



**Parks, Recreation and Cultural Services Committee**

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

**Tuesday, July 24, 2012  
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 Tuesday, June 26, 2012.*



**NEXT COMMITTEE MEETING DATE**

Tuesday, September 25, 2012 (tentative date) at 4:00 p.m. in the Anderson Room.

**COMMUNITY SERVICES DEPARTMENT**

1. **CITY OF RICHMOND PUBLIC ART PROGRAM PARTICIPATION IN THE VANCOUVER INTERNATIONAL SCULPTURE BIENNALE 2013-2015**  
(File Ref. No. 11-7000-09-20) (REDMS No. 3542961)

**PRCS-15**

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

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*Designated Speaker: Eric Fiss*

STAFF RECOMMENDATION

- (1) *That the City of Richmond Public Art Program participation in the 2013-2015 Vancouver International Sculpture Biennale, conditional on securing sponsorship funding as outlined in the staff report from the Director, Arts, Culture & Heritage Services dated July 10, 2012, be approved; and*
- (2) *That staff report back for approval of the proposed artists, artworks, locations and funding sponsors before entering into an agreement with the Vancouver Biennale.*



2. **BC SUMMER GAMES BID 2016**  
(File Ref. No. 11-7400-20-BCGA1) (REDMS No. 3560670 v. 4)

**PRCS-21**

See Page **PRCS-21** for full report

*Designated Speaker: Vern Jacques*

STAFF RECOMMENDATION

- (1) *That the City of Richmond decline the opportunity to bid as a host for the 2016 BC Summer Games as requested by Richmond Sport Council for the reasons outlined in the staff report titled BC Summer Games Bid 2016 from the Senior Manager, Recreation dated July 11, 2012; and*
- (2) *That a letter be sent to Richmond Sports Council advising them of the decision and thanking them for their commitment to support hosting of multi-sport events such as the B.C. Summer Games.*



3. **KWANTLEN FARM SCHOOL INCUBATOR FARMING AT 10640 NO. 5 ROAD**  
(File Ref. No. 08-4040-08-01) (REDMS No. 3570740 v. 5)

**PRCS-41**

See Page **PRCS-41** for full report

*Designated Speaker: Serena Lusk*

STAFF RECOMMENDATION

- (1) *That approximately 1.5 acres at 10640 No. 5 Road (the Gardens Park), as identified in the staff report titled Kwantlen Farm School Incubator Farming At 10640 No. 5 Road (dated July 4, 2012 from the General Manager, Community Services), be licensed to Kwantlen Polytechnic University for the purposes of Incubator Farming at a rental rate of \$250 per acre per year for a three-year term; and*

- (2) *That staff be authorized to take all necessary steps to complete all matters detailed herein including authorizing the Chief Administrative Officer and the General Manager, Community Services to negotiate and execute all documentation required to effect the transaction.*



## FINANCE & CORPORATE SERVICES DEPARTMENT

4. **COMMUNITY INFRASTRUCTURE IMPROVEMENT FUND GRANTS  
– GOVERNMENT OF CANADA**  
(File Ref. No. 03-1000-03-015) (REDMS No. 3576717 v.8)

**PRCS-47**

See Page **PRCS-47** for full report

*Designated Speaker: Amarjeet Rattan*

### STAFF RECOMMENDATION

*That the following projects be endorsed for submission to the Community Infrastructure Improvement Fund (CIIF) and other eligible grant funding programs:*

- (1) *Richmond Olympic Experience Project;*
- (2) *Japanese Benevolent Society Building Rehabilitation and Restoration;*
- (3) *Britannia Heritage Shipyard Seine Net Loft Rehabilitation and Adaptive Reuse to Exhibit and Open Storage;*
- (4) *Gateway Theatre Energy Retrofit Project; and*
- (5) *Wireless Access Upgrade to Library and Adjacent City Facilities.*



5. **MANAGER'S REPORT**

### ADJOURNMENT







## Parks, Recreation & Cultural Services Committee

Date: Tuesday, June 26, 2012

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Ken Johnston  
Councillor Linda Barnes  
Councillor Evelina Halsey-Brandt  
Councillor Bill McNulty

Also Present: Councillor Chak Au  
Councillor Linda McPhail

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on Tuesday, May 29, 2012, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Tuesday, July 24, 2012 (tentative date) at 4:00 p.m. in the Anderson Room.

### PRESENTATIONS

1. (1) Sharon Bulger, Facility & Program Manager, UBC Boathouse, to provide an update on the Boathouse's activities.

## Parks, Recreation & Cultural Services Committee

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With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Sharon Bulger, Facility & Program Manager, UBC Boathouse, provided an update on the Boathouse's activities. In reply to queries from Committee, Ms. Bulger provided the following information:

- the event hall is 90% booked for evening and weekend events;
- the Boathouse's peak season runs from May 1<sup>st</sup> to October 31<sup>st</sup> and the low season runs from November 1<sup>st</sup> to April 30<sup>th</sup>;
- bookings in the event hall during the low season are approximately 50% the cost of bookings during the peak season;
- bookings for day time events cost approximately \$100 per hour, including tables and chairs, and audio-visual equipment;
- the junior rowing program is nearly at full capacity; capacity is determined by the availability of equipment;
- river conditions are continually monitored to ensure the safety of those on the water;
- the cost of a child participating in the junior rowing program is approximately \$2000 to \$2500; and
- team building sessions include 90 minutes of on-water time, followed by various team building exercises; team building sessions can be customized based on the client's needs.

In response to a comment made by Committee, Serena Lusk, Manager, Parks Programs, advised that the Parks division has been working with Port Metro Vancouver and the UBC Boathouse to remove several abandoned dolphins along the river.

- (2) Mike Redpath, Senior Manager, Parks, to provide a demonstration on iPark Navigator.

Mike Redpath, Senior Manager, introduced Stephen Suddes, Public Programs & Community Development Division Manager, Regional Parks, Metro Vancouver.

Mr. Suddes provided background information and noted that the iParks Navigator application may be downloaded from the iTunes store. He stated that the application initially only showcased Metro Vancouver parks, however Richmond was invited to participate in an expanded version of the application that would include Richmond parks.

He commented that the latest version of the iParks Navigator application would be free to download and is anticipated to be available in the near future. Metro Vancouver will partner with the City to create a media release once the application is available for download.

## Parks, Recreation & Cultural Services Committee

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With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Christina Lazar-Schuler, Parks Design Technician, reviewed the iParks Navigator application and highlighted the following information:

- all Richmond parks pages will include the City logo;
- parks will be identified with green pins;
- the letter 'E' will identify major entrances to parks including other amenities like parking, playgrounds, and sports fields;
- blue arrows will provide detailed park information and will be used to convey additional information such as closures; and
- the 'What's New' section will include updates such as the opening of seasonal swimming pools and promote events taking place in a park.

In reply to queries from Committee, Ms. Lazar-Schuler and Mr. Suddes advised that (i) a joint media release will be carried out once the new version of the application is available for download; (ii) staff at community centres will be encouraged to download the application and become familiar with it; (iii) the latest version of the application will be free to download; (iv) the City's Recreation Guide is a good avenue to promote the application; (v) multi-amenity spaces are included in the application; and (vi) a link to download the application will be available on the City's website.

## COMMUNITY SERVICES DEPARTMENT

### 2. **SCOTCH POND STATUS REPORT**

(File Ref. No. 06-2025-20-008) (REDMS No. 3477770 v.5)

Bryan Klassen, Britannia Site Supervisor, advised that members of the Scotch Pond Cooperative were not available to attend the meeting.

In reply to queries from Committee, Mr. Klassen advised that (i) there are 22 boats moored at Scotch Pond; and (ii) membership of the Scotch Pond Cooperative is stable.

Discussion ensued and staff was requested to consider the following Committee comments:

- amend clause seven of Schedule A of the proposed agreement to include that the City reserves the right to add appropriate vessels; and
- amend clause 21 of Schedule A of the proposed agreement to include that the City reserves the right to provide heritage displays and water borne programs including water access to the channel from the east-end of Scotch Pond or the south-side of Scotch Pond.

## Parks, Recreation & Cultural Services Committee

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Discussion further ensued and Committee queried (i) what benefit the community received from the Scotch Pond Cooperative; (ii) what the moorage rate is at Scotch Pond; (iii) what the sheds' rental costs are at Scotch Pond; (iv) what the Cooperative does with the funds collected; and (v) how much the Cooperative is going to contribute to dredging and other works required.

Also, it was noted that (i) the area is not inviting to the public and the site is visually restricted; (ii) the proposed agreement does not stipulate that the Scotch Pond Cooperative report back to Council annually regarding their activities and future plans; and (iii) the Cooperative has not embarked on any programming efforts.

Committee expressed that they wished to see the proposed agreement be further detailed to include financial information and how the Cooperative intends on providing access to the water for kayakers and canoers.

Discussion ensued regarding the Cooperative's mandate and goals and it was noted that Committee is not aware of the Cooperative's current membership.

The Chair commented that the option of the City running Scotch Pond as a marina also be explored.

Also, Committee queried who verified that the insurance requirements of the vessels moored at Scotch Pond were met. As a result of the discussions, the following **referral** was introduced:

It was moved and seconded

*That the staff report titled Scotch Pond Status Report, from the Director, Arts, Culture and Heritage Services, dated June 4, 2012 be referred back to staff for inclusion of (a) works required on the site; (b) list of members of the Cooperative; and (c) the Cooperative's future plans for community benefit to the City.*

The question on the referral was not called as Committee requested that the comments made during the discussions be taken into consideration when reporting back on the proposed referral.

Also, it was clarified that the option of the City running Scotch Pond as a marina also be explored and be included in the report back.

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



**PARKS AND RECREATION DEPARTMENT**

**3. EXPERIENCE THE FRASER CONCEPT PLAN OVERVIEW**

(File Ref. No. 06-2400-01) (REDMS No. 3545962)

Mr. Redpath provided background information and introduced Heather McNell, Senior Regional Planner, Metropolitan Planning, Environment and Parks, Metro Vancouver.

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Ms. McNell highlighted the following information regarding the Experience the Fraser (ETF) project:

- in 2009, the Province provided \$2.5 million to develop the Experience the Fraser Concept Plan and build two demonstration projects; recently, the Province provided an additional \$1 million for parks and trails along the Lower Fraser River;
- it is a recreational, cultural and heritage project that extends along the Lower Fraser River connecting Hope to the Salish Sea by means of over 550 kilometres of trail (43% of which is already in place) and via the river itself;
- it presents a framework for the long-term development of this land and water based initiatives that aim to showcase the Fraser River and its rich natural and cultural heritage;
- by bringing together existing points of interest and features along the river, ETF will add strength to local tourism and economic development initiatives; and
- it is hoped that this project will inspire the communities to become more active stewards on behalf of the river, and for the Lower Fraser River to become one of the world's great river destinations.

Ms. McNell commented on the project's next steps, noting that the final concept plan and implementation strategy is anticipated to be considered by the Metro Vancouver and Fraser Valley Regional District Boards in September 2012.

Discussion ensued and Committee queried the City's ability to fill gaps in the existing trail network that are not on City property.

In reply to queries from Committee, Ms. McNell advised that the project identifies a new waterfront 'Port Park' where the industrial working river is interpreted at the Riverport Node in Richmond. It is intended that such a park would showcase the importance of the river to the economy. Also, she commented that transportation concerns have been echoed by other municipalities. Ms. McNell advised that improvements along the river will consider the view from the water as much as the view to the water.

## Parks, Recreation & Cultural Services Committee

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It was moved and seconded

*That the Experience the Fraser: Lower Fraser River Corridor Project Concept Plan as described in Attachment 1 of the staff report titled Experience the Fraser Concept Plan Overview, dated May 31, 2012 from the General Manager, Parks and Recreation, be endorsed as a regionally beneficial initiative.*

**CARRIED**

#### 4. **TERRA NOVA PLAY ENVIRONMENT CONCEPT PLAN**

(File Ref. No.) (REDMS No. 3547707)

Mr. Redpath provided background information and stated that subject to Council's approval, staff would commence with site preparation and phased construction of the proposed play environment.

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office) Joseph Fry, Hapa Collaborative, reviewed the proposed Terra Nova Play Environment Concept Plan. He highlighted the following information regarding the proposed project:

- the play environment makes up less than 1% of the park;
- the play environment will respond to the natural and cultural history of the area and will be able to accommodate all ages;
- consultation included five meetings with 'big kids' (community and staff adults) and 'little kids' (students from local elementary schools);
- the 'little kids' consultation process involved the children describing in words what play meant to them, and making clay models and drawings of play structures they would like to see;
- on June 6, 2012 an open house was held at the Thompson Community Centre; approximately 50 people attended and positive feedback was received;
- there is two general zones of play: the homestead and the paddocks;
- the paths and entrances to the parks are relative to the two play environments; and
- the play environment includes the following areas: (i) the orchard; (ii) the slough ferry; (iii) the sand factory; (iv) the fishing net gymcrazium; (v) the homestead tree house; (vi) the fence and meadow maze; (vii) the racing hedgerow ziplines; (viii) the rolling hill and slide tangle; and (ix) play outposts.

## Parks, Recreation & Cultural Services Committee

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Ian Lai, 3711 Robson Court, spoke in favour of the proposed project and stated that he has been active at the Terra Nova Rural Park for six years. He spoke of competing desires for the park but emphasized that the proposed play environment would make up less than 1% of the park. Mr. Lai was of the opinion that any initiative that can get children outside and playing is worthwhile. Also, he commented that the proposed play environment would be one-of-a-kind, therefore it would attract non-Richmond residents to the park.

Kate Dawson, 3711 Robson Court, was in favour of the proposed project and stated that as an Early Child Educator and mother of three young children, she would not be supportive of a big box playground. However, the proposed play environment is not only beautiful and sensitive to the environment, but it meets children's need for challenge. Ms. Dawson requested that Committee approve the proposed project.

In reply to a query from the Chair, Ms. Dawson stated that kids are not as fragile as adults have made them out to be.

Emily Vera, 11671 Kestrel Drive, Preschool Coordinator, spoke in favour of the proposed play environment. She stated that the proposed project would allow children to be involved in the land, therefore teaching them to respect and care for the land. She believed that the proposed project would draw non-Richmond residents as it would create a destination play environment. Also, she requested that Committee approve the proposed project.

*Councillor Johnston left the meeting (6:05 p.m.) and did not return.*

Discussion ensued regarding the most suitable name for the proposed play environment.

It was moved and seconded

***That the Terra Nova Play Environment Concept Plan as detailed in the staff report dated June 5, 2012 from the General Manager, Parks and Recreation be approved for implementation.***

**CARRIED**

*Councillor Au left the meeting (6:09 p.m.) and did not return.*

### 5. **MANAGER'S REPORT**

#### ***(i) Garry Point Park***

The Chair distributed a list of priorities for Garry Point Park as identified by Richmond residents (attached to and forming part of these Minutes as Schedule 1) and requested that staff investigate completing Phase V of Garry Point Park. He noted that the installation of an interpretative centre is all that remains to be done to complete Phase V. As a result, the following **referral** was introduced:

## Parks, Recreation & Cultural Services Committee

Tuesday, June 26, 2012

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It was moved and seconded

*That staff examine completing Phase V of Garry Point Park by installing an interpretative centre and report back.*

**CARRIED**

**(ii) City Hall Catering**

Discussion ensued regarding take-out products such as plates, cups, and tableware used by the caterer at City Hall. As a result the following motion was introduced:

It was moved and seconded

- (1) That staff examine the City's current contract with the caterer at City Hall and determine the feasibility of implementing mandatory use of biodegradable take-out products; and**
- (2) That the contract for the City Hall caterer be brought before Council prior to the tendering process.**

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (6:19 p.m.).*

**CARRIED**

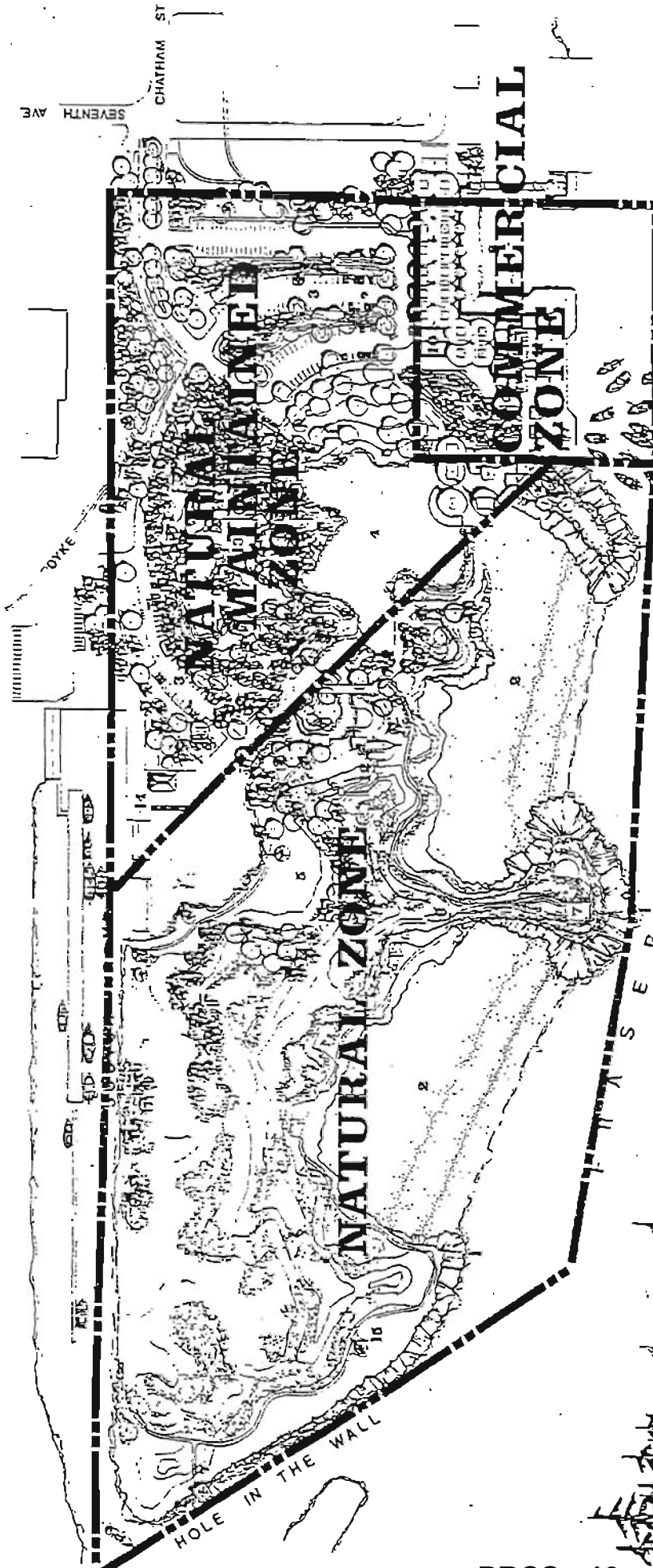
Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation & Cultural Services Committee of the Council of the City of Richmond held on Tuesday, June 26, 2012.

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Councillor Harold Steves  
Chair

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Hanieh Berg  
Committee Clerk



**LEGEND**

- 1 shoreline protection
- 2 bench
- 3 parking
- 4 pond
- 5 picnic area
- 6 trails
- 7 lookout
- 8 wharf
- 9 picnic shelter
- 10 plaza
- 11 restaurant
- 12 playground
- 13 Japanese garden
- 14 interpretive centre
- 15 garry point tree

**DEVELOPMENT**  
**PLEASE FIVE**



Schedule 1 to the Minutes of the  
Parks, Recreation and Cultural  
Services Committee meeting  
held on Tuesday, June 26, 2012.



# GARRY POINT PARK

PREPARED FOR THE CORPORATION OF THE TOWNSHIP OF RICHMOND · PREPARED BY THE PACIFIC LANDPLAN COLLABORATIVE LTD/HANSON-ERD

# RESPONSES IN PRIORITY

	<u>*% SUPPORT</u>		<u>**TOTAL VALUE</u>
PICNICKING	100.00	PICNICKING	151.00
WALKING	100.00	WALKING	144.00
BENCHES	98.08	BENCHES	144.00
PICNIC TABLES	97.78	SANDY BEACH	140.00
SANDY BEACH	94.34	WASHROOMS	132.00
WASHROOMS	94.23	SUNBATHING	121.00
SUNBATHING	90.38	PICNIC TABLES	119.00
VIEWING - PLATFORM	87.50	VIEWING - GROUND LEVEL	112.00
PICNIC SHELTERS	84.62	VIEWING - PLATFORM	102.00
CHILDREN'S PLAYGROUND	84.21	CHILDREN'S PLAYGROUND	98.00
INTERPRETIVE SIGNAGE	98.09	FIRE PITS	96.00
FIRE PITS	83.02	PICNIC SHELTERS	93.00
VIEWING - GROUND LEVEL	82.69	FISHERMAN'S MEMORIAL	83.00
FISHERMAN'S MEMORIAL	80.85	INTERPRETIVE SIGNAGE	81.00
INTERPRETIVE CENTRE	76.60	INTERPRETIVE CENTRE	76.00
<u>FISHING</u>	<u>75.00</u>	<u>FISHING</u>	<u>75.00</u>
BICYCLING	74.07	GARRY POINT TREE	73.00
RESTAURANT	74.00	RESTAURANT	72.00
GARRY POINT TREE	73.19	BICYCLING	72.00
ADVENTURE PLAYGROUND	70.83	SPECIAL EVENTS	52.00
SPECIAL EVENTS	64.58	ADVENTURE PLAYGROUND	51.00
FISHING DOCK	60.87	WADING POOL	35.00
WADING POOL	56.86	FISHING DOCK	35.00
AMPHITHEATRE	56.86	CLASSROOM/MEETING ROOM	29.00
CLASSROOM/MEETING ROOM	55.10	WATER PLAY	25.00
WATER PLAY	52.83	PICK-UP SPORT	19.00
WINTER GARDEN	46.81	AMPHITHEATRE	18.00
PICK-UP SPORTS	46.43	WINTER GARDEN	18.00
FITNESS CIRCUIT	44.90	FITNESS CIRCUIT	13.00
CONCESSIONS	44.00	CONCESSIONS	-16.00
SCENIC DRIVE	33.33	SCENIC DRIVE	-32.00
HARD SURFACE PLAY	32.65	ROLLER SKATING	-37.00
ROLLER SKATING	26.83	HARD SURFACE PLAY	-42.00

\*%Support = Number of persons supporting the activity as a percentage of the total number of persons responding to that question.

\*\*Total Value = the value (+3,+2,+1) of those supporting the activity minus the value of those opposed (-3,-2,-1).



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage  
**Date:** July 10, 2012  
**File:** 11-7000-09-20-099/Vol 01  
**Re:** City of Richmond Public Art Program Participation in the Vancouver International Sculpture Biennale 2013-2015

### Staff Recommendation

1. That the City of Richmond Public Art Program participation in the 2013-2015 Vancouver International Sculpture Biennale, conditional on securing sponsorship funding as outlined in the report from the Director, Arts, Culture & Heritage Services dated July 10, 2012, be approved; and
2. That staff report back to Council for approval of the proposed artists, artworks, locations and funding sponsors before entering into an agreement with the Vancouver Biennale.

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

Att. 1

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Parks	<input checked="" type="checkbox"/>		
Enterprise Services	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

On February 28, 2012, the following resolution was passed at the Parks, Recreation and Cultural Services Committee meeting:

*That staff be authorized to investigate participating in the 2013 –2015 Vancouver International Sculpture Biennale, such as locations, financial implications, terms of conditions, and selection of art pieces, and report back.*

This report presents for Council's consideration a proposal for the City of Richmond through the Public Art Program to participate in the upcoming 2013-2015 Vancouver Biennale, a high-profile temporary outdoor public art exhibition.

This initiative is in line with Council Term Goal #3.8 as follows:

*"Develop a "stay-cation" appeal for the City and region."*

A City interdepartmental team will review the terms of the participation agreement, sponsorship proposals, and specific information on the proposed artists, artworks and recommended site selection, and report back to Council for approval to enter into an agreement to allow the Vancouver Biennale to proceed with the artwork installations.

### Analysis

As a result of the participation in the 2009-2011 Vancouver Biennale, the City of Richmond has again been invited to participate in the upcoming 2013-2015 edition. Staff have been in discussions with the Biennale on participation. The Richmond Public Art Advisory Committee has been consulted on the discussions and the Committee enthusiastically supports the involvement of the City in this program.

### Benefits of the 2013-2015 Vancouver Biennale

On October 11, 2011, Council endorsed the City Centre Public Art Plan. The Plan provides a framework for integrating large-scale signature artworks throughout the City Centre to serve as landmarks and to enrich Richmond's urban identity through inspirational art in the public realm.

Work is ongoing in placing major artworks throughout the City Centre in combination with new development, however many key gateway and future park sites will not be developed for several years. The Biennale installations will provide an opportunity to temporarily locate significant artworks at these important locations to provide focus and enrich the public realm in the immediate future, for both Richmond residents and visitors to the City.

Participation in the Biennale will benefit tourism, contribute to Richmond as a destination city, raise Richmond's profile through media attention and promotion by the Biennale as well as by the City. This is an opportunity to expose local artists and the community to international artists and contemporary art and ensures our continued development as a vibrant cultural city through enhanced public art.

Additional opportunities for community engagement include the Biennale's annual BIKennale, a free event for cyclists of all ages touring the Biennale art installations, and potential routing



through Richmond of the annual Tour de Biennale, held in August, a 110 km self-paced urban ride or a 125 km challenge ride. These events funded and administered by the Biennale.

### 2013-2015 Vancouver Biennale Proposal

The upcoming 2013-2015 Vancouver Biennale will be a free two-year open-air exhibition featuring the world's most prominent international artists. Monumental public sculpture installations will be located in prominent public spaces

Staff have discussed options for this participation with the Biennale, and recommend the following terms:

- Three (3) significant contemporary sculptures for temporary installation from late 2013 through 2015, to be identified by the Biennale and presented to Council for approval;
- Potential location sites to include the previous Biennale locations in the City Centre (Lansdowne plaza on No. 3 Road, Cambie Drainage Pump Station, Alderbridge Way at Elmbridge Way, and Garden City Community Park); private sites (i.e., Aberdeen Centre); and other potential City Centre sites to be identified by an interdepartmental City team (**Attachment 1**). These sites are recommended to maximize exposure and visits to the art works, which would not be possible if they were to be dispersed throughout the City;
- City to secure sponsorship funding for a \$75,000 fee for participation, based on \$25,000 per sculpture (similar to the costs for the previous Biennale installations), from one or more Richmond based sponsors;
- The Biennale will be responsible for all management, administration and all costs associated with artwork installation, including but not limited to transportation, site preparation, installation, site signage, promotional support, insurance, maintenance, artist fees, and de-installation.
- Payment of \$50,000 or two thirds of the \$75,000 will need to be paid to the Biennale by February 1<sup>st</sup>, 2013 with the final \$25,000, (based on 3 installations) by September 1<sup>st</sup>, 2013.

### Financial Considerations

The Biennale has requested that the City commit to a \$75,000 total budget contribution. Should Council endorse participation in the upcoming Biennale, staff will approach corporate sponsors for support for the Richmond components. The Manager, Sponsorship Development, has consulted with Arts & Culture staff and is prepared to coordinate discussions with potential sponsors.

### **Financial Impact**

There is no financial impact at this time. All associated costs are to be covered by the Biennale and the sponsors.

### **Conclusion**

The proposed 2013-2015 Vancouver Biennale, a high-profile temporary outdoor public art exhibition, will offer many opportunities to enrich the City's cultural fabric, promote tourism,

and provide a legacy of community engagement. The exhibition of these artworks supports the goals of the Richmond Public Art Program, to spark community engagement, increase public awareness, promote cultural tourism, and to provide leadership in public art programming.

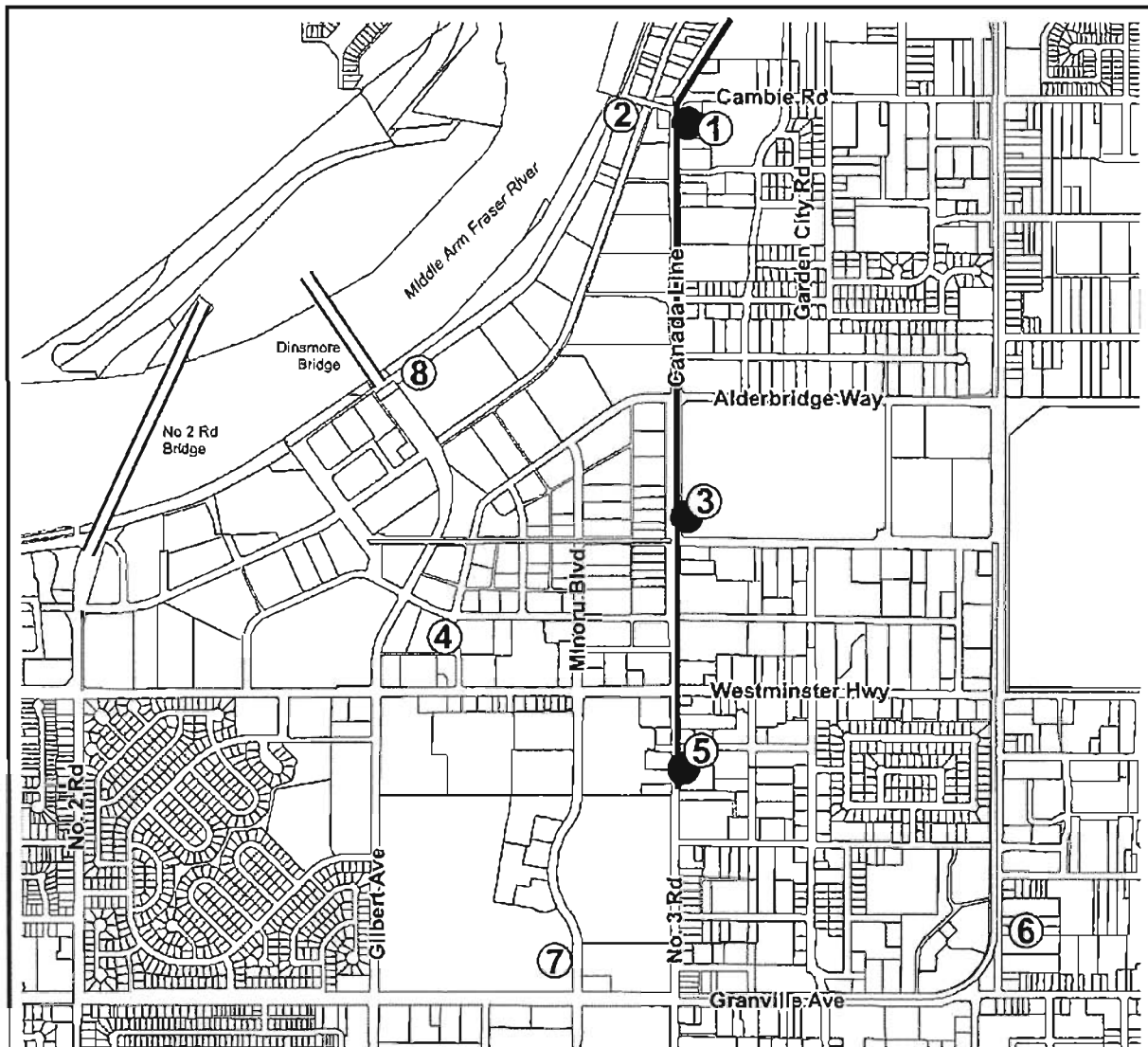
Staff seeks Council approval to proceed with negotiations for sponsorship participation in the 2013-2015 Vancouver Biennale and, conditional on securing sponsorship funding, negotiate terms of participation with the Biennale, and that staff report back to Council on the artworks, locations, sponsors and terms of a participation agreement, as outlined in this report.

A handwritten signature in black ink, appearing to read 'E. Fiss'.

Eric Fiss  
Public Art Planner  
(604-247-4612)

EF:ef

# Potential City Centre Locations for Biennale Artworks



- ① Aberdeen Centre and Canada Line Station Plaza
- ② Cambie Drainage Pump Station Plaza (*current home of Water #10, to be relocated*)
- ③ Lansdowne Plaza at No. 3 Road (*former site of Cabezas*)
- ④ City lot at Elmbridge Way and Alderbridge Way (*former site of Miss Mao*)
- ⑤ Brighthouse Canada Line Station Plaza (*Homage to Parenthood on station windows*)
- ⑥ Garden City Park (*near former installation site of Blue Trees*)
- ⑦ Minoru Park (*current site of Doors of Knowledge, to be removed*)
- ⑧ Gateway location adjacent to Dinsmore Bridge on Gilbert Road



## Potential City Centre Locations of Biennale Artworks

Original Date: 07/16/12

Revision Date:

Note: Dimensions are in METRES





# City of Richmond

## Report to Committee

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

**Date:** July 11, 2012

**From:** Vern Jacques  
Director, Recreation

**File:** 11-7400-20-  
BCGA1/2010-Vol 01

**Re:** BC Summer Games Bid 2016

### Staff Recommendation

That:

1. The City of Richmond decline the opportunity to bid as a host for the 2016 BC Summer Games as requested by Richmond Sport Council for the reasons outlined in the report entitled "BC Summer Games Bid 2016" from the Director, Recreation dated July 11, 2012.
2. A letter be sent to Richmond Sports Council advising them of the decision and thanking them for their commitment to support hosting of multi-sport events such as the B.C. Summer Games.

Vern Jacques  
Senior Manager, Recreation  
(604-247-4930)

Att. 4

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Enterprise Services Sport Hosting	<input checked="" type="checkbox"/> <input type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## **Staff Report**

### **Origin**

In early 2012, the City received a letter of invitation from the BC Games Society inviting it to bid as a host for the BC Summer Games in 2016 or 2018 and/or the BC Winter Games 2016 or 2018 (**Attachment 1**).

At the Richmond Sport Council (RSC) meeting on February 15, 2012, City staff informed RSC about this invitation. RSC determined that they would be interested in hosting the 2016 BC Summer Games and subsequently sent a letter to Mayor Brodie, seeking support from Mayor and Council in bidding to host this event (**Attachment 2**). This letter was forwarded to City staff for a response. This report responds to this request.

### **Background**

BC Games Society is the parent organization responsible for the BC Summer Games, BC Winter Games and BC Seniors Games. The BC Summer Games is a bi-annual event. Recent host cities include Township of Langley (2010), Kelowna (2008), Kamloops (2006) and Abbotsford (2004). Upcoming host cities are Surrey in 2012 and Nanaimo in 2014.

This report considers whether the City should consider bidding on the 2016 event, which is scheduled for July 21-24. Up to 3,700 athletes (aged 11-18 years) compete in 23 different sports over these 4 days. Over 3,000 spectators generally attend with an estimated 3,500 local volunteers required to support the event.

### **Requirements for Hosting the BC Summer Games**

There are a significant number of requirements for hosting the BC Summer Games, which are fully outlined in **Attachment 3**. The key requirements are:

- A municipality must submit the bid (it cannot be submitted by Richmond Sport Council).
- Bid deadline is September 10, 2012.
- Council resolution required (indicating support, with minimum contribution of \$45,000 cash and \$50,000 in-kind).
- School Board resolution required (agreeing to use of school facilities for events and accommodation, as well as use of school buses, at no cost to host society or BC Games Society).
- School Board Union resolution required (endorsing City's bid and acknowledging volunteer opportunities for their members).
- Non-profit Host Society with an elected Board of 15 Directors must be established to oversee administration of the Games. The host community must employ an Operations Manager (generally required full-time for a year prior to the event).
- Host city must be able to provide facility requirements for 23 core sports, as well as space for a variety of other uses (e.g. administrative office, accreditation centre, venue for opening and closing ceremonies, dining venue, etc).
- All participants must be housed within School District classrooms (up to 200 classrooms for up to 4,000 athletes). Hotel rooms and billeting are not permitted.

- Host community is responsible for transporting participants, officials and dignitaries around within Richmond.
- 3,500 volunteers are likely required to support the event.

#### *Games Budget*

There is no standardized budget supplied by the BC Games Society. The cash budget range for the BC Summer Games is between \$850,000 and \$1,200,000. These cash budgets do not include the contra services provided by host community or sponsors. The BC Summer Games are funded by:

- BC Government's Ministry of Community, Sport and Cultural Development (\$600,000).
- Participant registration fees (approx. \$118,500).
- Host City support (minimum \$95,000 – split into \$45,000 cash plus \$50,000 in-kind support of services and facilities).
- Corporate cash sponsorship (approx. \$30,000 - \$200,000, plus in-kind product or service sponsorship of between \$200,000 and \$800,000 to offset budget expenses).

A financial legacy remains in each host community after the Games. This legacy is comprised of profits from souvenir sales, interest earned on BC Games grants and savings from the Host Society operating budget. Recent legacy amounts to host communities' range from \$75,000 (Township of Langley in 2010) to \$175,000 (Abbotsford in 2004).

#### **Analysis**

Staff have evaluated the pros and cons associated with hosting the 2016 BC Summer Games in Richmond, and have assessed the City's ability to meet the various bid requirements. Staff have also liaised with Richmond School District staff, given the bid requirements for them to provide facilities (in particular accommodation). The Board of Education (Richmond) discussed RSC's request at its June 18, 2012 meeting, and their letter to RSC (**Attachment 4**) states their support, while advising that the use of school facilities would be charged at the non-profit rate.

#### *Strategic Targeting of Sport Hosting Events*

While the Major Events Strategy supports hosting multi-sport games such as the BC Summer Games, the City's Sport Hosting Strategy 2010-2015 aims to specifically target high profile events that attract large numbers of out-of-town visitors to stay in hotels and spend money in Richmond. If the City commits to hosting the 2016 BC Summer Games, it may lose the opportunity to host significant high profile events that provide a higher return on investment.

The following events are tentatively planned for the City of Richmond for the same time period as the planning and organizing work for the 2016 BC Summer Games would need to take place:

- *2016 Canadian Adult Recreational Hockey World Cup* (150 teams from around the world; 10,000 total hotel room nights; hosted every 4 years. Richmond is well placed to win the bid, as the previous host was an eastern city).
- *World Junior Judo Championship* (could happen 2014-2017; Richmond is positioned to host the next international Judo event that is awarded to Canada).
- *2016 Pan American Karate Championship* (City is currently working with Karate Canada on a feasibility study to host this event).

- 2014 or 2015 North American Masters Games (Vancouver/Richmond are conducting a feasibility study on a masters games for masters athletes in North America).

These high profile international events would likely require City resources i.e. financial support (seed money), as well as a significant number of staff, facilities and volunteers.

#### *Showcasing Richmond*

Hosting the 2016 BC Summer Games provides an opportunity to showcase Richmond as a healthy, physically active and enthusiastic sport community, as well as providing opportunities for exhibiting local cultural performers. Hosting an event such as this also promotes City sport venues (i.e. the Richmond Olympic Oval, Watermania etc.) to organizers of other large sport events, such as Provincial Sport Organizations.

#### *Facility Requirements*

Richmond has the capacity to support 20 of the 23 core sports (although the City does not control all the facilities and their use would require negotiation with the various owners/operators). The Host Society would need to secure venues for sailing, water skiing and wakeboarding in adjacent municipalities. Richmond also has suitable facilities for accreditation, ceremonies, medical and food services.

Facilities needed for the Games are typically already in heavy use during this period, therefore, many regularly scheduled community sport activities will have to be interrupted to enable the BC Summer Games to take place. These include summer programs, league play and drop-in sessions for aquatics, arenas, community centres, and outdoor field sports. There would be the associated loss of revenue with the displacement of these programs and activities.

#### *Community Support*

There is significant community support to host an event such as this. RSC has demonstrated a willingness to work with the City to prepare a bid and help host the 2016 BC Summer Games. The event would increase community pride and would profile Richmond to many BC residents as a great place to live, visit and play. Richmond also has most of the facilities required to host a successful BC Summer Games in 2016.

Hosting the BC Summer Games requires significant community volunteer effort. The event would provide enjoyable and meaningful volunteer opportunities for many Richmond residents, and would build on the existing pool of volunteers skilled in sport hosting. However, there are an estimated 3,500 volunteers needed to support the four day event. A volunteer Board of Directors would need to recruit, train and direct the efforts of these community volunteers. There is always the potential for not enough volunteers being recruited, and may need to be supplemented using City staff. Both communities that hosted the most recent BC Summer Games in the Lower Mainland (Langley and Surrey) have had to contribute additional staff resources to address their shortages of skilled volunteers.



### *Funding Considerations*

There are a number of financial/funding issues that need to be considered in determining whether to support a bid:

- Hosting the 2016 BC Summer Games would require a considerable contribution from the City in terms of funding, free use of facilities and staff resources (including a senior manager and/or member of Council on the Host Society Board of Directors to represent the City's interests and another City staff person to be the City Liaison for the Games). Based on discussions with other recent host cities, there is a significant difference between likely Host Community costs as stated in the bid package, and the actual final costs. The discrepancies come from the un-stated costs of staff time, office, storage, equipment and supplies needed, city-supplied transportation and the loss of income from displaced programs and facility rentals.
- A resolution from City Council indicating support for the Bid Application is required which includes a minimum commitment of a \$45,000 in cash financial contribution to the Host Community Board of Directors, plus a minimum of \$50,000 in-kind services will be provided. Staff time spent working on the Host Society Board, coordinating City services for the Games and liaising with Games officials would be extra. Also any potential loss of revenues as a result of any displacement of community programs is also not included. Actual budgets from previous BC Summer Games do not include any line item for city staff involvement, or city supplied facilities and services, yet research has shown there was a significant amount of both.
- Council may wish to seek corporate sponsorship to help defray the costs of staging the 2016 BC Summer Games. However, this may compete with other City-initiated fundraising programs taking place at that time (i.e. festivals, events and tournaments).
- The anticipated financial legacy after the Games is estimated at between \$75,000 - \$175,000. This is low in comparison to the financial contribution required by the Host Community.
- Historically, legacy funds were available to host cities prior the event, in order to upgrade facilities. This is no longer the case, and therefore any facility upgrades needed to host the Games would be at the City's expense.
- Hosting the BC Summer Games requires a considerable contribution by the Richmond School District in providing use of its school sport facilities, classrooms and several buses free of charge for 4 days. The Board of Education (Richmond) has provided a letter of support indicating that school facilities and services can be provided at the non-profit rate and not free of charge as is expected by the B.C. Games Society. This could amount to in excess of \$200,000 for the buses, drivers and approximately 800 classroom days.

### *Estimated City Costs*

The following are estimated costs to the City of Richmond, should the City be awarded the 2016 BC Summer Games. These costs are based on discussions with other recently held BC Summer Games communities.

Financial contribution in cash to Host Society	\$45,000
Services in kind (Note: the minimum required for the bid is \$45,000)	
• Staff	
○ 1 full-time Operations Manager for 12 months (benefits included)	\$120,000

o 5 Office Assistants for 6 months (benefits included)	\$60,000
• Office and admin costs (loss of facility rental, power, phones, etc).	\$25,000
• Equipment storage facility (container rental) for 6 months	\$3,000
• Equipment delivery, setup, removal (e.g. bleachers, barricades, City stage, tents etc)	\$25,000
• Misc. City costs, litter, setup, takedown, field lining, custodial services etc.	\$45,000
• Traffic control for ceremonies and some events (e.g. triathlon)	\$20,000
• Net cost of use of City controlled facilities including loss of rental and program income (Oval, city rinks, pools, gyms, fields etc.)	\$70,000
• Overnight security at some venues	\$7,000
• Capital improvements for Games facilities (beach volleyball courts etc.)	\$50,000
<b>Total</b>	<b>\$470,000</b>

#### *Revenues*

The City will likely not earn any facility rental revenues as a result of the Games because there is an expectation that City facilities will be supplied free of charge. Any budget surplus after the Games would be the City's to use as desired. Financial legacies from BC Summer Games held since 2004 ranged from \$75,000 to \$175,000.

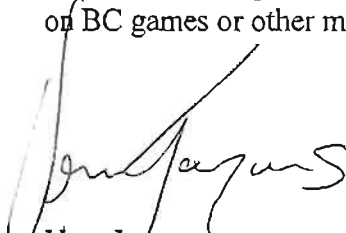
#### **Financial Impact**

There is no financial impact associated with this report, as staff is recommending that the City not pursue a bid for to host the 2016 BC Summer Games.

#### **Conclusion**

Although Richmond has most of the facilities required to host a BC Summer Games and a strong corps of skilled community volunteers, it is not a recommended event for the City to pursue. The benefits associated with taking on this complex multi-sport Games event are expected to be less than the estimated investment of staff time and resources needed to deliver the Games.

The BC Summer Games generate limited local tourism spending as the athlete accommodation, food services and transportation are provided through the use of School District facilities, buses and volunteer services. There are negligible financial benefits in terms of legacy funds. Finally, there is an opportunity cost associated with putting resources (cash and in-kind contributions of staff time, etc) into hosting this event, which would limit the availability of City resources and volunteer capacity needed for hosting other events that would provide substantially greater community benefit. Declining to bid at this time does not prejudice the City's position in regards to future bids on BC games or other multi-sport events.



Vern Jacques  
Director, Recreation  
(604-247-4930)



Our File: 4020-20

February 1, 2012

His Worship Mayor Malcolm Brodie  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Dear Mayor Brodie:

It is with great pleasure that the BC Games Society, on behalf of the Province of BC and the Ministry of Community, Sport and Cultural Development, invites your community to bid to host one of the following premier events in BC sports. Bids are now being accepted for the:

2016 BC Winter Games  
2018 BC Winter Games

2016 BC Summer Games  
2018 BC Summer Games

Since 1978, when the BC Summer Games were first held in Penticton, the BC Winter and BC Summer Games have been a catalyst for volunteer and community development, while being a springboard for some of BC's most successful athletes. Past hosting cities have spoken about the positive impact Games have provided them, the increase in community spirit, and the opportunity for their residents to rally around a proactive opportunity. Also mentioned are the economics of the BC Games; recent measured spending related to Games hosting ranges from \$1.8M for a BC Winter Games, to \$2.6M for the Summer event. The majority of this spending is by family and friends attending the Games, cheering on their favourite athlete. With sport tourism on the rise, the BC Winter and BC Summer Games are a perfect opportunity to highlight your city's facilities, sport culture, and community pride.

Each successful hosting city will receive grants to support the operations of their BC Games, and the highly praised *Transfer of Knowledge* program associated with the BC Games Society culture of leadership and excellence. Games staff will support your volunteers, ultimately numbering in the thousands, through timelines, examples, and encouragement.

Submissions, based upon the requirements in the attached Bid Package, will be accepted by the BC Games Society until 4:00 pm, Monday, September 10, 2012.

All submissions will be reviewed by the BC Games Society Bid Evaluation Committee, which will forward their recommendations to the society's Board of Directors. It is anticipated winning communities will be announced by the Minister responsible for Sport in November 2012.

...2/

While there will be a bid meeting of interested cities in March, any questions prior to that meeting may be directed to Kelly Mann at 250.387.1375.

Thank you for considering the BC Winter and BC Summer Games as an opportunity for your community and region. We wish you the very best for a successful bid.

Sincerely,



Cathy Priestner Allinger  
Chair  
BC Games Society



Kelly Mann  
President and CEO  
BC Games Society

CPA/KJM/jr  
encl.

pc: Dave Semple, General Manager, Parks & Recreation  
Mike Romas, Manager, Sport Hosting, Richmond Olympic Oval



# Richmond Sports Council

ATTACHMENT 2

April 3, 2012.

Mayor Malcolm Brodie  
City of Richmond  
6911 No. 3 Road  
Richmond BC V6Y 2C1

Dear Mayor Brodie,

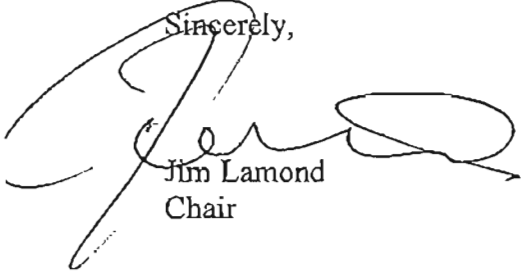
Further to the enquiry from the BC Games Society in regard to the City hosting the 2016 or 2018 BC Summer or Winter Games., I am pleased to confirm that at the Richmond Sports Council meeting of March 13, 2012, it was unanimously endorsed that the that Sports Council submit a bid to host the 2016 BC Summer Games.

Sports Council are seeking the support of Mayor and Councillors to host the 2016 BC Summer Games as these games are the Development Games for the Youth of the Province and would be a great connection to the Richmond Sports for Life Program.

Our base of volunteers and directors from our last games are all willing to participate and it would also be a perfect opportunity to highlight Richmond's facilities for sports and culture and of course, our community pride.

We look forward to your response.

Sincerely,



Jim Lamond  
Chair

cc: Councillors  
City staff

## BID REQUIREMENTS

The BC Games Society is now accepting bids for the BC Summer Games in 2016 or 2018 and/or the BC Winter Games 2016 or 2018. The bid deadline is September 10, 2012. Bids must be submitted by the host City. Bids received from agencies other than BC municipalities will not be accepted.

### *Bids must include:*

- A resolution from City Council indicating support for the Bid Application, which includes a minimum commitment of a \$45,000 cash contribution to the Host Non-Profit Society and at least \$50,000 in-kind services and facilities will be provided;
- A resolution from the School Board to endorse the City's bid to host the 2016 Summer Games and to have agreed to allow the use of school facilities for sport events and to accommodate participants at no cost to the Host Society or BC Games Society and to provide the use of school buses to transport Games participants at no cost to the Host Society or BC Games Society;
- a resolution from the School Board's union to endorse the City's bid and acknowledges that the BC Games is an opportunity for their members to volunteer (i.e. drive buses, and custodians to maintain schools during the Games);
- Capability to support all core sports with adequate facilities, including letters of initial confirmation from venue managers of core sport facilities.
- Identification of appropriate accreditation centre, participant dining venues and Opening and Closing Ceremony venues;
- Accommodations for up to 4,000 athletes (i.e. an estimated 200 school classrooms at a maximum of 20 participants per classroom);
- Available rooms for storage of equipment such as bikes, sports equipment etc. and;
- Ability to transport participants during the Games.

### *Games Administration Requirements*

The host community for the BC Summer Games must form a non-profit Host Society with an elected Board of 15 Directors to oversee the administration of the Games. It is the responsibility of this Host Society to plan and implement the Games. The BC Games Society provides direction, resources, and support to the Host Society and their volunteers as they develop their plans for the Games. Typically one or more City staff and/or civic leaders are elected to represent the host community on the Board, and staff liaisons from the host community and School District are appointed to work with the Host Society for approximately an 18 month period leading up to the Games.

The BC Summer Games Society provides event management guidance to the local Host Society by providing two Event Managers who are based in Victoria. The host community must employ an Operations Manager for the Games. The Host Community must fund the remuneration for this position and other employees. Discussions with other Games host communities indicate that this position is required on a full-time basis for a period of no less than 12 months leading up to the Games. An additional 5 temporary Office Assistants are needed for the 6 months prior to the Games.

### *Facility Requirements*

The host community must have the capability to provide the minimum facility requirements for 23 core sports listed below.

<b>Sport</b>	<b>Maximum Number of Participants</b>
Athletics (track and field)	372
Baseball	174
Basketball	214
Canoe/Kayak	115
Diving	82
Equestrian	109
Golf	95
In-line Hockey	140
Lacrosse - Box	190
Lacrosse - Field	190
Rowing	80
Rugby	258
Sailing	97
Soccer	264
Softball	344
Swimming	220
Synchronized Swimming	105
Towed Water Sports - Waterskiing and Wakeboard)	100
Triathlon	70
Volleyball –Court	236
Volleyball - Beach	80
Wrestling	190
<b>TOTAL</b>	<b>3,725</b>

In addition to sport venues, the host community must also be able to provide adequate facilities for:

- Providing an Administrative Office space for conducting Games business operations.
- An Accreditation Centre (large indoor space in which to efficiently accredit up to 3,700 athletes).
- A Ceremony venue (for up to 3,700 athletes, 3,500 volunteers and 3,000+ spectators) for the Opening and Closing Ceremonies.
- A Medical Facility and provision of first aid at all venues.
- A Food Services Dining Venue capable of serving Games participants for the 4 days with seating up to 3,700+ participants.
- Storage for Games equipment and supplies.

### *Accommodation Requirements*

The Games has a requirement that all participants are to be housed in School District classrooms at a maximum of 20 participants per classroom. Hotels rooms and billeting is not permitted. A total of 200 classrooms may be needed to house the participants. Richmond Sport Council has requested free use of school classrooms and sport facilities from Richmond School District and volunteer custodial services from the union representing Richmond School District custodians.

Additional hotel accommodation is needed for sport officials and BC Games dignitaries which must be funded by the Host Society's Budget.

### *Transportation*

The Host Community is responsible for transporting participants, officials and dignitaries around the community once they arrive. Richmond Sport Council has requested free use of school buses from Richmond School District and volunteer bus drivers from the union representing Richmond School District bus drivers.

### *Volunteer Requirements*

The estimated number of volunteers needed to host the BC Summer Games is 3,500. The number of events held, their complexity and the number of participants who attend determine the volunteer requirements. In addition to the 15 Host Society board members, the following volunteer functions will need to be recruited, trained, assigned, and recognized:

- |                   |                    |                  |
|-------------------|--------------------|------------------|
| • Accommodations  | • Medical and      | • Security       |
| • Administration  | Security           | • Sport          |
| • VIP Services    | • Marketing,       | • Special Events |
| • Ceremonies      | Advertising and    | • Transportation |
| • Communications  | Promotions         | • Volunteer      |
| • Food Services   | • Protocol         | Coordination     |
| • Fundraising and | • Registration and |                  |
| Sponsorship       | Results            |                  |





School District No. 38 (Richmond)  
7811 Granville Avenue, Richmond, BC V6Y 3E3

Tel: (604) 668-6000

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June 20, 2012

ATTACHMENT 4

Mr. Jim Lamond  
Chairman, Richmond Sports Council  
Minoru Sports Pavilion  
7191 Granville Avenue  
Richmond, BC  
V6Y 1N9

Email: jlamond1@telus.net

Dear Mr. Lamond:

**2016 BC Summer Games**

Thank you for your letter dated May 7, 2012 requesting support for Richmond to host the 2016 BC Summer Games. I would take this opportunity to advise that the Board of Education (Richmond) discussed this at its June 18, 2012 meeting and would be pleased to provide a letter of support.

For your convenience I have attached the Board's Policy 1004.1-R: *Community Use of Schools* that provides for "major community events exempt from cancellation", as well as Policy 1004.4-G: *Schedule of Charges for Use of School Facilities*. The *Schedule of Charges for Use of School Facilities* applied for these games would be at the non-profit rate.

Please contact the Secretary Treasurer no later than 6 months in advance of the dates that you wish to use school facilities to ensure that such facilities are available.

Sincerely,

Mrs. Donna Sargent, Chairperson  
On Behalf of the Board of Education (Richmond)

c: Trustees  
M. Pamer, Superintendent of Schools  
M. De Mello, Secretary Treasurer  
✓ D. Weber, City Clerk, City of Richmond

Board of Education:  
Donna Sargent - Chairperson  
Grace Teang - Vice Chairperson  
Rod Belleza Kenny Chu Norm Goldstein  
Debbie Tablotney Eric Yung

[www.sd38.bc.ca](http://www.sd38.bc.ca)

"OUR FOCUS IS ON THE LEARNER"

PRCS - 33



## **Community Use of School Facilities**

School facilities may be used by groups, organizations, and individuals within the community according to the following guidelines:

### **Priority**

The following order of priority will be adhered to in the use of school facilities:

- School extra-curricular programmes
- Continuing Education classes
- School community groups
- Groups booked through the Richmond Leisure Services Department
- Other non-profit community groups and agencies
- Profit-oriented groups
- Others.

Once a reservation is accepted through the office of the Secretary-Treasurer, cancellation will only occur if the facility reserved is required by the school, by the Division of Continuing Education, or for some special function such as an election. A minimum of 7 days' notice will normally be given in the event that cancellation is necessary.

**\* Due to the need for a year round commitment, special consideration will be given to churches for Sunday Services.**

### **Application**

The School District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

### **Liability**

Persons using schools and School Board property are responsible for carrying their own accident insurance protection. The School Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the negligence of its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the person suffering the injury or damage.

Community groups using the schools are urged to take out Public Liability Insurance.

### **Holidays**

Schools may not be available during July and August, as it is during this period that the annual cleaning occurs; however, every effort will be made to accommodate groups during this period.

### **Equipment**

Gymnasium equipment may be used only with the permission of the school principal.

### **Consumption of Alcoholic Beverages on School Board Property**

Specific requests to consume alcohol on School Board property will only be considered for school related activities and any such request must be submitted, in writing, to the Superintendent of Schools for approval. Such approvals will be restricted to the consumption of wine and/or beer, and must fall within the following categories:

1. School Parent Advisory Groups (no more than one function per year);
2. School related functions such as reunions of past staff and students. (A group may be asked to post a \$300 [or greater] cash deposit.)

A liquor license must be obtained by the group requesting use of the facility. The group must provide evidence that they have obtained a host liquor liability insurance policy for the benefit of the group and the Board.

### **Yearly Reservations**

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

### **Seasonal, Annual, and Regularly Recurring Reservations**

- (a) Schools shall submit their schedule of reservations for the following school year prior to June 15.
- (b) The Continuing Education office shall submit a statement of requirements for the following school year prior to August 15.
- (c) All other applications for seasonal, annual, and regularly recurring reservations shall be submitted by September 15 for the following school year; late application, i.e. submitted after September 15, shall lose their priority in relation to applications received prior to September 15.

### **Time of Use**

Saturdays and Sundays - all schools 8:00 a.m. to 1:00 a.m.

Weekdays - commencement- secondary schools 6:00 p.m.  
- elementary schools 5:00 p.m.

Note: With the concurrence of the school principal, an earlier commencement may be arranged.

Latest closing times:

With a member of the regular custodial staff:	10:30 p.m.
With a rental custodian:	1:00 a.m.

### **Supervision**

A School Board employee shall be on duty at all times whilst the community is using the school. The School Board does not accept liability or responsibility for the supervision of community activities. The Board's employee who is on duty during the event will provide direction as to the appropriate use of the Board's facility. The community is required to ensure that there is appropriate supervision of their activities.

#### **Public Address System**

Groups using the school shall not have the use of the school public address system without the permission of the school principal.

#### **Reports**

Reports of injury, damage, littering, or misconduct resulting from organized community use of school facilities shall be submitted by the principal to the offices of the Secretary-Treasurer and the Operations Manager. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer immediately.

#### **Damage, Loss or Theft**

Groups using school facilities shall accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and shall pay any resultant costs. Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

#### **Reservation and Cancellation**

A minimum of one week's notice is required for a reservation and for cancellation.

#### **Major Community Events Exempt from Cancellation**

To assist the community in organizing major events where there is a need to guarantee the use of a school, the school district will accept reservations for space at a specific school and guarantee the reservation if all of the following conditions have been met:

1. the organizers have secured, in writing, a commitment from the school principal that the school does not require the use of its own facility on the date(s) of the event;
2. the organizers have put their request in writing to the Secretary-Treasurer six months prior to the event and have provided the following information:
  - i. the date(s) of the event
  - ii. the nature of the event
  - iii. a copy of the letter from the school principal (1. above)
  - iv. the number of participants expected at the event (exclusive of spectators)

- v. the facilities required in the school, and
  - vi. any other information that pertains to the use of the school during the event;
3. the event has 100 or more participants, exclusive of spectators;
  4. pursuant to the Schedule of Charges, a non-refundable deposit of 10% of the total anticipated charges to be paid six (6) months in advance of the event, and the balance to be paid 2 weeks in advance of the event.

### **Rental Charges**

The Board shall, from time to time, establish such charges as it considers appropriate for the use of school facilities. The schedule of rental charges shall be available from the Rentals Clerk, the office of the Secretary-Treasurer, and the office of the Operations Manager.

Special requests for access to School Board buildings and grounds which are not covered by the normal regulations and the established schedule of charges may be submitted, in writing, to the Superintendent of Schools for approval. Charges for such special rental situations shall be set on an individual basis by the Superintendent of Schools.

### **Capacity**

Seating capacity - Gymnasium, up to 1200 (In accordance with the Fire Marshall's regulations)  
 - Activity Room, up to 300

Dance capacity

- Boyd Gymnasium	800 (new)
- Boyd Gymnasium	800 (small)
- Burnett Gymnasium	600
- Cambie Gymnasium	885 (gym 1)
- Cambie Gymnasium	885 (gym 2)
- London Gymnasium	900 (large)
- London Gymnasium	700 (small)
- McRoberts Gymnasium	600
- Palmer Gymnasium	600 (main)
- Palmer Gymnasium	265 (auxiliary)
- McNair Gymnasium	626
- Richmond Gymnasium	850 (large)
- Richmond Gymnasium	550 (small)
- Steveston Gymnasium	475
- Full Size Activity Rooms	275

### **Use of Gymnasiums and Activity Rooms**

The Board shall establish, from time to time, such rules and regulations as it considers appropriate for the use of gymnasiums and activity rooms. All users shall be advised of the rules and regulations when making arrangements through the Rentals Clerk.

### **Removal of Litter**

Groups using School Board facilities are requested to ensure that material discarded by any member of the group is removed before the facility is vacated.

#### Instructions to School Board Employees

The Board shall establish, from time to time, such instructions as it considers appropriate to School Board employees in charge of school usage and the Rentals. Clerk shall ensure that all employees in charge of school usage receive a copy of the regulations approved by the Board.

#### Forfeiture of Use

In the event of violation of any of the foregoing, the Board reserves the right to cancel the use of any school facility and/or equipment.

Board Concurrence: 05 March 1990

Board Concurrence with Revision: 28 August 1995

Board Concurrence with Revision: 18 September 1995

#### **Cross References**

402.11-Smoking and Alcohol Consumption on Board-Owned and Leased Property and in Board Vehicles

[View Policy](#)

## **Schedule of Charges for Use of School Facilities**

1. School facilities shall be provided free of charge to Richmond school/parent groups and to Richmond organizations meeting for the purpose of holding municipal or civic meetings.

2. The following hourly charges shall apply to all Richmond non-commercial groups or Richmond organizations not included in Category 1 above; e.g., Richmond religious organizations, Richmond groups offering educational services, Richmond organizations booking through the Recreation and Leisure Department.

Gymnasium (Secondary) - \$42.00  
Large Foyer/Lounge (Secondary) - \$40.00  
Gymnasium (Elementary) - \$40.00  
Multi-Purpose Room/Library (Elementary) - \$40.00  
Cafeteria without Teaching Kitchen - \$40.00  
Changing Room & Showers - \$40.00  
Classroom/Small Foyer - \$19.00  
Kitchen - \$19.00

(\*Use of school facilities reserved through the Recreation and Leisure Department, City of Richmond, shall be charged on an annual basis, as agreed between the two parties.)

3. The following hourly charges shall apply to commercial groups or organizations, non-Richmond organizations, and for banquets, parties and dances:

Gymnasium (Secondary) - \$118.00  
Large Foyer/Lounge (Secondary) - \$92.00  
Gymnasium (Elementary) - \$92.00  
Multi-Purpose Room/Library (Elementary) - \$92.00  
Cafeteria without Teaching Kitchen - \$92.00  
Changing Room & Showers - \$50.00  
Classroom/Small Foyer - \$35.00  
Kitchen - \$35.00

Notwithstanding the above (1, 2, 3), the minimum hourly charge shall be \$32.00 where the services of a rental custodian are required.

4. Facilities will be provided free of charge to the School Board Employees' Union for parties, dances, and meetings on the understanding that custodial services are provided by the Union.

5. Additional charges:

Chairs \$88.00	when it is necessary to bring in
Tables \$88.00	chairs/tables to the school being used.
Plano \$88.00	

6. Effective September 1, 2012 the rental charges for all daycares will be on a hourly basis as follows:

2012/2013 \$6.75 per hour per room  
2013/2014 \$6.75 per hour per room  
2014/2015 \$7.00 per hour per room

In the case of daycares only, a room will mean a classroom, a multi-purpose room, or a gymnasium.

GST applies to all rental charges.

Adopted: 05 March 1990  
Board Concurrence with Revisions: 06 March 2006  
Board Concurrence with Revisions 01 July 2006  
Board Concurrence with Revisions: 22 May 2012





# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee      **Date:** July 4, 2012  
**From:** Dave Semple, General Manager  
Community Services      **File:** 08-4040-08-01/2012-  
Vol 01  
**Re:** Kwantlen Farm School Incubator Farming at 10640 No. 5 Road

### Staff Recommendation

That:

1. Approximately 1.5 acres at 10640 No. 5 Road (the Gardens Park), as identified in the report, Kwantlen Farm School Incubator Farming, dated July 4, 2012 from the General Manager, Community Services, be licensed to Kwantlen Polytechnic University for the purposes of Incubator Farming at a rental rate of \$250 per acre per year for a three-year term.
2. Staff be authorized to take all necessary steps to complete all matters detailed herein including authorizing the Chief Administrative Officer and the General Manager, Community Services to negotiate and execute all documentation required to effect the transaction.

Dave Semple  
General Manager, Community Services  
(604-233-3350)

Att. 3

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Law	<input checked="" type="checkbox"/>		
Sustainability	<input checked="" type="checkbox"/>		
Real Estate	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## **Staff Report**

### **Origin**

The Richmond Farm School is a program of Kwantlen Polytechnic University's (KPU's) Institute for Sustainable Horticulture. In December 2008, Council endorsed the following:

*"That the City of Richmond endorse Kwantlen Polytechnic University and the Richmond Food Security Task Force's concept of the Richmond Farm School as an important component for the agricultural sector in the region."*

The purpose of this report is to update Council on the Richmond Farm School and seek Council support for formalizing an agreement with KPU for farm school operations in the Gardens Park located at 10640 No. 5 Road (the Gardens Park).

This report responds to Council's term goal of demonstrating leadership in and significant advancement of the City's agenda for sustainability.

### **Analysis**

The Richmond Farm School is a 10 month certificate program from KPU which focuses on providing training in urban agriculture. The program philosophy emphasizes the following:

- Local production, processing and distribution
- Human-scale systems that provide sustainability to local farms
- Natural production methods that value ecological resources and local health.

The Richmond Farm School began operations in 2009. At that time, City staff encouraged KPU to work with the Richmond Fruit Tree Sharing Farm (RFTSF) to use the lands already licensed to RFTSF at Terra Nova Rural Park for the purposes of its initial Farm School operations. Since then, the Farm School has successfully operated at Terra Nova and in 2011 it graduated 16 students from this unique program.

Integral to the Farm School concept is an "Incubator Farming" component. Incubator Farming is an opportunity for graduates of the program to continue their learning by actively farming in an applied, cooperative and supported manner for a period of up to three years. Not all graduates wish to take advantage of this extended learning opportunity, however, KPU has committed to securing farming opportunities for those students who do wish to continue in an incubator farming environment.

The Richmond Food Security Society (RFSS) also supports the concept of incubator farming for local farmers (whether farm-school graduates or not) and in February 2012, Council approved the licensing of 4.5 acres of land at 13871 No. 3 Road and 13891 No. 3 Road ("the south dyke") to the RFSS for the purposes of incubator farming. Included within this license is a term which requires the RFSS to allocate land to at least three Richmond Farm School graduates.

These three spots at the south dyke totalling approximately 1.5 acres, however, do not fully meet the needs identified by KPU for up to twenty acres of land available for Incubator Farming so at the same February 2012 meeting, Council made the following referral:

*"Staff continue to work with Kwantlen Polytechnic University to identify and secure the use of both public and private lands for the purposes of Incubator Farming in relation to its Farm School program."*

In responding to this referral, staff have worked with KPU and identified an opportunity at 10640 No. 5 Road (the Gardens Park) for additional Farm School graduates to participate in Incubator Farming. Attachment 1 outlines the specific area to be farmed which is approximately 1.5 acres. This area will be confirmed by survey. The total number of farmers on site will vary depending on how the land is allocated by KPU.

The use of this area is consistent with the park concept plan (Attachment 2) approved by Council in January 2011 which identifies agricultural uses in this area of the park. Attachment 3 details the proposed terms of the license agreement with KPU for use of the site. These terms are consistent with the existing Incubator Farming agreement with RFSS including a fair market value rental rate of \$250 per acre per annum.

The licensing of this area at 10640 No. 5 Road will still not fully satisfy KPU's request for securing up to twenty acres of land for incubator farming. Staff will continue to work on assisting KPU with identifying private and public opportunities for additional incubator farming lands including the potential for additional land at 10640 No. 5 Road.

### **Financial Impact**

The City will receive approximately \$375 annually for the license of the land.

### **Conclusion**

Licensing approximately 1.5 acres of land to Kwantlen Polytechnic University at 10640 No. 5 Road for the purposes of incubator farming by its farm school graduates will show the City's commitment to continuing to support this important component for the agricultural sector in the region.

Serena Lusk  
Manager, Parks Programs  
(604-233-3344)

ATTACHMENT 1







**ATTACHMENT 3****Business Terms for Agreement with Kwantlen Polytechnic University for Incubator Farming at  
10640 No. 5 Road**

Term	3 years
Commencement Date:	To be determined, but before September 1 <sup>st</sup> 2012
Licensee	Kwantlen Polytechnic University (KPU)
Rental Rate	\$250 per acre per annum
Property Taxes	Payable by the City.
Improvements	Temporary improvements such as storage units, greenhouses, garbage and composting bins may be allowed with prior written permission by the City and provided they are appropriately permitted.
Permitted Use	The licensee is permitted to engage in the organic growing of plants and vegetables excluding trees. Herbicides, insecticides, chemical fertilizers, animal poisons and non-organic materials, including treated wood, are not permitted.
Sales	No sales are permitted onsite.
Insurance	\$5 million commercial general liability listing the City of Richmond and its employees as an additional insured.
Water Services	The licensee is responsible for irrigation of the site. The City will provide access to the adjacent ditch and / or make arrangements for metered water at the cost of the Licensee.
Parking	Parking is not permitted in the license area but will be available within the park site.
Farming Supplies	Farming supplies such as soil, seeds, and farming equipment are to be provided by the licensee at its own cost.
Waste	Waste, recycling and composting is the cost and responsibility of the licensee.
Termination	Either party may, without cause, terminate this agreement on 30 days' notice
Representation	The licensee must not act as the City's representative in any matter and particularly with the media
Partnership	No partnership is implied.
Recognition	The City must be recognized as a supporter in all marketing materials and communications related to the Richmond Food Security Society.
Special Events	Special Events require prior written approval from the City which may be withheld or denied at the City's sole discretion. Six weeks notice is required.
Selection of Farmers	A criteria for selection will be developed and agreed upon by the licensee and the City and will consider the potential negative impact on existing local farmers.
Annual Reporting	An annual report is required including financial statements and a summary of operations.



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee      **Date:** July 10, 2012  
**From:** Amarjeet S. Rattan  
Director, Intergovernmental Relations & Protocol  
Unit / Acting Senior Manager, Enterprise Services      **File:** 03-1000-03-015  
**Re:** **Community Infrastructure Improvement Fund Grants – Government of Canada**

### Staff Recommendation

That the following projects be endorsed for submission to the Community Infrastructure Improvement Fund (CIIF) and other eligible grant funding programs:

1. Richmond Olympic Experience Project
2. Japanese Benevolent Society Building Rehabilitation and Restoration
3. Britannia Heritage Shipyard Seine Net Loft Rehabilitation and Adaptive Reuse to Exhibit and Open Storage
4. Gateway Theatre Energy Retrofit Project
5. Wireless Access Upgrade to Library and Adjacent City Facilities

Amarjeet S. Rattan  
Director, Intergovernmental Relations & Protocol Unit  
(604) 247-4686

REPORT CONCURRENCE			
<b>ROUTED TO:</b> Arts, Culture and Heritage Budgets Library Services Parks Project Development Richmond Olympic Oval Sustainability	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
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	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## **Staff Report**

### **Origin**

The Government of Canada, through Western Economic Diversification (WED), recently announced \$46M in funding regionally and \$150M nation wide, available over the next two years, through the Community Infrastructure Improvement Fund (CIIF) grant-funding program. This report proposes priority projects that fit the criteria outlined for the CIIF program.

The CIIF grant application requires a Council resolution for all submissions.

### **Analysis**

The CIIF program is aimed at rehabilitating, improving existing infrastructure and modernizing infrastructure projects in recreation and community facilities. An outline of the program and a more detailed eligibility list is included in (*Attachment 1*). The intention of the fund is to find “shovel ready” projects that focus on the improvement of safety, accessibility and sustainability.

While the fund may provide up to \$1 million per project, applications seeking less than \$250,000 in CIIF funding per project will receive priority. The deadline for submission is Aug 2, 2012. All CIIF approved projects are required to be completed prior to March 31, 2014.

The following projects, detailed in (*Attachment 2*), are recommended for submission to the CIIF program and other future grant programs. As other City projects become available, they may be added to the project list for potential grant funding submissions.

### **Current City of Richmond Projects Requesting CIIF Funding:**

1. Richmond Olympic Experience Project
2. Japanese Benevolent Society Building Rehabilitation and Restoration
3. Britannia Heritage Shipyard Seine Net Loft Rehabilitation and Adaptive Reuse to Exhibit and Open Storage
4. Gateway Theatre Energy Retrofit Project
5. Wireless Access Upgrade to Library and Adjacent City Facilities

Staff will further analyse the criteria against the proposed projects prior to application submissions.

Staff would also like permission to seek other non federal government grant funding opportunities, where appropriate, for the above-mentioned projects to supplement City and approved CIIF funding.

### **Financial Impact**

The City's portion of the funding is included in the approved capital program.



## Conclusion

The Community Infrastructure Improvement Fund (CIIF) is a new, two-year national program to rehabilitate and improve existing community infrastructure. The federal government has recently announced the opening of the application intake process for CIIF submissions. Staff have considered various eligible projects and identified those listed above as the most appropriate projects and are seeking Council endorsement to apply for funding for the CIIF Grant and other similar grants.

A handwritten signature in purple ink, appearing to read "Denise Tambellini", with a large, stylized initial "D".

Denise Tambellini  
Manager, Intergovernmental Relations & Protocol Unit  
(604) 276-4349

Att.: 2

## Program Eligibility Criteria

**Eligible Projects:** CIIF supports the rehabilitation or improvement of existing community infrastructure that is non-commercial and accessible to the public. Examples include:

- community centres;
- cultural centres;
- parks;
- libraries;
- recreational facilities (e.g. local arenas, swimming pools, sports fields);
- tourism facilities having a local impact; and
- other existing community infrastructure assets which have a local community impact such as connectivity and broadband and local airports.

Eligible projects will also:

- leverage at least 50% of total eligible project costs from other sources than the federal government;
- complete all work prior to March 31, 2014.

Construction of new infrastructure and significant expansion of existing infrastructure are not eligible under CIIF.

**Eligible Costs:** CIIF will support eligible costs directly related to a project that have been incurred and paid by a successful applicant. Examples of eligible costs under CIIF include:

1. costs incurred between April 1, 2012 and March 31, 2014;
2. costs to rehabilitate or improve fixed capital assets of community facilities, including minor expansions to existing infrastructure;
3. fees paid to consultants/contractors or other professional or technical personnel directly related to the rehabilitation or expansion of the community facility;
4. costs related to signage, which are required for CIIF projects and need to be included in the project budget;
5. costs for assessments, monitoring and follow-up as required by the Canadian Environmental Assessment Act (CEAA) or related legislation; and
6. other costs directly related to the success of the project and approved in advance.

Costs and services normally covered by the applicant (i.e. maintenance) are not eligible, and only in select cases will incremental employee costs be considered. Other ineligible costs include:

- costs incurred before April 1, 2012 or after March 31, 2014;
- movable equipment (e.g. zambonies, snow groomers and ATVs), including costs for leasing equipment;
- overhead costs, including direct and indirect operating and administrative costs (e.g. management, planning, engineering, and other related costs) normally carried out by the applicant;
- costs for salaries and benefits of existing employees and unrelated general administration costs;
- costs for land; feasibility and planning studies and legal fees; and
- taxes, such as GST, for which the applicant is eligible for a tax rebate.

(Cited from Western Economic Diversification Website <http://www.wd.gc.ca/eng/13771.asp>)

## Project for CHF Grant Application (in order of priority)

Project	Brief Description	Project Cost	CHF Grant Request
1. Richmond Olympic Experience Project	The Olympic Oval Conversion Project involves capital improvement of infrastructure to the Richmond Olympic Oval required in order to install a destination attraction – the Olympic Experience (and museum). This project is intended to promote Olympism and celebrate excellence in sport and will be the first member of the Olympic Museum Network in North America. The Olympic Experience is intended to create a tourism inventory for Richmond and will involve the capital upgrades required to house the interactive displays, precious Olympic artefacts, and digital imagery included in the exhibit. City of Richmond and the Richmond Oval Corps, Richmond's Municipal Corporation, have approved funding for this project.	\$2.075M	\$1M
2. Japanese Benevolent Society Building: Rehabilitation and restoration	Preservation and Restoration of the Japanese Association Building and historic gardens. Includes rehabilitations and restoration of the exterior and interior rehabilitation of the heritage building located on Moncton Street. The facility will supplement the Steveston Museum exhibit, Tourism Richmond Visitor Centre and community program space.	\$405,000	\$200,000
3. Britannia Heritage Shipyard Seine Net Loft: Rehabilitation and adaptive reuse to exhibit and open storage	Britannia Heritage Shipyard is a national historic site. This phase includes rehabilitation of the superstructure of the Seine Net Loft that includes safety upgrades, seismic upgrades, fire protection, asbestos removal or encapsulation so the building can be exhibit ready for public use, exhibit space and storage.	\$1.195M	\$250,000
4. Gateway Theatre: Energy retrofit project	The Gateway Theatre Energy Retrofit Project involves installation of the wastewater energy recovery system, installation of new boiler and replacement of couplings on high temperature system. This project will result in 50% of annual gas and GHG savings.	\$170,000	\$85,000
5. Wireless Service: Improvements to all library branches and adjacent city facilities	This project will improve accessibility to digital services for the community through the improved wireless services in all library branches and adjacent city facilities. There is significant public interest in strengthening the wireless access especially in the Minoru complex and Steveston Community Centre. The project will enhance the library's infrastructure and carry over to the cultural centre, arena, pool, seniors centre, and other facilities.	\$150,000 (\$75,000 appropriated from Library Board surplus)	\$75,000
<b>Total CHF Funding Request</b>			<b>\$1.61M</b>