

Fitness programs and services will be offered in partnership with the Richmond Fitness and Wellness Association (RFA). There will be drop-in classes, personal and group training, guided fitness orientations, wellness workshops, trending fitness programs, as well as chronic disease prevention and management classes.

Fitness services at Minoru Centre for Active Living will include programs to promote active aging and ongoing excellence in active living. See Attachment 3, Minoru Centre Active Living Schedule – Fitness, for some of the new programs offered. New programs will include:

- “Learn to weight train” classes for youth, adults and seniors;
- Fitness and mobility stroke recovery and heart wellness programs;
- Family fitness classes to get children and adults to be active together;
- TRX suspension training classes;
- Functional strength training workshops;
- Yoga for all abilities; and
- Expanded seniors’ fitness programming, e.g., Seniors Drop In and Steady Feet.

#### *Event Centre Programs and Services*

The Event Centre will be used by Richmond’s sport and event community to support a wide range of tournaments and events in Minoru Park. The Event Centre amenities will provide a hub for tournaments or events and offer space for coaching or other programs for the sport and events programs and clubs.

#### Facility Fees

As outlined in the Minoru Complex Service Level report in 2016, the fee structure for Minoru Centre for Active Living admissions, programs and services for aquatics and fitness is the same fee structure as Watermania and Aquatic Services, which is approved annually by the Aquatic Service Board. For all other senior 55+ programs and services, the fees are approved by the Minoru Senior Society, which is a part of the Recreation Communities Fees and Charges committee. See Attachment 4 (Minoru Centre for Active Living - Facility Admission Fees and Senior Program/Services Fees) for an overview of fees for the facility.

#### Engagement and Marketing

An extensive engagement strategy was developed for the facility and continues to be implemented as the facility nears completion. The *YourMinoru* website, as well as different media platforms like the City’s Facebook and Instagram accounts, are used to promote community opportunities to learn more about Minoru Centre for Active Living’s new programs and services. “Did you know” boards have been installed at Minoru Place Activity Centre, Minoru Aquatic Centre and Watermania featuring a new fact every week about the facility’s offerings.

An artist led community engagement project is underway with the goal of assisting patrons in making a smooth transition from the existing facilities to the new facility. As part of the Culture Days weekend, Artist-in-Residence, Sylvia Grace Borda, challenged members of the community to submit engaging photos of cultural and social activities taking place in Minoru Park around

Minoru Centre for Active Living. Selected winners will have their photos featured on the City's social media pages. These photos will provide a lasting memory as the images capture people's memories and are later displayed in the new facility.

An extensive marketing and communication plan is also in place to ensure the community is aware of the facilities features and the programs and services that will be offered. Implementation of the plan has started and initiatives will continue to build excitement and awareness as the opening of the facility approaches. The campaign captures seniors from the facility participating in a range of activities that promote positive aging and active living, supporting Direction 1 of the 2015-2020 Seniors Services plan.

In addition to the on-site signage that was created to promote awareness about the new facility, a community street team was created in June 2018 to participate at events and activities. A Minoru Centre for Active Living branded booth was created to promote the new programs and services that will be offered at the new facility.

Promotion of Minoru Centre for Active Living occurred through the following events and activities:

- Richmond Canada Day in Steveston – July 1, 2018;
- Job Fair for Minoru Centre for Active Living – July 18, 2018;
- Pop-ups in the Cultural Centre Plaza – July to September, 2018;
- Kwantlen Polytechnic University Farmers Market – August to October, 2018;
- Richmond World Festival – August 31 to September 1, 2018;
- Richmond Fire Hall No. 1 Opening – September 15, 2018; and
- Culture Days – September 28 to 30, 2018.

Marketing will continue once the facility is open with a variety of tools created that will be used to promote the facility. These include:

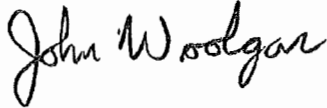
- Traditional print promotional materials – brochures and posters;
- Merchandise and sundry – t-shirts, water bottles, buttons;
- Minoru Centre for Active Living website;
- Promotional videos; and
- Newspaper, press releases and transit ads.

### **Financial Impact**

In 2016, Council approved the operating budget for Minoru Centre for Active Living, which included the expanded operating hours, services and expenses.

**Conclusion**

The Minoru Centre for Active Living is a centre of excellence for active living and wellness for residents of all ages and abilities. The expanded programs and services will meet the community needs for residents, provide a unique experience for everyone under one roof, and support the City's vision of being "the most appealing, livable and well-managed community in Canada."



John Woolgar  
Manager, Aquatics, Arena and Fitness  
(604-448-5355)



Dee Bowley-Cowan  
Centre Manager, Minoru Centre for Active Living  
(604-238-8046)

- Att. 1: Minoru Centre for Active Living Schedule – Seniors
- 2: Minoru Centre for Active Living Schedule – Aquatics
- 3: Minoru Centre for Active Living Schedule – Fitness
- 4: Minoru Centre for Active Living - Facility Admission Fees and Senior Program/Services Fees

Minoru Centre for Active Living Schedule – Seniors

Weekday First Floor								
	Movement Studio 1	Wood Shop	Wellness Studio	Billiards Room	Fireside Lounge	Multipurpose Room 1	Meeting Room 1	Meeting Room 2
7:00 - 9:00 am			Wellness Drop-In	Ladies Only Drop-In	Open for Drop-In			
9:00 am - 12:00pm	Wellness Clinics	Wood Workers Wood Carvers	Wellness Connections	Ladies Only Drop-In	Walking Group meet up	Wellness Connections	Estheticians	Floral Team
			Wellness Clinics	Drop-in play	Bicycle Group meet up	Mahjong	Wellness Clinics	Computer Assist
			Chinese Seniors Circle		Open for drop-in	Diabetic Support Group	Income Tax Clinic	Wellness Clinics
			Wellness Drop-In			Workshops: Healthy Aging Series		
12:00 - 4:00 pm	Carpet Bowling	Wood Workers Wood Carvers	Hanging with the Guys	Drop-in play	Musical Interludes	Mahjong	Estheticians	
			Scrabble		Live Music	Workshops: Driver's Awareness, Public Transat	Hearing Clinics	
			Parkinson's Support Group		Open for Drop-in		Seniors Law Clinic	
4:00 - 9:00 pm	Integrated Mediation	Upcoming: Wood Working Intro	Wellness Drop-In	Drop-in play	Open for Drop-in	Mahjong		
		Upcoming: Wood Shop Safety Orintation				First Aid classes		
						Workshops: Caregivers' Series		

Blue: Groups    Purple: Programs and Drop-ins    Green: Wellness Programs and Wellness Drop-ins

Exact dates and times may change depending on instructor availability.



## Minoru Centre for Active Living Schedule – Seniors (continued)

Weekday - Second Floor							
	Arts Studio 1	Arts Studio 2	Multipurpose 2 and 3		Movement Studio 2	Main Hall	
7:00am				Table Tennis			
8:00am							
9:00am	Chinese Brush Painting	Ukulele Classes	Busy Fingers	Table Tennis	Ballet Broadway Jazz	Happy Chorus	
10:00am	Painting: Basics	Happy Chorus	Bridge Beginner		Conditioning Through Dance Tap		
11:00am	Kingsland Calligraphy	Digital Storytelling - SFU			Expressive Dance Expressive Dance: Adaptive Qi Gong Tai Chi Beginner		
	Sculpture	Spanish Lessons					
12:00pm	Mandarin Conversation	Platinum Players	Bridge	Crib	Tai Chi Advanced	Happy Chorus	
1:00pm	Watercolour Painting	Glee	Bridge Facilitated Drop-in	Euchre	Ballroom Classes	Line Dancing classes	
2:00pm	Chinese Calligraphy	Spanish Conversation	Poker	Knitters and Natters	Upcoming: Dance for PD	Ballroom Dance Drop-in	
3:00pm	Artist Workshop	Singing Fundamentals		Table Tennis			
4:00pm	Drawing: Basics						
	Writer's Group						
	Photography Group						
5:00pm			Whist	Table Tennis	Red Leaf	Ballroom Classes	
6:00pm					Model Walking	Friday Night Live	
7:00pm						Special Events	
8:00pm						Soft Tennis	

Blue: Groups Purple: Programs and Drop-ins Green: Wellness Programs and Wellness Drop-ins

Exact dates and times may change depending on instructor availability.

## Minoru Centre for Active Living Schedule – Seniors (continued)

Weekend First Floor								
	Movement Studio 1	Wood Shop	Wellness Studio	Billiards Room	Fireside Lounge	Multipurpose Room 1	Meeting Room 1	Meeting Room 2
7:00 - 9:00am				Drop-in	Open for drop-in			
9:00 am - 12:00pm	*adaptive fitness programming	Wood Workers	Wellness drop-in		Bicycle Group meet up	Spanish Social Group		
12:00 - 4:00 pm	Upcoming: Laughter Yoga, Upcoming: Caregiver Series (movement and relaxation)	Upcoming: Wood Working Workshops	Upcoming: Health and Caregiver Support Groups		Open for drop-in	Workshops: Caregivers' Series (educational)		
4:00 - 9:00 pm			Wellness drop-in		Open for drop-in			

Blue: Groups    Purple: Programs and Drop-ins    Green: Wellness Programs and Wellness Drop-Ins

Weekend Second Floor							
	Arts Studio 1	Arts Studio 2	Multipurpose Room 2/3	Movement Studio 2	Main Hall		
7:00 - 9:00am			Table Tennis				
9:00 am - 12:00pm	Visual Arts Workshops: Felted Ornaments Upcoming Workshops: Pysanky Eggs Basket Weaving	Upcoming: Creative Writing Workshops			Model Walking	Indoor Soft Tennis	
					Tai Chi	Upcoming: Walking Soccer	
12:00 - 4:00 pm		Movie Matinee		Crib	Ballroom Dance Intermediate	Ballroom Dance drop-in	
		Peking Opera			Chinese Line Dancing	Adaptive Sports Drop-in	
4:00 - 9:00 pm					Red Leaf Multicultural Arts		

Blue: Groups    Purple: Programs and Drop-ins    Green: Wellness Programs and Wellness Drop-Ins

Exact dates and times may change depending on instructor availability.

## Minoru Centre for Active Living Schedule – Aquatics

	MON	TUES	WED	THUR	FRI	SAT	SUN
<b>Leisure Pool</b>	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	7:00am-10:00pm
<b>Teach Pool</b>	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 7:00am-10:00pm
<b>Lap Pool</b>	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 6:00am-11:00pm	Public Swim 7:00am-10:00pm
<b>Hot tubs/Cold Plunge/Saunas/ Steam</b>	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	7:00am-10:00pm
<b>River Channel</b>	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	6:00am-11:00pm	7:00am-10:00pm
<b>Rock Wall</b>	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	OPEN 12:00-11:00pm	OPEN 12:00-10:00pm
<b>1 Metre Diving Board</b>	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	OPEN 12:00-11:00pm	OPEN 12:00-10:00pm
<b>Drop Slide</b>	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	<sup>1</sup> 11:00am-11:00pm	OPEN 12:00-11:00pm	OPEN 12:00-10:00pm
<b>Wibit</b>	X	X	X	X	7:30pm-10:30pm	1:00pm-4:00pm 7:00pm-10:30pm	12:00pm-5:00pm
3 lanes guaranteed for length swim at all times							
Expanded swim lessons and lifesaving programs are offered seasonally							
All pools may be shared with other programs at anytime							
<sup>1</sup> Rock Climbing Wall, Diving Board and Drop Slide are open intermittently during the scheduled times.							

Exact dates and times may change depending on instructor availability.

Please note: Richmond aquatic clubs and groups space has been allocated within the Leisure and Lap Pool schedules.

## Minoru Centre for Active Living Schedule – Aquatic Fitness

	MON	TUES	WED	THUR	FRI	SAT	SUN
7:00am	Turbo Bootcamp	Rise & Shine	Tethered Aqua	Rise & Shine			
8:00am	Strength & Conditioning		Deep H.I.I.T.			Deep H.I.I.T.	
9:00am	Low Impact Aqua	Water in Motion	Low Impact Aqua	Low Impact Aqua	Water in Motion	AquaFit for All	Tethered Aqua
10:00am		River Fit			Aqua R.O.M.		
11:00am		JR2*			JR2*		
12:00pm		Power Water		Aqua Dance			
1:00pm	Arthro (Waterworks)	Aqua R.O.M.	Arthro (Waterworks)	RiverFit	Arthro (Waterworks)		
5:00pm		Strength & Conditioning		Deep H.I.I.T.	Tethered Aqua		
6:00pm	Aqua Dance	Power Water	Power Water	Power Water	Aqua Dance		
7:00pm	Aqua Yoga						
Purple: Leisure Pool    Blue: Lap Pool 1    Red: Lap pool 2    *Registered class							

Exact dates and times may change depending on instructor availability.

## Minoru Centre for Active Living Schedule – Fitness

	MON	TUES	WED	THUR	FRI	SAT	SUN
6:00am	Bootcamp	Cardio Core	Circuit Express	TRX Yoga	TBC		
7:00am		Yoga		Circuit Express			
8:00am		Fit and Functional	Synrgy360			H.I.I.T	
9:00am	Family Fit Cardio and Strength*	Strength Cardio and Stretch*		Strength Cardio and Stretch*	Ball Works and Stretch	Group weight Training for 55+	TRX
						Fitness Demo Total Body Conditioning*	Step
10:00am	Stay Strong*	Joint Replacement Recovery Joint Moves	Yoga Seniors Fitness*	Joint Moves*	Joint Replacement Recovery Joint Moves Stay Strong*	Group weight Training for Adults Synrgy360 Ball Works and Stretch	Synrgy360 Abs and Back
	Body Blast			Core and Strength			
11:00am	Hatha Yoga*	Sit and Be Fit (Chinese)* Cardio Core			Steady feet*		
12:00pm	Steady Feet*	Sit and Be Fit* Zumba Gold	Body Blast	TBC	Dance Fit		
	Synrgy360 Cardio Core	Synrgy360					
1:00pm	Heart Health for Life		Heart Health for Life	Zumba Gold*	Heart Health for Life		
	Older Adults Drop-In Chair Yoga*		Older Adults Drop-In Fit and Functional	Synrgy360 Toddler Time Move and Stretch	Older Adults Drop-In		
2:00pm	FAME Stroke Recovery	Toddler Time Move and Stretch	FAME Stroke Recovery				
3:00pm	Youth Drop-In Ball Works and Stretch		Youth Drop-In	Functional Strength Training for Youth	Youth Drop-In Core and Strength		
4:00pm							
5:00pm	TRX	TBC*	YIn Yang Yoga*	Zumba*	TBC		
	Yoga H.I.I.T	Fitness Demo	Wednesday Wellness Workshop H.I.I.T	Synrgy360 Yoga			
6:00pm	Yoga for the Weekend Warrior	TRX		Fitness Demo	Zumba		
	Dance and Tone*	Step and Sculpt					
7:00pm		Zumba		Yoga Adults*			
8:00pm		Candlelight Yoga	Candlelight Yoga				
9:00pm							
10:00pm							

Blue: Registered Program Purple: Drop In Program \*Seniors Program

Exact dates and times may change depending on instructor availability.

## Minoru Centre for Active Living - Facility Admission Fees and Senior Program/Services Fees

### Fitness and Aquatic Admission Fees:

2019		Passes		Memberships	
Type of Admission	Drop-in	10 visit	1 month	Monthly Continuous (monthly pre-authorized payments)	Annual
Child (2-12)	\$4.25	\$34.00	\$40.00	\$27.00	\$298.00
Youth (13-18)	\$5.65	\$45.20	\$54.00	\$35.00	\$397.00
Adult (19-54)	\$7.00	\$56.00	\$67.00	\$43.00	\$492.00
Senior (55+)	\$5.65	\$45.20	\$54.00	\$35.00	\$397.00
Family	\$4.25*	-	-	\$89.00**	-

\*Per person. At least one adult or senior and one child or youth must be present to receive rate.

\*\*Maximum two adults, unlimited children residing in the same household.

### Senior 55+ Program and Services Fees:

2019 Program and Services	Minoru Senior Society Fees
Minoru Senior Society Membership/Facility Pass	\$23.00 annually
Minoru Senior Society Billiard Pass	\$36.00 annually
Minoru Senior Society Table Tennis Pass	\$36.00 annually
Minoru Senior Society Wood Shop Pass	\$36.00 annually
Minoru Senior Society Carving Pass	\$36.00 annually
Senior Wellness Fee – Vary depending service	\$11.80 – 17.75 per visit
Senior Programs – Arts & Dance	\$5.36 per hour
Senior Programs – Computer Skills	\$4.20 per hour
Senior Programs – General Interest, Computers, Language	\$4.00 - \$4.29 per hour
Senior Programs – Cooking	\$10.00-12.00 per hour
Senior Programs – Martial Arts	\$6.25 per hour



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee      **Date:** January 10, 2019

**From:** Elizabeth Ayers, Director, Recreation and Sport Services      **File:** 11-7143-01/2018-Vol 01

**Re:** **Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)**

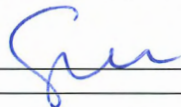
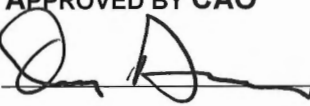
### Staff Recommendation

That:

1. Staff be authorized to award a contract with LIT First Aid and Lifeguard Training for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report titled “Award of Contract 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses (Advanced Aquatic Courses)” dated January 10, 2019 from the Director, Recreation Services;
2. The Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of advanced lifeguarding, lifesaving and first aid instructional and recertification courses, as outlined in the staff report, with LIT First Aid and Lifeguard Training.
3. Staff be authorized to extend the current contract with LIT First Aid and Lifeguard Training for up to an additional six-month period to provide continuity of services until a new contract is executed.

*EAyers*

Elizabeth Ayers  
 Director, Recreation Services  
 (604) 247-4669

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Finance Department	<b>CONCURRENCE</b> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> <i>EA</i>	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

Richmond's Aquatic Services requires Council's approval to enter into a contract with a service provider for the provision of lifeguarding, lifesaving, advanced instructional, first aid instructional and recertification programs, collectively referred to as Advanced Aquatic Courses. The current five-year agreement with LIT First Aid and Lifeguard Training ended in December of 2018.

Aquatic Services requires approval to both negotiate a new contract and to extend the current contract for up to six months while a new agreement is being negotiated, to ensure continuity of programming to the public.

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

1.2. *Program and service enhancements that improve community safety services in the City.*

1.3. *Improved perception of Richmond as a safe community.*

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 #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.*

7.4. *Strategic financial opportunities are optimized.*

### Background

The City's Aquatic Services offers Advanced Aquatic Courses at four aquatic facilities: Watermania, South Arm Outdoor Pool, Steveston Outdoor Pool and Minoru Aquatic Centre. Each year over 2,500 individuals take part in these training courses to grow as current or future leaders in aquatics and support the delivery of important recreation services to the community. In addition, many of these courses support individuals working in Parks, Fire Rescue, Community Recreation, as well as the general public.



The City’s current contract with the service provider is a revenue-sharing agreement with the City earning approximately \$82,000 in net revenue for 2018.

**Public Request for Proposal Process**

The City issued Request for Proposal 6318P – Delivery of Advanced Lifeguarding, Lifesaving and First Aid Instructional and Recertification Courses to the BC Bid website on August 15, 2018. Two submissions were received by the closing time on September 7, 2018. The results of the Request for Proposal (RFP) process are summarized in Table 1 below.

**Table 1: Summary of RFP 6318P Bid Results**

Company	Revenue Sharing Option		
LIT First Aid and Lifeguard Training	Revenue Amount	Provider's Share	City's Share
	Up to \$22,000	65%	35%
	\$22,000–\$52,000	70%	30%
	Greater than \$52,000	75%	25%
St. John Ambulance	A flat rate cost of \$450–\$1,600 per class.		
	Rates are set per class. Revenue would be realized by the City once 11 or more participants are enrolled. Each enrollment after 11 is proposed to increase revenue by 10% of the cost paid to the Service Provider.		

LIT First Aid and Lifeguard Training’s submission includes the entire scope of the proposal while St. John Ambulance’s proposal provides first aid courses only.

**Proposal Evaluation**

Consideration was given to the proposed revenue sharing, capacity and competence to provide the necessary services, experience and references, qualifications of personnel, and ability to work with the City to fulfill all aspects of the contract.

After evaluation of the two submissions, it was determined that the proposal from LIT First Aid and Lifeguard Training offers the best value to the City as the proposed revenue sharing model generates higher revenue than the St. John Ambulance proposal.

LIT First Aid and Lifeguard Training was also evaluated to be more than capable of providing the equipment and staffing needed to fulfill all programming within the RFP.

LIT First Aid and Lifeguard Training has over 25 years of experience and operates in a variety of lower mainland locations with various municipalities and businesses. They are an industry leader with a solid reputation for providing high quality courses throughout the Lower Mainland and have access to a large pool of highly qualified instructors that can fulfill all required programming.

Staff also feel that one single provider of advanced aquatic courses provides the course participants with a consistent experience and allows City staff to be more efficient in program delivery.

Table 2: Estimated Revenue of Partnership Contract in 2019

<b>Aquatics Services Facility</b>	<b>Estimated Net Revenue to the City of Richmond</b>
Minoru Centre for Active Living	\$36,750
Watermania	\$54,000
South Arm Outdoor Pool	\$ 6,000
Steveston Outdoor Pool	\$ 750
<b>Total Net Revenue to the City of Richmond</b>	<b>\$97,500</b>

**Financial Impact**

The revenue associated with the delivery of the advanced courses is included in the 2019 Operating Budget.

The anticipated revenues to the City are outlined in Table 2 below. Final negotiations for the 2019-2023 contract may provide minor alterations to the totals, however they are not anticipated to change very much, if at all.

**Conclusion**

Richmond Aquatic Services’ previous contract for the delivery of Advanced Aquatic Courses, expired at the end of 2018 and a new contract is required. Staff recommend awarding RFP 6318P to LIT First Aid and Lifeguard Training, as it represents the best value to the City in terms of revenue sharing, experience and capacity to deliver the Advanced Aquatic Courses.

The process followed to procure a provider of the services is in compliance with the City’s procurement policy.

The length of the contract would be for a three-year initial term, with the option to renew two additional one-year terms at a total estimated annual tender amount of \$229,000 exclusive of GST and PST.



Grant Nishi  
 Coordinator, Leisure Services  
 (604-448-5382)



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee      **Date:** January 8, 2019

**From:** Elizabeth Ayers, Director, Recreation Services      **File:** 11-7140-20-MCAL1/Vol 01

**Re:** Award of Contract 6333Q - Supply and Delivery of Pool Chemicals

### Staff Recommendation

1. That staff be authorized to award a contract to Brenntag, ClearTech and DB Perks & Associates, for the supply and delivery of pool chemicals, as outlined in the staff report titled "Award of Contract 6333Q – Supply and Delivery of Pool Chemicals" dated January 8, 2019 from the Director, Recreation Services; and
2. That the Chief Administrative Officer and the General Manager, Community Services be authorized to execute, on behalf of the City, an agreement for the delivery of pool chemicals, as outlined in the staff report, with Brenntag, ClearTech and DB Perks & Associates.

Elizabeth Ayers  
 Director, Recreation Services  
 (604-247-4669)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

## Staff Report

### Origin

The City's previous contract with the pool chemical suppliers, Brenntag, ClearTech and DB Perks & Associates, expired at the end of August 2018. 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.*

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.*

*4.2. Innovative projects and initiatives to advance sustainability.*

### Background and Analysis

For over 10 years, the City's Aquatic Services Department has been part of a co-operative purchasing arrangement with several other Lower Mainland Municipalities for the procurement of pool chemicals. In anticipation of the contract ending in 2018, staff researched prices for pool chemicals and determined that the City could get better pricing by issuing its own Request for Quotation (RFQ).

The City issued a request for quotation (RFQ) 6333Q – Supply of Pool Chemicals on August 15, 2018, and received four respondents. The contract terms are indicated as a three-year, renewable for up to an additional two, one-year periods to a maximum of five years, upon agreement of both the City and the contractor.

Bidders were requested to provide a quotation based on required product mix and service capability to efficiently and cost-effectively supply quality products as per the requirements. Bids were assessed on experience, pricing, capacity, systems, customer service and sustainability, as well as City requirements per RFQ 6333Q. As a result of the analysis, Brenntag, ClearTech and DB Perks & Associates are the preferred suppliers.

ClearTech provided the lowest price for chlorine and balancing chemicals, and are the only supplier to provide a WorkSafe Spill Response Procedure for bulk chemicals. DB Perks and ClearTech, in combination, are able to supply all stabilizing chemicals. Neither supplier is able to provide all the required chemicals on their own. Brenntag is the only supplier of Celaperl Filter Media and DB Perks is the only supplier able to provide Taylor Water Test Reagents.

Together, Brenntag, ClearTech and DB Perks provide the best value to the City. Table 1 outlines a summary of responses to RFQ 6333Q.

**Table 1: Summary of Suppliers' Proposals to RFQ 6333Q**

	<b>Brenntag</b>	<b>ClearTech</b>	<b>DB Perks</b>	<b>Wood Wyant</b>
Bulk Chlorine and Balancing Chemicals	\$145,441.00	\$135,484.00*	Not Included	Not included
Stabilizing Chemicals	Not Included	\$16,571.34* (partial)	\$38,398.90* (partial)	\$50,876.25 (partial)
Celaperl Filter Media	\$6,148.00*	Not Included	Not Included	Not Included
Taylor Water Test Reagents	Not Included	Not Included	\$15,000.00*	Not Included
Transportation	Included	No Charge	\$1,225.00*	No Charge
Emergency Spill Response Plan for Bulk Chlorine	Not Included	Included	NA	NA
Delivery Lead Time	Does not meet requirements	Meets Requirement	Meets Requirement	Meets Requirement
Total Cost of required products from each supplier.	\$6,148.00	\$152,055.34	\$54,623.90	\$0.00

\*Recommended supplier of the product category.

### Financial Analysis

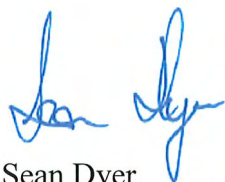
Pricing will be fixed for the initial one-year period, with an annual review occurring at each one-year period with the contractor and City to justify any price increase. A price increase will be a mutual decision between the City and the contractor with any increase or decrease in price supported by supplier documentation or market indexes. In the past five years, pool chemical contracts have shown an approximate three per cent annual increase. The approximate amount of the five-year contract is \$1.22 million. This is based on an average annual cost for pool chemicals and related supplies of \$212,000 for the past three years, plus a 15 percent increase to account for the larger pools at the Minoru Centre for Active Living.

**Financial Impact**

Funding is available and will be accommodated within the Annual Aquatics Operating Budget.

**Conclusion**

Staff recommend that contract 6333Q for the Supply and Delivery of Pool Chemicals be awarded to Brenntag, ClearTech and DB Perks & Associates as the successful bidders. The initial term would be for a period of three years with the possibility to extend for an additional two, one-year terms, to a maximum of five years upon mutual consent of both parties. This is for an estimated total value of \$1.22 million. If required, the contract may be extended beyond the five-year term on a month-by-month basis until such time that a new contract can be advertised and awarded.



Sean Dyer  
Aquatic Maintenance Supervisor, Aquatic Services  
(604-448-5365)