



**Parks, Recreation and Cultural Services Committee**

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

**Thursday, July 24, 2014  
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 24, 2014.*



**NEXT COMMITTEE MEETING DATE**

Tuesday, September 23, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

**DELEGATION**

**PRCS-9**      1. Gordon McLennan and Kelvin Higo, to present on the **Japanese-Canadian film / media project**.

**COUNCILLOR LINDA BARNES**

**PRCS-16**      2. Councillor Linda Barnes to present on **Mystic Seaport Best Practices**.

## COMMUNITY SERVICES DEPARTMENT

3. **RICHMOND SPORTS WALL OF FAME**

(File Ref. No. 11-7000-10-01) (REDMS No. 4237135)

**PRCS-100**

See Page **PRCS-100** for full report

*Designated Speaker: Serena Lusk*

### STAFF RECOMMENDATION

*That:*

- (1) *the Richmond Sports Wall of Fame Policy, as described in the attached staff report titled Richmond Sports Wall of Fame, dated June 30, 2014, from the Senior Manager, Recreation and Sport Services, be approved; and*
- (2) *Richmond Sports Council be requested to strike a Nominating Committee in accordance with the parameters identified in the attached staff report titled Richmond Sports Wall of Fame, dated June 30, 2014, from the Senior Manager, Recreation and Sport Services, and report back to Council with proposed nominations for the Richmond Sports Wall of Fame no later than September 29, 2014.*



4. **CITY OF RICHMOND UTILITY BOX ART WRAP PROGRAM**

(File Ref. No. 11-7000-09-20-101) (REDMS No. 4271007)

**PRCS-105**

See Page **PRCS-105** for full report

*Designated Speaker: Jane Fernyhough*

### STAFF RECOMMENDATION

*That the opportunity to integrate public artwork on City of Richmond utility boxes, as outlined in the staff report titled City of Richmond Utility Box Art Wrap Program, dated July 2, 2014, from the Director, Arts, Culture and Heritage Services, be endorsed.*





5.      **UPDATE ON HUNTING IN RICHMOND**

(File Ref. No. 01-0060-20-RRGC1) (REDMS No. 4276966)

**PRCS-113**

**See Page PRCS-113 for full report**

*Designated Speaker: Serena Lusk*

**STAFF RECOMMENDATION**

*That the staff report titled Update on Hunting in Richmond, dated June 4, 2014, from the Senior Manager, Recreation and Sport Services, be received for information.*



6.      **CITY CENTRE COMMUNITY CENTRE – SERVICE LEVELS**

(File Ref. No. 11-7125-01) (REDMS No. 4276403)

**PRCS-118**

**See Page PRCS-118 for full report**

*Designated Speaker: Serena Lusk*

**STAFF RECOMMENDATION**

*That:*

- (1)    *the service levels associated with Option 1 for the City Centre Community Centre, as described in the attached Business Plan of the staff report titled City Centre Community Centre – Service Levels, dated July 3, 2014, from the Senior Manager, Recreation and Sport Services, be endorsed for consideration in the 2015 Operating Budget;*

- (2) *the material terms for an operating agreement, as described in the attached Business Plan of the staff report titled City Centre Community Centre – Service Levels, dated July 3, 2014, from the Senior Manager, Recreation and Sport Services, be negotiated with the City Centre Community Association and brought back to Council for approval in early 2015;*
- (3) *the Position Complement Controls for the six positions included in the OBI Option 1 for the City Centre Community Centre, as described in the attached Business Plan of the staff report titled City Centre Community Centre – Service Levels, dated July 3, 2014, from the Senior Manager, Recreation and Sport Services be endorsed for consideration in the 2015 Operating Budget; and*
- (4) *Lang Centre continue to operate as a community facility as part of the delivery of recreation services in City Centre.*



7. **MANAGER'S REPORT**

**ADJOURNMENT**





## Parks, Recreation & Cultural Services Committee

Date: Tuesday, June 24, 2014

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 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 27, 2014, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

Thursday, July 24, 2014, (tentative date) at 4:00 p.m. in the Anderson Room.

**COMMUNITY SERVICES DEPARTMENT**

**1. EXPERIENCE THE FRASER CONCEPT PLAN OVERVIEW – UPDATE**

(File Ref. No. 06-2400-05-01) (REDMS No. 4244913 v. 9)

In response to queries from Committee, Mike Redpath, Senior Manager, Parks, stated that the provincial government has allocated \$2 million to Metro Vancouver and the Fraser Valley for the Experience the Fraser Concept Plan (ETF). Mr. Redpath noted that the most significant change in the plan is the inclusion of the north and middle arms of the Fraser River.

Discussion ensued regarding integrating regional groups from Hope to Squamish into the plan.

Mr. Redpath commented that a report detailing the final costs will be presented to Council.

It was moved and seconded

*That the City of Richmond's participation in the Experience the Fraser: Lower Fraser River Corridor Project, as detailed in the staff report titled "Experience the Fraser Concept Plan Overview – Update" dated June 4, 2014 from the Senior Manager, Parks be endorsed.*

**CARRIED**

**2. QUINTET DEVELOPMENT CAROL LEE CENTRE PUBLIC ARTWORK**

(File Ref. No. 11-7000-09-20-181) (REDMS No. 4237392)

Eric Fiss, Public Art Planner, introduced the two Artists, Jacqueline Metz and Nancy Chew, and was available to answer questions.

It was moved and seconded

*That the concept proposal and installation for the Quintet Development Carol Lee Centre public artwork ebb & flow by artists Jacqueline Metz and Nancy Chew, as presented in the staff report from the Director, Arts, Culture and Heritage Services dated June 4, 2014, be received for information.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, June 24, 2014**

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**2A. RICHMOND SHARING FARM**

Discussion ensued regarding the need for additional funding for the re-construction and maintenance of the Richmond Sharing Farm site. Dave Semple, General Manager, Community Services, advised that there are community sponsorship opportunities available to assist the Richmond Sharing Farm Society.

As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

- (1) That the re-construction of the Richmond Sharing Farm's barn be referred to staff to provide funding solutions and assistance; and*
- (2) That staff be empowered to work with and coordinate various partners for infrastructure construction at the Richmond Sharing Farm site.*

**CARRIED**

**2B. REPORT ON PARK PROPERTIES IN THE BRIDGEPORT AREA**

In reply to queries from Committee regarding a report on park properties in the Bridgeport area, Mr. Semple stated that staff will be reporting back in the near future.

**2C. CORRESPONDENCE FROM ERIKA SIMM**

Committee referenced a letter from Erika Simm, dated May 30, 2014 (copy on file, City Clerk's Office) and spoke of her request to create a Chinatown in Richmond.

**2D. RAILWAY CORRIDOR GREENWAY – PHASE 2**

In response to a query from the Committee, Mr. Redpath stated that Phase 2 of the Railway Corridor Greenway project, which includes installing benches, will commence in the Fall of 2014.

**3. MANAGER'S REPORT**

**(a) Ships to Shore**

Dee Bowley-Cowan, Acting Britannia Site Supervisor, informed the Committee that the Ships to Shore event is being held from Sunday, June 29, 2014 to Tuesday, July 1, 2014 and will conclude with Canada Day fireworks at Britannia Shipyards.

**(b) New Manager for Major Events and Film**

Jane Fernyhough, Director, Arts, Culture and Heritage Services, introduced Bryan Tasaka as the new Manager for Major Events and Film.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, June 24, 2014**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:26 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 24, 2014.

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Councillor Harold Steves  
Chair

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Amelia White  
Auxiliary Assistant Committee Clerk

# ***Nikkei Stories of Steveston***

## **Summary Sheet**

### **What:**

- *Nikkei Stories* is an interactive, new media project consisting of ten short videos, 3- to 4-minutes in length, about people and places important to the social, economic and cultural life of the Japanese Canadian community in Steveston
- The video stories will be presented by professional performers and will combine storytelling with rarely seen archival photographs and film
- *Nikkei Stories* will be similar in functionality and design to *BlackStrathcona*, a project recently completed by Gordon McLennan ([www.blackstrathcona.com](http://www.blackstrathcona.com))

### **Where:**

- The completed films will be available to as many people and in as many venues as possible including:
  - a purpose-built website
  - via mobile devices and street signage in historic Steveston
  - permanent displays at cultural institutions in Steveston, such as the Japanese Canadian Cultural Centre and the Steveston Museum
  - school classrooms in Richmond and across British Columbia

### **When:**

- Project completion and launch will be in May, 2015, during Asian Heritage Month

### **Who:**

- Award-winning filmmakers Gordon McLennan and Greg Masuda

### **How Much**

- Total Project Budget: \$125,000 / Request from City of Richmond: \$50,000

# ***Nikkei Stories of Steveston***

## **An Interactive New Media Project**

### **Organization**

***Nikkei Stories of Steveston*** is being produced by Orbit Films Inc., a Vancouver-based film and new media production company. Incorporated in 2002, Orbit Films Inc. covers the work of principle Gordon McLennan who has had an internationally award-winning career producing feature films, documentaries and new media.

### **Background**

The first known Japanese immigrant to British Columbia, Manzo Nagano, arrived in 1877 hoping to escape a life of poverty. A decade later, Gihei Kuno, a fisherman from the Wakayama prefecture in southern Japan, recruited fellow fishermen to settle in the village of Steveston, one of BC's oldest communities at the mouth of the Fraser River.

By the early 1900s, thousands of Japanese Canadian immigrants, also known as Nikkei, had formed a large part of the population of Steveston. Fishing the BC coast became a way of life for Nikkei families and it allowed them to build and maintain a flourishing community.

But the history of the Nikkei in Steveston is filled with drama and violence, pitting individuals and the community in epic struggles against discrimination and injustice. Other fishermen and governments used racist policies in an attempt to exclude them from the fishery entirely.

During World War II, 22,000 Japanese Canadians were forcibly relocated from the coast, their property confiscated and their livelihoods taken away. Their internment was a massive injustice and a severe blow to the community. After the war some Japanese Canadians returned to the coast and today a sizeable and active community lives in Steveston.

The post-war years brought new challenges for Nikkei, but also major triumphs like the achievement of redress in 1988. Japanese Canadians have shown that even in the face of inequity and prejudice, ordinary people can possess an indomitable spirit and accomplish the extraordinary.

### **Project Description**

***Nikkei Stories of Steveston*** will celebrate remarkable Japanese Canadians who, against difficult circumstances, created a successful and thriving community. The project will consist of ten stories, in the form of short videos, about people and places important to the social, economic and cultural life of the community. The video stories will be presented by professional performers and will combine storytelling with rarely seen archival photographs and film.



Upon completion, **Nikkei Stories of Steveston** will be accessible four ways:

- 1) a purpose-built website where users from anywhere in the world can take a virtual tour of the culture, history and personalities of Japanese Canadians in Steveston,
- 2) interactively via mobile devices in historic Steveston. As users approach purpose-built street signage, they will use their mobile devices to scan QR Codes, which will in turn download video stories to the screens of their devices,
- 3) through permanent displays or kiosks at major cultural institutions in Steveston, such as the Japanese Canadian Cultural Centre and the Steveston Museum,
- 4) in classrooms in Richmond and across British Columbia. With the aid of Teacher's Study Guides students will be able to access the project by the website as well as interactively on field trips to Steveston.

Two sample stories are "*Japanese Fishermen's Hospital*", a cherished and storied institution built by Japanese Canadians in 1897, and "*Otokichi Murakami*", a master boat builder who used simple tools to construct fishing vessels that were "guaranteed for life."

A marketing campaign will use the major social media tools – YouTube, FaceBook, Twitter and others – to launch and promote the project across the city, across the country and across the world.

A similar project on which Gordon McLennan was the creative lead is <http://blackstrathcona.com/>. The **BlackStrathcona** project was completed and launched during Black History Month in February, 2014. **Nikkei Stories** will be comparable in design and function.

### Timeline

Research/Writing	- September/October, 2014
Filming	- November, 2014
Post Production	- Decemeber, 2014 to February, 2015
Website Development and Execution	- March/April, 2015
Launch, Promotions and Marketing	- May, 2015

### Creative and Management Team

The creative and management leads for **Nikkei Stories of Steveston** will be award-winning filmmakers Gordon McLennan and Greg Masuda.

#### Gordon McLennan - Producer, Writer, Director

Gordon McLennan has been writing, directing and producing internationally renowned feature films, documentaries and new media projects for over twenty-five years.

**Nikkei Stories of Steveston**

May 13, 2014

Contact: Gordon McLennan / 604.761.5515 / [gmcclennan@telus.net](mailto:gmcclennan@telus.net)

After attending the American Film Institute in Los Angeles, Gordon formed Naked Eye Films in New York and produced the critically acclaimed independent feature **Risk**. The film was nominated for the Grand Jury Prize at the Sundance Film Festival.

In Canada, Gordon produced **My Life Without Me**, a Canada/Spain coproduction with Spanish film icon Pedro Almodovar. The film starred Mark Ruffalo, Sarah Polley, Alfred Molina and Amanda Plummer and won several awards world wide including the Guild of Art House Cinemas at the Berlin Film Festival, and Best Actress at the Genie Awards. The film was also nominated for Best Film and Best Director at the European Film Awards. Other feature films were **Skipped Parts**, with Drew Barrymore, Jennifer Jason Leigh and Brad Renfro, and **Paris or Somewhere**, with Molly Parker and Callum Keith Rennie, which received three Gemini Award nominations.

Gordon has won numerous awards for writing, directing and producing documentaries. The innovative arts documentary, **The Trickster**, was nominated for the prestigious Chalmers Documentarian Award and for Best Photography at the Hot Docs Festival in Toronto. His documentary for the National Film Board of Canada, **In the Flesh**, won the Bronze Plaque at the Columbus International Film and Video Festival. Other documentaries include **Death in the Forest** for Global Television, **The Life and Times of Arthur Erickson** for the Canadian Broadcasting Corporation, winner of the Gold Medal at the New York Festivals, **Psychedelic Pioneers** for History Channel, and **In Her Eyes** for the National Film Board.

For the past few years, Gordon has been working on interactive web-based projects that use mobile devices to receive content at specific geographical locations. One project completed recently is BlackStrathcona ([www.blackstrathcona.com](http://www.blackstrathcona.com)), an innovative film and new media project celebrating Vancouver's first and last black community. Another completed project is **The Gullah of Saint Helena** ([www.gullahcommunity.org](http://www.gullahcommunity.org)), a collection of stories told by a unique group of African Americans who live on the Sea Islands of South Carolina. Currently in production is **Springfield Stories**, a youth-driven narrative about the rich civic and community life of Springfield, MA, designed to improve the perception of the city as a place to live and work.

### **Greg Masuda – Producer, Cinematographer, Editor**

In 2009 Greg Masuda left a successful career as a corporate manager to become a documentary filmmaker. Since then he has produced, directed, shot, and edited four documentaries that have seen international exhibition: two in international film festivals, and two for broadcast on Canadian and US television.

**Cue The Muse (2012)**, his third piece, is nominated for a 2014 Emmy, won the 2013 Leo award for Best Documentary under 60 minutes, and was nominated for Leos for best direction and best editing. His most recent piece, **Children of Redress (2013)**, was the beneficiary of a successful two-week Kickstarter campaign and was shown at the Nikkei National Museum in Burnaby and the Japanese Embassy in Ottawa on the 25th anniversary the Japanese Canadian Redress settlement. His first two films, **Surviving In The Cracks (2010)** and **The Spirit of Nihonmachi (2011)**, received 4/4 star reviews from the Canadian Review of Materials, an educational materials resource publication, and have been invited to film festivals from as far away as Sweden.

**Nikkei Stories of Steveston**

May 13, 2014

Contact: Gordon McLennan / 604.761.5515 / [gmcclennan@telus.net](mailto:gmcclennan@telus.net)

Greg's roots run deep in the Japanese Canadian community but his involvement began in earnest only after he moved to Vancouver in 2007. Greg volunteers with and has sat on the Advocacy Committee of the Powell Street Festival Society for over five years. In 2011, he was the Operations Coordinator for the BC Japan Earthquake Relief Fund who sent moral and financial relief to Japan in the wake of the 3/11 triple disaster. In 2013 he was the British Columbia representative for the Japanese Canadian Leadership Delegation to Japan and this year he became a board member of the Greater Vancouver Japanese Canadian Citizen's Association. Greg is a descendent of an interned Japanese Canadian family: his paternal grandfather immigrated to Powell Street from Japan in 1915 and raised a family there until the internment of 1942 forced them to Alberta, where Greg was eventually born and raised.

# Nikkei Stories of Steveston - Production Budget

## Budget

Prepared by: Gordon McLennan - Date: May 13, 2014

Acct	Description	Amt	Units	x	Rate	Subtotal	Total
<b>"A" ADMINISTRATION</b>							
A1	PRODUCER						
		1	Allow	1	20000	\$20,000.00	
	Total						\$20,000.00
<b>"A" TOTAL ADMINISTRATION</b>							<b>\$20,000.00</b>
<b>"B" PRODUCTION</b>							
B1	PRESENTERS HONORARIA						
	10 Presenters	1	Allow	10	500	\$5,000.00	
	Total						\$5,000.00
B2	DIRECTOR						
		20	Days	1	500	\$10,000.00	
	Total						\$10,000.00
B3	WRITERS						
		10	Stories	1	1000	\$10,000.00	
	Total						\$10,000.00
B4	RESEARCHERS						
		30	Days	1	400	\$12,000.00	
	Total						\$12,000.00
B5	CINEMATOGRAPHER						
		5	Days	1	500	\$2,500.00	
	Total						\$2,500.00
B6	CAMERA PACKAGE						
		5	Days	1	300	\$1,500.00	
	Total						\$1,500.00
B7	STILLS PHOTOGRAPHER						
		10	Days	1	500	\$5,000.00	
	Total						\$5,000.00
B8	PHOTOSHOPPING						
		1	Allow	1	1500	\$1,500.00	
	Total						\$1,500.00
<b>"B" TOTAL PRODUCTION</b>							<b>\$47,500.00</b>
<b>"C" POST PRODUCTION</b>							
C1	EDITORIAL LABOR						
		30	Days	1	400	\$12,000.00	
	Total						\$12,000.00
C2	EDITORIAL EQUIPMENT						
		30	Days	1	200	\$6,000.00	
	Total						\$6,000.00
C3	RAID DATA STORAGE						
		1	Allow	1	500	\$500.00	
	Total						\$500.00
C4	MUSIC						
		1	Allow	1	4500	\$4,500.00	
	Total						\$4,500.00

Acct	Description	Amt	Units	x	Rate	Subtotal	Total
C5	AUDIO POST						
		10	Days	1	500	\$5,000.00	
	Total						\$5,000.00
<b>"C" TOTAL POST PRODUCTION</b>							<b>\$28,000.00</b>
<b>"D" WEBSITE DEVELOPMENT</b>							
D1	MAIN WEBSITE						
	Design and Development	1	Allow	1		\$5,000.00	
	Hosting	1	Allow	1		\$500.00	
	Total						\$5,500.00
<b>"D WEBSITE DEVELOPMENT</b>							<b>\$5,500.00</b>
<b>"E" SOCIAL MEDIA PUBLIC ENGAGEMENT CAMPAIGN</b>							
E1	SOCIAL MEDIA CAMPAIGN						
	Design and Delivery of Campaign	1	Allow	1		\$8,000.00	
	Total						\$8,000.00
<b>"E SOCIAL MEDIA PUBLIC ENGAGEMENT CAMPAIGN</b>							<b>\$8,000.00</b>
<b>"F" INTERACTIVE STORY DELIVERY</b>							
F1	INTERACTIVE DELIVERY						
	Design, QR Codes, Graphics	1	Allow	10	\$400.00	\$4,000.00	\$4,000.00
	Fabrication/Printing/Installation	1	Allow	10	\$200.00	\$2,000.00	\$2,000.00
	Total						
<b>"F" INTERACTIVE STORY DELIVERY</b>							<b>\$6,000.00</b>
<b>"G" OTHER COSTS</b>							
G1	LEGAL FEES						
		1	Allow	1	1000	\$1,000.00	
	Total						\$1,000.00
G2	RIGHTS TO ARCHIVAL MATERIALS						
		1	Allow	1	4000	\$4,000.00	
	Total						\$4,000.00
G3	OFFICE EXPENSES						
	Book Keeping, WCB, Copying, etc.	1	Allow	1	1500	\$1,500.00	
	Reporting				1000	\$1,000.00	
	Total						\$2,500.00
G4	MEALS / TRANSPORTATION						
		1	Allow	1	1500	\$1,500.00	
	Total						\$1,500.00
G5	INSURANCE						
		1	Allow	1	1000	\$1,000.00	
	Total						\$1,000.00
<b>"G" TOTAL OTHER COSTS</b>							<b>\$10,000.00</b>
<b>GRAND TOTAL</b>							
							<b>\$125,000.00</b>

## **Mystic Seaport: The Museum of America and the Sea**

### **Overview and History**

Mission: Mystic Seaport is a museum that strives to inspire an enduring connection to the American maritime experience.

- Many similarities with Britannia including that the site was developed around a former shipyards; there was never an actual “seaport” on the site
- 19 Acre site receives over 400,000 visitors annually; mystic is the largest tourist destination in CN
- 22,000 members, 140 full-time, over 100 part –time staff and 1,000 volunteers
- Society incorporated in 1929 by 3 individuals with a passion for preserving maritime heritage – a lawyer, a doctor and a local silk manufacturer
- They began recruiting members and collecting artifacts and the site opened to the public in 1934
- It grew over time with the various buildings brought in (or recreated) from throughout new England; designed to be a typically 19<sup>th</sup> century New England seafaring village

### **Operating Model**

- Operated by a non-profit society and registered charity; received project based grants from time to time from government and government agencies but no ongoing operational funding
- Have a national board – many members from NYC – primarily a fundraising board where members are expected to contribute \$25,000 minimum annually to the organization
- Operating budget is about \$20 M
- Funding is essentially 1/3 each endowment fund disbursements (\$ 42 M), 1/3 annual fundraising and 1/3 self generated revenue(admission, program fees, day moorage, photo licensing)
- Gift Shop and two restaurants that are operated by private companies under contract

### **Collections**

- Collections Policy; Mystic Seaport acquires, preserves, and utilizes materials and items relating to American maritime history to create a broad public understanding of the relationship of America and the sea.
- In addition to the policy, they have a Five Year Collections Plan (2011-2016) – grew out of strategic plan.
- The Collection Plan actively supports the Mission and Vision by guiding the staff in acquiring, preserving and utilizing collections – dealing with collections challenges – ie: what was collected before not the same as what they may want to collect now. Four collections categories:
  - The General Collections
  - The Photography Collection

- The Library Collection
- The Watercraft Collection (largest watercraft collection in the US)

Major Content concentrations:

- Whaling
- Fisheries
- Voyages of exploration
- Maritime national expansion
- International trade
- Coastal trade
- Ports
- Inland waterways
- Maritime communities
- Native peoples and the sea
- Yachting and boating
- Maritime art (including contemporary, decorative and folk art).
- Music of the sea
- Marine folklore
- Popular culture
- Shipbuilding
- Boatbuilding
- Naval architecture
- Navigation
- Marine salvage
- Naval history primarily through the 19th century
- The people involved in all the above activities
- Nineteenth-century social life and customs where they pertain to interpretation and activities in the Museum village.
- Local history (CT, RI, MA)

Current collections priorities are:

- Accept only the best examples into our collecting areas to maintain integrity and maximize space utilization. Provenance of materials shall be an important consideration.
- Strategically borrow pieces, rather than purchase, for exhibit and research, when appropriate, to safeguard scarce financial resources
- Increase access to, and understanding of, the collections through the Internet, digital and print publication as well as film and television

## Exhibits

### The Shipyard:

- Working Shipyard – 17 full-time shipwrights actively restoring their own fleet of vessels

- Have also built reproductions (most famous is the Amastad)

### **Historic Vessels**

- Largest collection of historic vessels in the US
- The Schooner “Australia” is an interesting use of a ship exhibited as a “relic” – the decay of the vessel can actually demonstrate how it was constructed
- Most recent significant restoration project is the Charles W. Morgan
- 1841 Whale ship ; arrived in Mystic in 1941 and declared a national historic landmark
- Restoration project took 5 years and \$1.8 M ; completed using as many traditional materials and techniques as possible
- Staff estimate that she is ¼ original and ¾ new
- The whaleship was re-launched July 21, 2013 and left Mystic Seaport May 17, 2014 to embark on her 38th Voyage to historic ports of New England.
- The nearly three-month long journey seeks to engage communities with their maritime heritage.
- When the vessel returns to Mystic Seaport in August 2014, she will resume her role as an exhibit and the flagship of the Museum.

### **19<sup>th</sup> Century Seafaring Village**

- Life in Typical New England Seaport; rope-making factory, blacksmith shop, and other businesses, various residencies, etc.
- Some buildings moved to the site, while others are recreations
- Interested modification on the rope factory – reduced to 1/3 of its original length

### **Exhibit Galleries**

- Variety of permanent and temporary exhibits on maritime themes including small boat collection, maritime art, masthead collection
- Temporary exhibits (current one was Neptune’s Orchestra – Music and the Sea)

### **Children’s Museum and Playground**

- Integrated throughout the site

### **Programs**

- Daily schedule of programs includes
  - Hands-on activities, demonstrations including sail rigging, sea-shanties, short dramatic plays, build a boat, make a candle, and more
- Full range of educational programs for school groups
- Water-Based
  - Tours on several historic vessels including a coal fired steamboat, sail boats, power yacht
  - Hourly rental of small rowboats and sailboats (\$10-\$15 per hour)
- Day moorage
- Special events and seasonal programs include; wooden boat show, plein air painting, sea music festival, lobster days, antique motor show, model yacht regatta, Halloween, Christmas programs

### **Retail and Restaurants**



- Gift Shop and two restaurants that are operated by private companies under contract

### **Shoreline Trolley Museum and other Attractions**

- Took the opportunity to visit other sites including the Shore Line Museum and USS Nautilus
- Volume of heritage sites in the area provide a draw for everyone
- Richmond as a whole is part of a wider tourism region that provides a variety of unique attractions within an hour drive
- Opportunity exists to retain, build on and package our West Coast history

### **Outcomes**

- Site was developed into what it is over 80 years; nothing like this is built over night
- Outcomes for Britannia Shipyards and Steveston Waterfront:
  - Best practices from Mystic have been integrated into the Britannia Shipyards strategic plan including:
    - Working with other groups in program and exhibit development and delivery (Including not just the BHSS, but also recently SS Master Society, private companies like Canfisco with the Western Star, Holocaust Education Centre with travelling exhibit)
    - Restoration of Britannia Shipyard Ways to make the shipyard functional again
    - Unique mix of exhibits, programs and special events
    - Increase in Water-based programming (including this year Paddle wheeler tours from New Westminster)
    - Working with post-secondary education institutions – including using Mystic's resources to build courses and programs around

# Mystic Seaport

## The Museum of America and the Sea

PRCS - 20





Welcome to

# MYSTIC SEAPORT

THE MUSEUM OF AMERICA AND THE SEA

Explore a 19th Century Seafaring Village

This Way for Kids' Museum & Playscape

See Planetarium Shows Daily

Climb Aboard Historic Tall Ships

Discover New Seafaring Exhibits

Learn to Sail

More Exhibits: How Ships are Built

Explore a Working Shipyard

See our New Shiplift Dock

Restoration of the CHARLES W. MOORE



# Mystic Seaport, 1949







PRCS - 23



Information Station at the Visitor Center

## 1 Hays and Ros Clark Shiplift

- 2 **Henry B. duPont Preservation Shipyard** ★  
See work in action from the gallery.
- 3 **Shipbuilding Exhibit**
- 33 **Charles W. Morgan, 1841** ★  
The 1841 wooden whaleship *Charles W. Morgan* has outlived all of her kind and is currently undergoing restoration.

4 **L.A. Dunton, 1921** ★  
A National Historic Landmark, the *Dunton* is an example of classic 19th-century fishing schooners.

- 5 Sabino, 1908 (seasonal)  
18 Joseph Conrad, 1882  
23 Charles W. Morgan, 1841 ★

6 **Thomas Oyster House**  
7 **Mystic River Scale Model** ★  
More than 250 detailed buildings grace  
a spectacular 50-foot long model of the  
Mystic River area between 1850 and 1870.  
8 **Loabster Shack**  
9 **Life Saving Station**

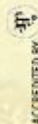
- |    |                                      |  |
|----|--------------------------------------|--|
| 10 | John Gardner Boat Shop               |  |
| 11 | Salmon Shack                         |  |
| 12 | Schooner Australia/Australia Beach   |  |
| 13 | Boathouse (Seas onal)                |  |
| 14 | Marine Railway                       |  |
| 15 | Tom Claggett Boat Shed               |  |
| 16 | Youth Training Building              |  |
| 17 | Small Boat Exhibit: Catboats         |  |
| 19 | Ropewalk                             |  |
| 20 | Sail Loft / Rigging Loft / Chandlery |  |
| 21 | Clam Shack                           |  |
| 22 | <b>Shipsmith Shop ★</b>              | The only manufactory of ironwork in the whaling industry known to have survived from the 19th century. |
| 23 | Nautical Instrument Shop             |  |
| 24 | Hoop Shop                            |  |
| 25 | Shipcarver's Shop                    |  |
| 26 | Mystic Print Shop                    |  |
| 27 | Middle Wharf                         |  |
| 28 | Burrows House                        |  |
| 29 | Cooperage                            |  |
| 30 | Drug Store                           |  |
| 31 | Bank/Shipping Office                 |  |
| 32 | Schaefer's Spouter Tavern            |  |
| 33 | Whaleboat Exhibit                    |  |
| 34 | Club's Wharf                         |  |
| 35 | Seamen's Friend Society              |  |
| 36 | Discovery Barn (Seas onal) ☺         |  |
| 37 | Stone's General Store                |  |
| 38 | School House                         |  |
| 39 | Chapel                               |  |

**46 Voyages: Stories of America and the Sea ★**  
Take a remarkable journey through  
seafaring lives, past and present.  
*Stillman Building*

- 47 **Figureheads** ★  
Figureheads, biltz-heads and catheads – mysterious artifacts from the Age of Sail
- 48 **Mallory Exhibit Hall** (See today's activities on front page for current exhibit)
- 49 **Greenmanville Church**
- 50 **Schaefer Exhibit Hall** (See today's activities on front page for current exhibit)
- 51 **Benjamin F. Packard Ship Cabin**
- 52 **Our Grandfather's Boats, North Boat Shed**
- 54 **Let Her Run!**

Museum Store  
Maritime Gallery at Mystic Seaport  
Variety Store

Latitude 41° Restaurant & Tavern  
Café & Bake Shop  
The Galley Restaurant  
Schoefer's Spouter Tavern (seasonal)



★	Star Attraction: must-see if you have limited time
😊	Mus-a-sees for families with children
✦	Free Water Shuttle (North/South connector shuttle, seasonal)
✧	Water Fun (to downtown Mystic, extra charge, seasonal)
✱	National Historic Landmark
🌻	Museum Gardens and Plantings
🍷	Horse and Carriage Rides (seasonal)
📺	Lending Machines



# Collections Research Center











PRCS - 27

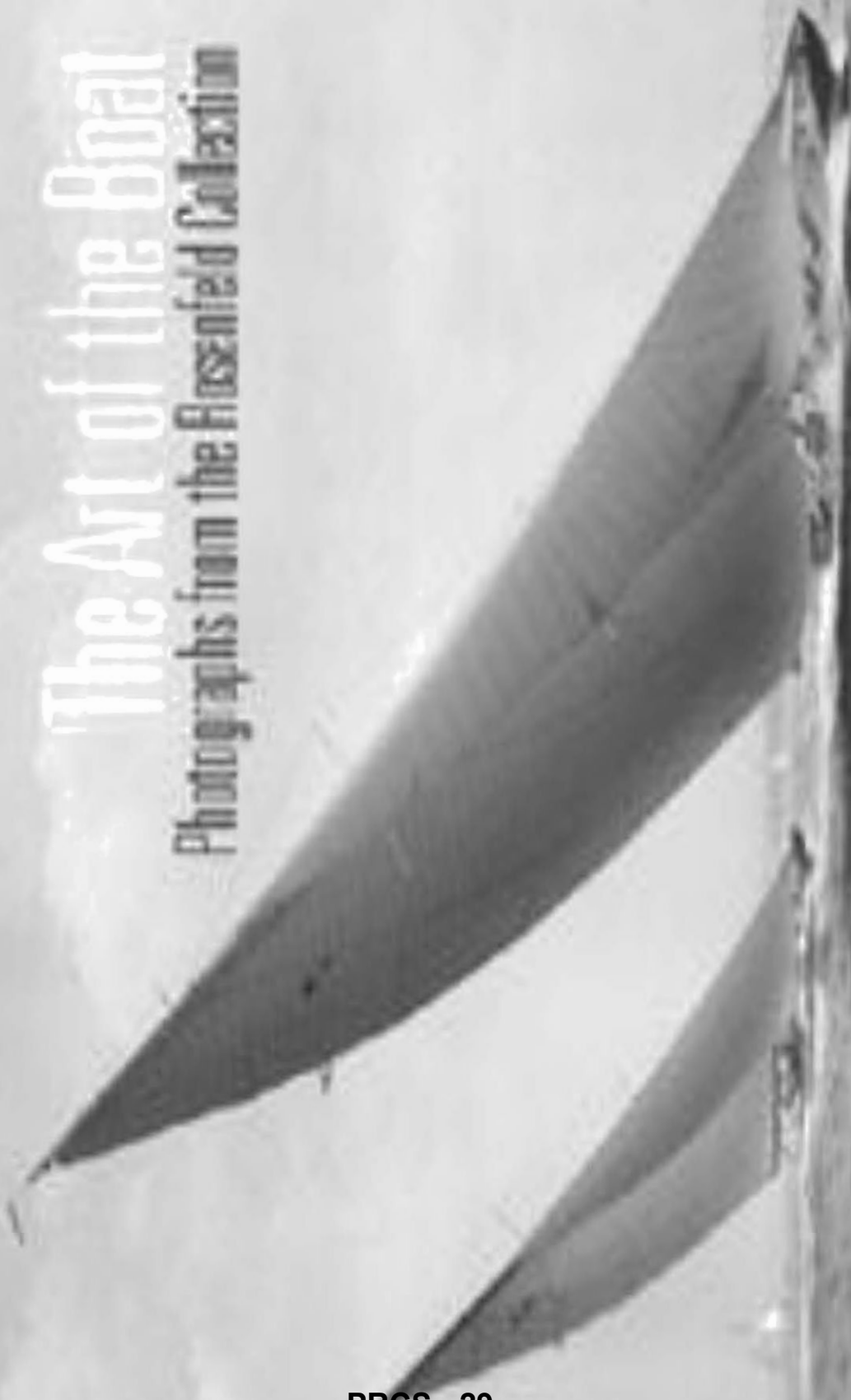


PRCS - 28



# The Art of the Boat

Photographs from the Rosenfeld Collection

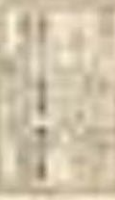
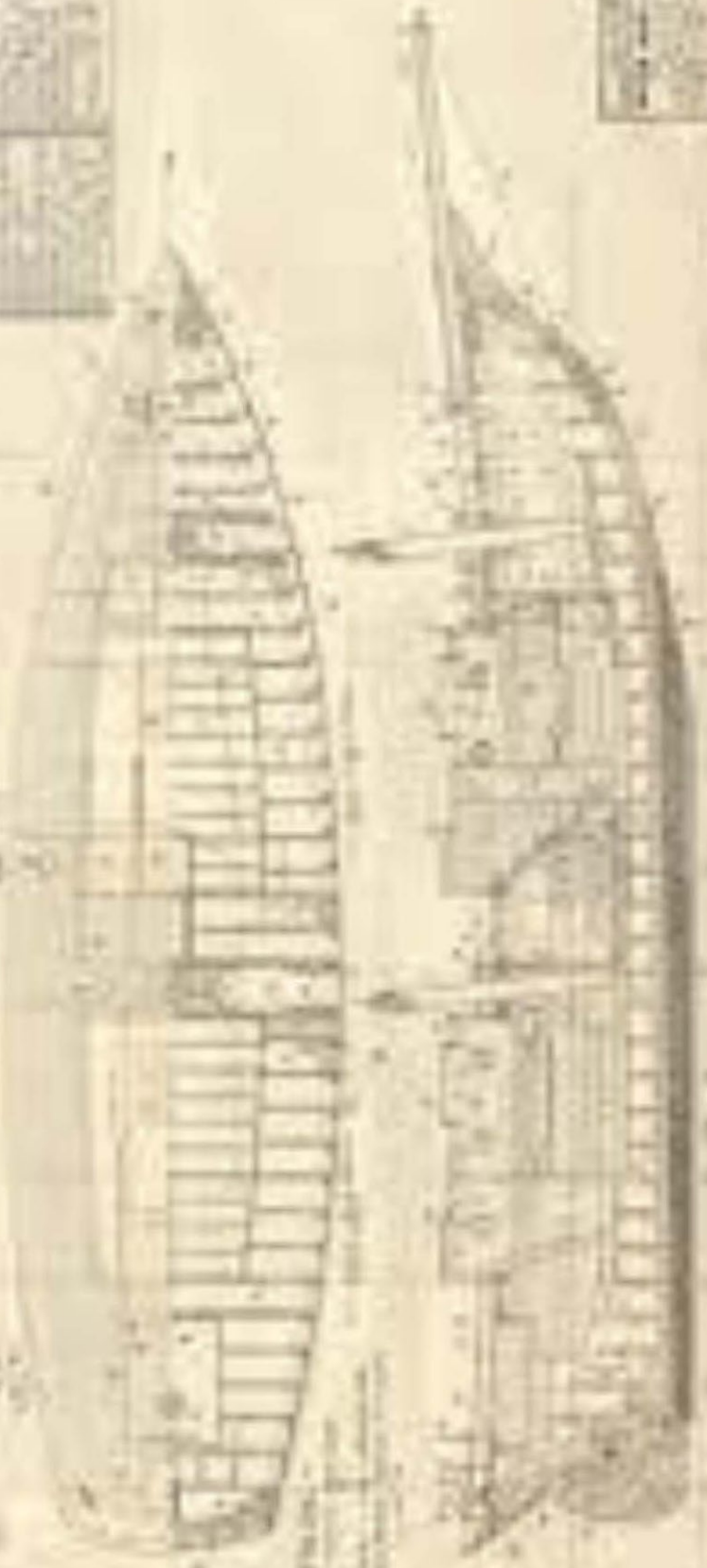


NR 2557

SCALE -  
1" = 10'



PRCS - 30



San Francisco, Cal. Oct 29<sup>th</sup> 1907

M. J. & W. R. May

To Merchants' Exchange Association,  
Depositing Charles W. Maygreen \$250

Received Payment, MERCHANTS' EXCHANGE ASSOCIATION,

By: A. M. K. S.



Copyright, 1907, by the Merchants' Exchange Association, N. Y.



# The Shipyard













Hewing

Cutting

Fitting

Driving

Measuring

Mill

PRCS - 35





PRCS - 36







# Historic Vessels

PRCS - 38







SABINO TICKETS

SABINO

☆ DEPARTURES ☆  
U.S.S. Sabino  
Departure Times  
Return Times  
Fare  
Reservations  
Info





PRCS - 40





PRCS-41





PRCS - 42





PRCS - 43



Coasting Exhibit  
&  
Schooner Australia

12













PRCS - 47







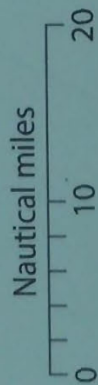


PRCS - 49

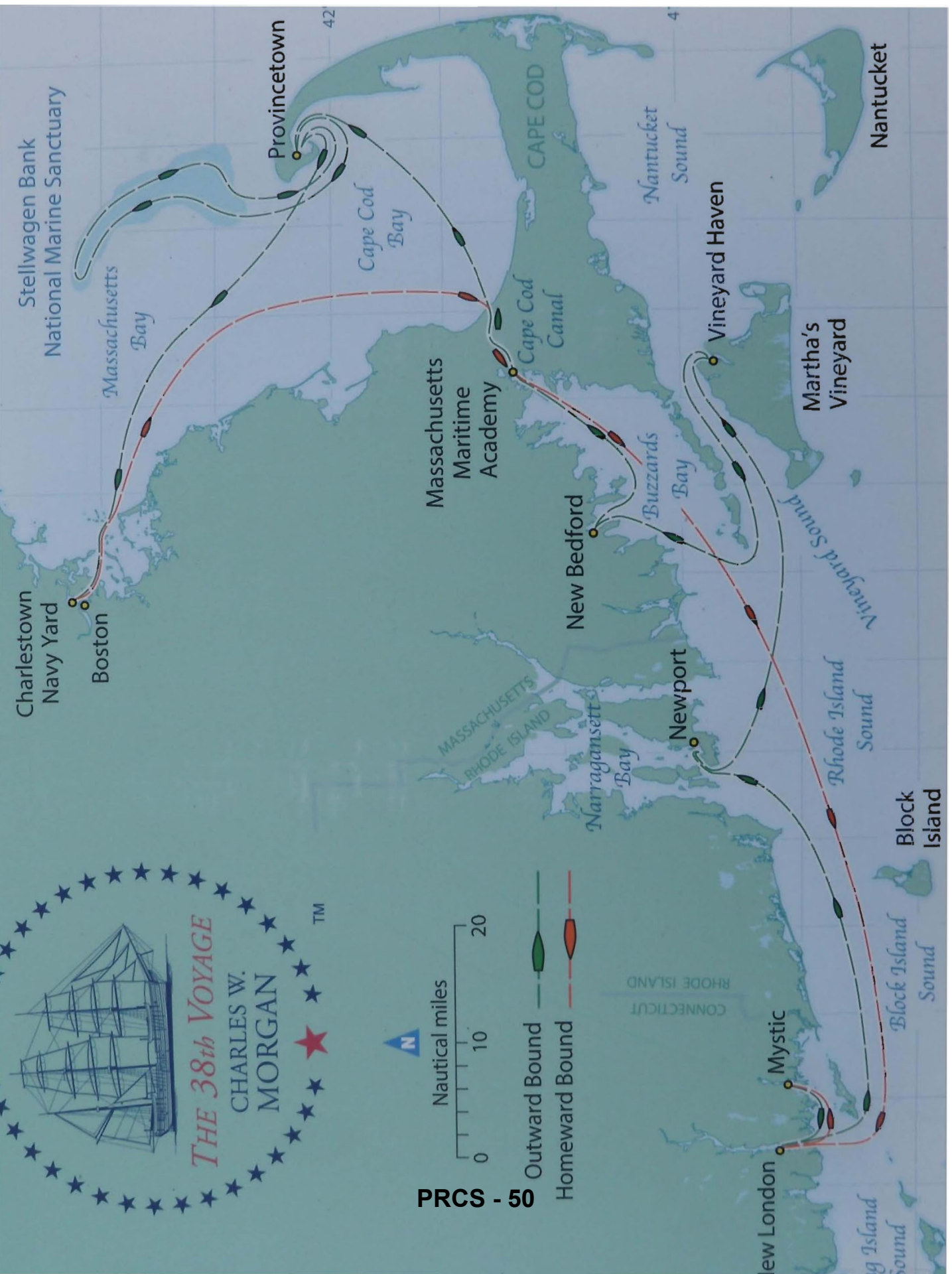




PRCS - 50



Outward Bound  
Homeward Bound





# 19<sup>th</sup> Century Seafaring Village

PRCS - 51







JAMES D. DRIGGS  
SHIPSMITH.

J.D. DRIGGS,  
SHIPSMITH &  
WHOLESALE WARE.

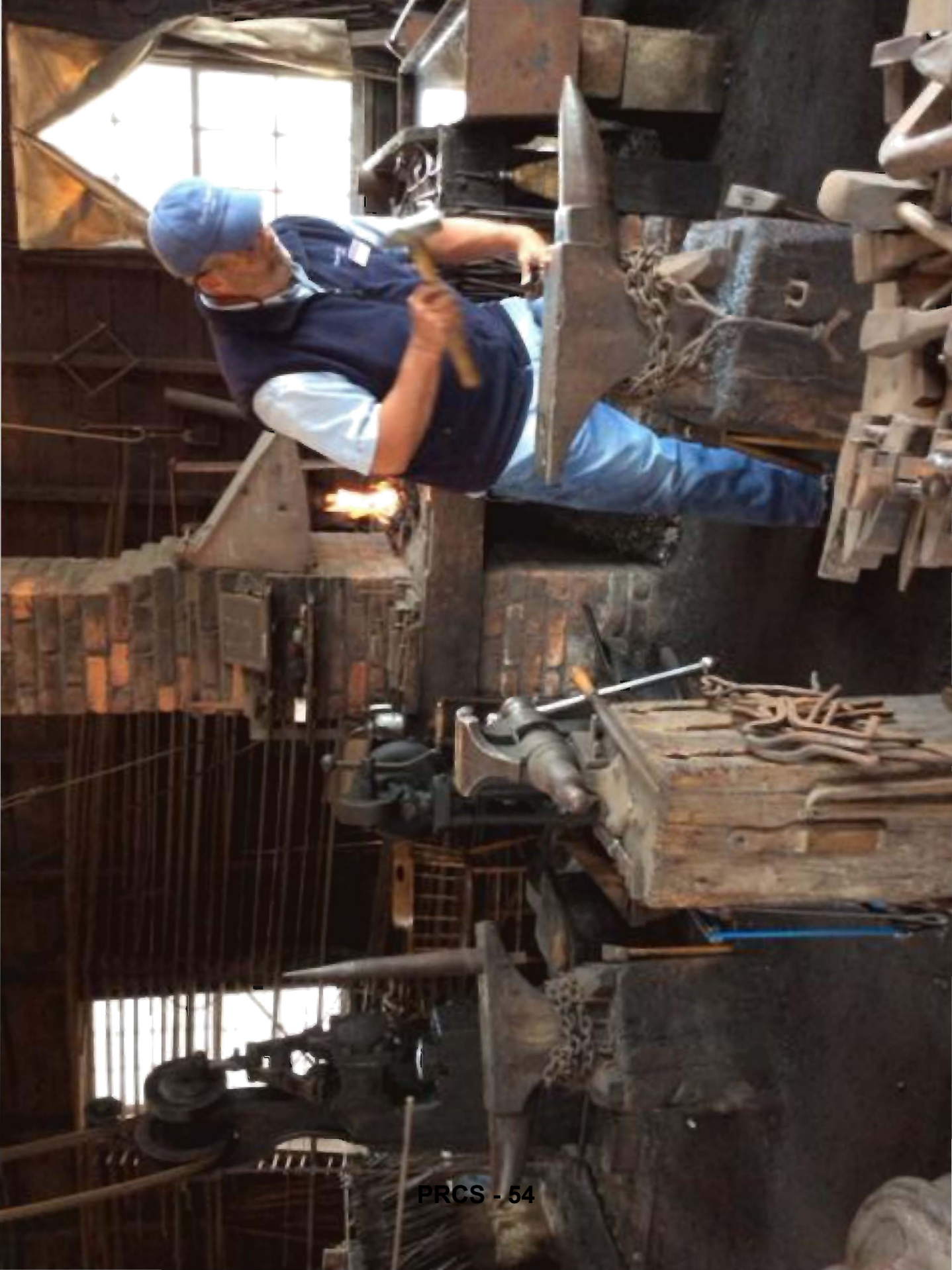
ENTER  
SIDE DOOR

22



















PRCS - 57





SMOKING

PRCS - 58









PRCS - 60





PRCS - 61







# Exhibit Galleries

PRCS - 63







PRCS - 64





PRCS - 65





PRCS - 66



# Children's Activities









For your health and safety, please do not touch the exhibits.  
What time would you like to visit?  
in order to make the work go faster?





PRCS - 70



# Programming and Special Events







PRCS - 72













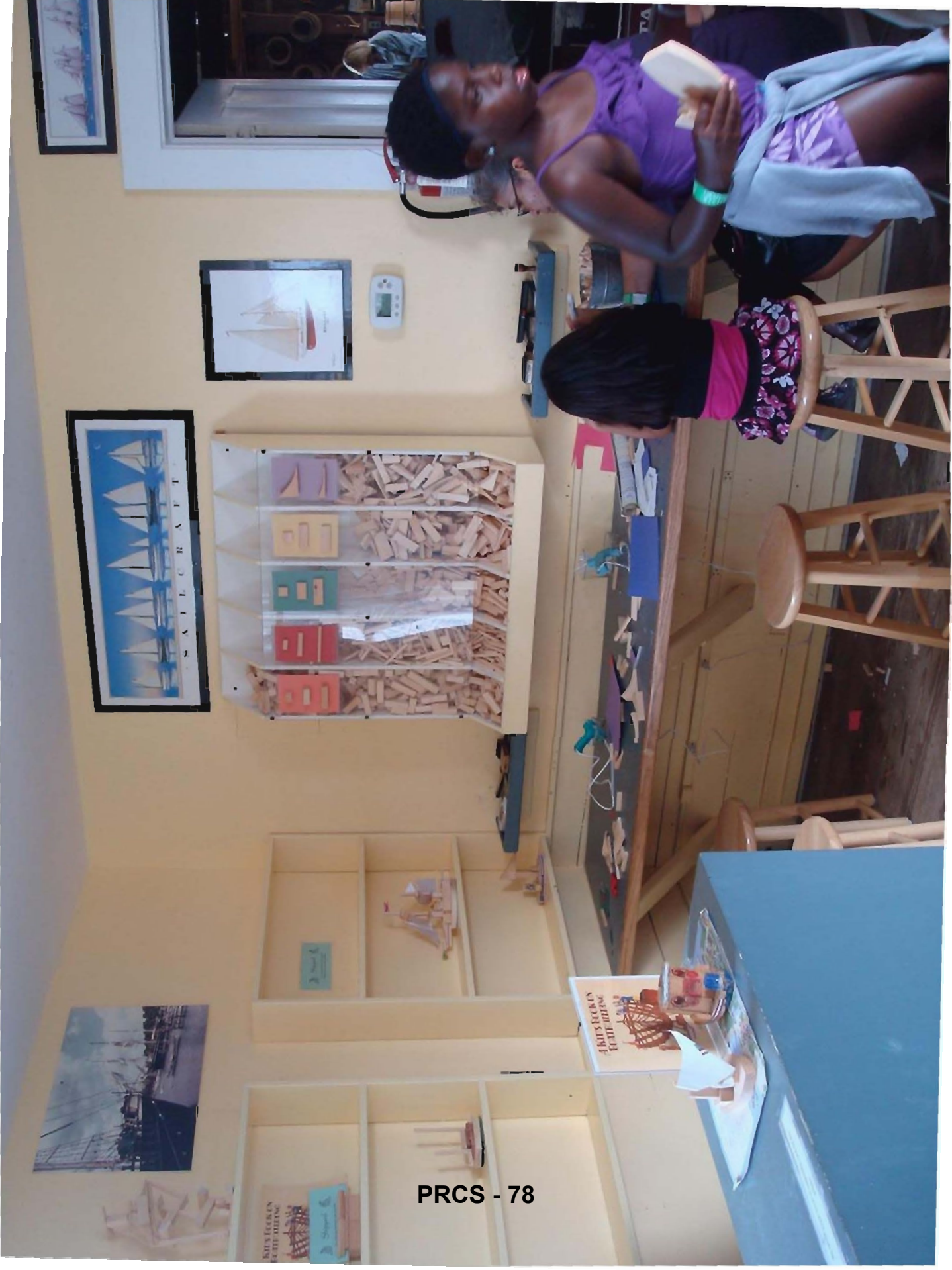












PRCS - 78









# Special Events





# August 17-18, 2013



1905 Bu & Brown Engine Company No. 333  
2 cycle, four cylinder engine built in Geneva, NY. Patented October 8, 1908  
This engine was designed to run at a set RPM and used a variable pitch propeller  
to control speed and direction. Owner: Keith Biller of Wrightsville, PA

MYSTIC  
SEAPORT  
THE MUSEUM  
OF AMERICA  
AND THE SEA

# Sea Music Festival

MYSTIC  
SEAPORT  
LIVE MUSIC  
ON THE WATER  
AND THE BEACH







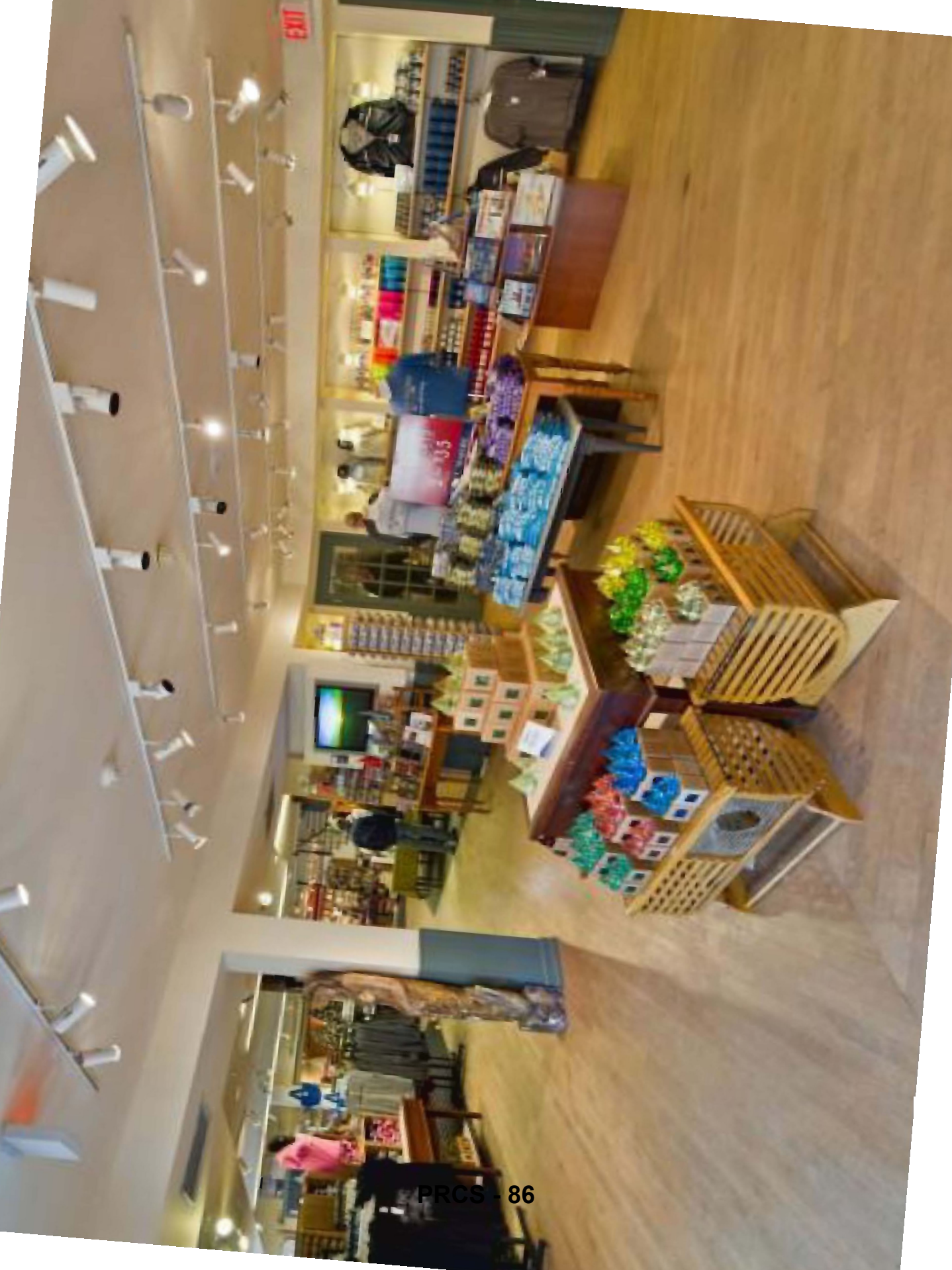
# LOBSTER DAYS

## MEMORIAL DAY WEEKEND

# Retail and Restaurants











PRCS - 87

41° (formerly Seamen's Inn)



# Submarine Force Museum



PRCS - 88







EXIT

EXIT

AUDIO TOUR  
WARDROOM  
PRESS NUMBER 2

PILOT CHAIR  
MOORHILL  
PRESS NUMBER 2





PRCS - 91



# Shoreline Trolley Museum







THE  
HISTORICAL  
SOCIETY  
OF  
THE  
CITY  
OF  
SAN  
ANTONIO  
TEXAS  
1900-1901  
PAGE 100







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PRCS - 95





PRCS-96













PRCS - 99





# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Serena Lusk  
Senior Manager, Recreation and Sport Services  
**Re:** **Richmond Sports Wall of Fame**  
**Date:** June 30, 2014  
**File:** 11-7000-10-01/2014

### Staff Recommendation

That:

1. The Richmond Sports Wall of Fame Policy, as described in the attached report, from the Senior Manager, Recreation and Sport Services, dated June 30, 2014, be approved.
2. Richmond Sports Council be requested to strike a Nominating Committee in accordance with the parameters identified in the attached report, "Richmond Sports Wall of Fame," from the Senior Manager, Recreation and Sport Services, dated June 30, 2014, and report back to Council with proposed nominations for the Richmond Sports Wall of Fame no later than September 29, 2014.

Serena Lusk  
Senior Manager, Recreation and Sport Services  
(604-233-3344)

Att. 1

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

## **Staff Report**

### **Origin**

On October 22, 2012 Council made the following resolution:

*That the Richmond Olympic Experience project concept and design, as outlined in the staff report from the Director, Arts, Culture and Heritage dated October 12, 2012 be endorsed.*

The Richmond Sports Wall of Fame has been included as a key feature of the Richmond Olympic Experience (ROX) project, which has been endorsed by the Richmond Olympic Oval Board of Directors, and will showcase individuals and teams that have made significant contributions to Richmond's rich sport history. The purpose of this report is to seek Council's endorsement of a policy to guide the process of the first nominees to the Richmond Sports Wall of Fame and to request that a Nominating Committee be struck to identify these first nominees.

### **Analysis**

#### **Background**

The Richmond Sports Wall of Fame (Wall of Fame) is an opportunity to celebrate the history of sport in Richmond by providing a focal point for the community to recognize the achievements of past athletes, teams, and builders of sport in Richmond. The Wall of Fame's prominent location in the Richmond Olympic Oval and integration with the Richmond Olympic Experience will ensure appropriate recognition for Richmond's sporting history. The design for the Wall of Fame provides for an unlimited number of initial inductees. The selection process will need to identify all deserving initial inductees.

#### **Best Practices**

A draft policy and accompanying selection criteria and process for the Wall of Fame has been developed by reviewing over twenty (20) different sport hall of fames from across North America. Findings from the best practices research have been included in the descriptions of the proposed policy, Nominating committee and selection criteria below.

#### **Policy**

The draft policy (Attachment 1) identifies Richmond City Council's desire to recognize Richmond's sporting history through a Wall of Fame at the Richmond Olympic Oval. It confirms that Council will have the responsibility and authority to approve inductees to the Wall of Fame based on recommendations from a Nominating Committee. It acknowledges that approved nominees will be inducted to the Wall of Fame in an induction ceremony.

The policy also defines eligible categories for the Wall of Fame – athlete, builder and team – and defines "Sport" as, "any competitive, physical activity governed by a specific set of rules."



### Nominating Committee

Based on best practises research as well as current practises in Richmond for similar functions, such as the Fisherman's Memorial at Garry Point, it is proposed that a Nominating committee be struck to provide recommendations to Council for inductees.

Given Richmond Sports Council's significant expertise and insight into the history of sport in Richmond, it is best positioned to ensure that the Wall of Fame accurately represents sport in Richmond. It is recommended that Richmond Sports Council be the overseeing body for the Nominating Committee within the following parameters:

1. The Nominating Committee includes the following membership:
  - a. One City of Richmond Council Member (to be appointed by Council);
  - b. Three current members of Richmond Sports Council; and
  - c. One Richmond Sports Council Life Time Member.
2. Nominating Committee members have a working knowledge of the history, achievements and evolution of sport in Richmond.
3. The Nominating Committee operates on the basis of consensus and provides a consensus recommendation to Council.
4. Council approves all inductees to the Richmond Sports Wall of Fame.

### Selection Criteria

The research identified three main categories for inclusion in a sports wall of fame - individual athletes; teams; and builders.

Key criteria to be considered in all of the inductee categories for the Wall of Fame include the following:

1. Residency or strong connection to the community through either training in Richmond, membership in a Richmond sport organization or participation on a Richmond based team.
2. Achievement at a provincial, national, international or world championship level.
3. Retired from the sport for which they are nominated for a minimum of three years.\*
4. In good standing with the related provincial, national or international sport federation.
5. Contribution back to the community of Richmond either in their sport or beyond their specific sport.
6. Higher than average proficiency in more than one sport.
7. Richmond sport organization or school team that is made up of a minimum of 60 per cent Richmond residents. Team member's names will not be included on the Wall of Fame plaque.
8. Team that has won a championship or title at the national and or international level in a given year.

*\*Special consideration may be given to individuals and teams still competing in their sport related to Olympic medal success, international championships or world records that have been sanctioned by the appropriate international sport federation.*

### **Financial Impact**

Costs related to the construction and installation of the Wall of Fame at the Richmond Olympic Oval has been included in the Richmond Olympic Experience approved capital budget.

The costs of an induction ceremony along with individual recognition such as a plaque for each inductee will be approximately \$200 per inductee and will be funded from the Community Services operating budget.

### **Conclusion**

Endorsement of the Richmond Sports Wall of Fame Policy will allow work to begin on identifying individual athletes, teams, and builders of sport in Richmond to be included in Wall of Fame, which is scheduled to open in 2015 as part of the Richmond Olympic Experience.



Gregg Wheeler  
Manager, Sports and Community Events  
(604-244-1274)

Att. 1: Draft Richmond Sports Wall of Fame Policy





**Policy:**

It is Council policy that:

1. The Richmond Sports Wall of Fame located at the Richmond Olympic Oval will showcase Richmond's sporting history.
2. Inductees to the Wall of Fame may come from any sport. For the purposes of this policy, "Sport" is defined as any competitive, physical activity governed by a specific set of rules.
3. Inductees to the Richmond Sports Wall of Fame will be approved by Council based on recommendations from a Nominating Committee.
4. Inductees must have residency or strong connection to the community either through training in Richmond, membership in a Richmond sport organization or participation on a Richmond based team.
5. Inductees will be nominated in one or more of the following three categories:
  - a. Athlete
  - b. Team
  - c. Builder
6. Inductees will be invited to a ceremony at the Richmond Olympic Oval as part of an Induction Ceremony to be held a minimum of every three years.



# City of Richmond

## Report to Committee

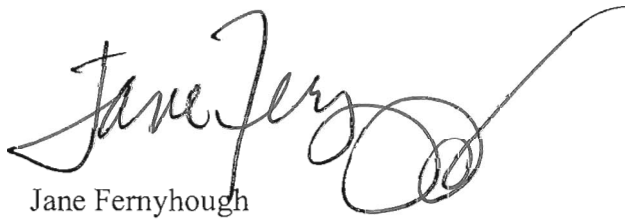
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**To:** Parks, Recreation and Cultural Services Committee  
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
**Date:** July 2, 2014  
**File:** 11-7000-09-20-101/Vol 01  
**Re:** City of Richmond Utility Box Art Wrap Program

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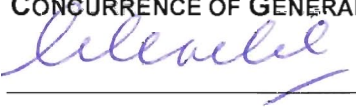


### Staff Recommendation

That the opportunity to integrate public artwork on City of Richmond utility boxes, as outlined in the report from the Director, Arts, Culture and Heritage Services dated July 2, 2014, be endorsed.



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

Att. 1

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



## Staff Report

### Origin

On July 27, 2010, Council endorsed the Public Art Program Policy 8703, which identifies strategies to fully integrate artwork into the planning, design and construction of civic works.

On October 11, 2011, Council endorsed the City Centre Public Art Plan identifying and prioritizing public art opportunities in the City Centre. Integrating public art into infrastructure design, including pump station and traffic control utility boxes, was identified as an immediate priority.

The purpose of this report is to provide Council with information regarding the Terms of Reference for the City of Richmond Utility Box Art Wrap Program (Attachment 1) and the request for qualifications for an artist roster to engage artists with a wide range of expertise to prepare artwork for utility box wraps.

This initiative is in line with Council's Term Goal 9.1 Arts and Culture:

*9.1 Build culturally rich public spaces across Richmond through a commitment to strong urban design, investment in public art and place making.*

### Analysis

#### Background

There are many ordinary looking utility boxes throughout the City, many in highly visible public locations adjacent to sidewalks in urban areas or in natural settings beside trails and in parks. The utility boxes for sanitary pump station equipment and traffic controls are utilitarian in design; however, inexpensive vinyl wraps can be applied to improve their appearance. As well, art wraps are effective in reducing graffiti. By incorporating art into the design of utility boxes there is an opportunity to make these undistinguished civic utility boxes a unique source of beauty and civic pride.

City staff have been working across departmental sections, including Engineering, Public Works, Environmental Programs, Arts, Culture & Heritage Services, Planning, and Production in the development of this program. The Richmond Heritage Commission and the Richmond Public Art Advisory Committee have been consulted on this project and recommend its support.

#### Terms of Reference – City of Richmond Utility Box Art Wrap Program

The public art Terms of Reference for the City of Richmond Utility Box Art Wrap Program describes the art opportunity, project themes, entry requirements, and selection process.

#### Themes

The designs for the utility box wraps will be as diverse as their locations. Artists will need to consider the historical, geographical and cultural heritage of each specific site, whether it is located along No.3 Road in the City Centre, or in Steveston Village. In addition to urban

locations, utility boxes located within natural areas should consider themes related to the environment and support the City-wide Ecological Network.

### Artist Selection Process

Following the administrative procedures for artist selection for civic public art projects, a five person selection panel will convene to review the artist submissions. It is intended that up to thirty (30) artists will be recommended for the Art Wrap Artist Roster. The artists will be ranked for consideration for upcoming wrap projects, with the highest ranked artists selected first. Artists will also be identified for specific themes, i.e., heritage, nature, culture, or general. Placement on the roster does not guarantee that an artist will be selected for a wrap project.

Appropriate pre-qualified artists will be selected from the roster for each project opportunity by an interdepartmental staff team, including representatives from Engineering, Parks, Planning and Arts, Culture & Heritage, as suitable to each circumstance. Selection will be based on a ranking established by the Selection Panel, availability of the artist, appropriateness of the artist's media and past work, and their experience with specific project requirements. The selected artist will ultimately be commissioned for the project on the combined strength of a concept proposal, interview and references.

### Implementation

Staff will obtain competitive quotes from companies that supply and install digital graphic wraps with anti-graffiti coatings, and work with the artist to translate their design to the utility box surface. Costs per box for fabrication and installation typically range from under \$1,000 for medium sized boxes up to \$2,000 for large boxes.

The focus of the initial program will be to wrap boxes in high visibility locations in pedestrian oriented areas throughout the city including trails and parks, the City Centre and in Steveston.

### **Financial Impact**

The total project budget is estimated at up to \$20,000 over two years, to be cost shared between Engineering & Public Works and Community Services. This will include selection panel honorariums, artist fees, fabrication and installation. Public Works has allocated up to \$10,000 over two years for this project from Public Works Minor Capital. The Public Art Program will provide the remaining \$10,000 from the approved 2014 Capital Budget to support public art programs for City streets and public works for this two year period.

### **Conclusion**

The City of Richmond Box Art Wrap Program represents an opportunity to artists from a variety of creative practices. Incorporating art into functional objects is an affordable, high-impact method of integrating the arts into everyday life by making art accessible to the public and benefitting the city through beautification of the public realm.

The utility box art wrap project builds on other programs for successfully integrating art with civic infrastructure, such as drainage pumps stations and the district energy utility, and is a low



cost opportunity to continue this practice. Integration of public art with utility boxes is consistent with the vision and strategic directions of the Richmond Arts Strategy, to broaden the diversity of arts experiences and opportunities; and expand public awareness and understanding of the arts through continued City support.

This program supports Council's Term Goal to build culturally rich public spaces across Richmond through a commitment to strong urban design, investment in public art and place making.

A handwritten signature in blue ink, appearing to read 'Eric Fiss', with a stylized flourish at the end.

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

LB:ef

Att. 1: Terms of Reference Document



**City of Richmond Art Wraps Program  
Terms of Reference for Artist Call**

**Request for Qualifications – Artist Roster for Richmond Utility Box Art Wraps**

The Richmond Public Art Program invites artists residing in Metro Vancouver and the BC Lower Mainland to submit applications to be considered for a thirty (30) member artist roster for 2014-2015. The artists on the roster will be automatically considered for commissions to provide one original artwork in a digital format for a series of art wraps on utility boxes located in and around Richmond. Artist may be selected for one or more utility boxes.

All information about the project is contained herein.

Artist remuneration for use of artwork: Up to \$1,200 per design based on size and number of utility boxes per commission (reproduction and installation costs paid by the City of Richmond)

Deadline for Submissions:

**Friday, September 1<sup>st</sup>, 2014 at 5:00 pm**

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**Background**

While large utility boxes are a necessity in today's world, they do not have to mar the landscape or become urban eyesores and targets for graffiti. In many municipalities, they are now frequently transformed into artistic objects that enhance the public realm.

The City of Richmond wishes to wrap several City-owned utility boxes throughout 2014 to 2015. The artists will be expected to work with the City's printing specialist contractor to cover the boxes with an image on film that will be adhered to the box and last for approximately three (3) or more years.

**Themes**

How can these ordinary and anonymous objects we encounter on our daily walks and commutes in Richmond be transformed into a work of art? This is an opportunity for artists to look at these boxes through a different lens. Could they be imagined as precious sculptures, fragile ornaments or iconic place markers? We are looking for artwork that is mindful of the historical, geographical and cultural heritage of the site or community. Heritage considerations are particularly relevant for Steveston Village wrap opportunities.

In addition to urban locations, many of the utility boxes are situated in terrestrial and marine shoreline natural areas, and may be themed to enhance the City-wide Ecological Network.

Artists will be expected to consider scale, color, material and subject matter in creating the artwork. The artwork shall not promote goods and services of any businesses.



## **Locations**

Priority will be given to utility boxes located in highly visible pedestrian areas in Richmond. They will include the urban villages that make up Richmond's City Centre and Steveston Village.

The utility boxes vary in dimensions, ranging from 45cm x 75cm x 150cm to 60cm x 250cm x 130cm, depending on each boxes' specifications and their locations.

## **Consideration**

The artwork must be a digital file, but can be an image of any medium, for example an image of an original painting, sculpture or installation would be equally acceptable as an original photographic image or graphic design. The work should enhance the existing character of the site by taking into account scale, colour, material, texture, content and the social dynamics of the location while dealing with themes important to Richmond, such as multiculturalism, history, and environment.

The artwork shall not promote goods and services of any businesses and shall not violate any federal, provincial or local laws. Additionally, the artwork shall not reflect partisan politics, negative imagery, religion and sexual content.

When preparing designs please keep in mind that busier designs are more successful in deterring graffiti and vandalism, while open spaces in the design are targets for tagging by graffiti artists.

## **Roster Selection Process and Criteria**

- The artists will be chosen for inclusion on the Artist Roster through a one-stage selection process under the mandate of the Richmond Public Art Committee.
- A five person Selection Panel will review all artist packages and recommend up to thirty (30) artists for the Artist Roster based on a number of criteria, including:
  - Aesthetic merit of past projects and artistic concepts
  - Technical capabilities
  - Experience and interest in creating public artworks
- Through subsequent artist Selection Panels, commissions will be awarded to artists through 2014 to 2015

Upon approval, the Roster will remain in effect for two (2) years. Artists selected for the Roster will be notified prior to being placed into consideration for specific projects

## **Project Selection Process**

Selection for the Roster does not guarantee selection for a project commission.

Qualified artists will be evaluated for each project opportunity by an interdepartmental staff team, based on a ranking established by the Selection Panel, availability, appropriateness of the artist's media and experience for specific project requirements. The selected artist will ultimately be commissioned for the project on the combined strength of a proposal, interview and references.

## **Submission Requirements**

- Five (5) low resolution image pages of previous work. This work should not be the proposed design for utility wraps but provide examples of artist's style and variety of work, not necessarily public artworks. Name, title, year, location and medium information to be included on each image

page (Note: Multiple images of a work may be shown on each page to provide context and details, if desired)

- One (1) page written Letter of Interest, explaining artistic practice and approach to the project
- One (1) page artist CV or Resume

**Only PDF files under 5MB will be accepted. Please e-mail your submission packages to:**

[publicart@richmond.ca](mailto:publicart@richmond.ca)

**Questions?**

[publicart@richmond.ca](mailto:publicart@richmond.ca)

**Examples of Richmond Art Wraps:**



**Richmond School Board**



**Steveston Fire Hall**



**Ackroyd Pump Station**



**No 2 Rd Pump Station**



**Potential opportunities for Art Wraps:**



**Van Horne Pump Station (9031 Bridgeport Rd.)**



**Moncton St and No. 1 Rd (NW)**



**3800 Chatham St**



**No. 1 Rd (Steveston Tram)**



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Serena Lusk  
Senior Manager, Recreation and Sport Services  
**Re:** Update on Hunting in Richmond  
**Date:** June 30, 2014  
**File:** 01-0060-20-RRGC1/2014-Vol 01

### Staff Recommendation

That the report, "Update on Hunting in Richmond," dated June 4, 2014, from the Senior Manager, Recreation & Sport Services, be received for information.

Serena Lusk  
Senior Manager, Recreation and Sport Services  
(604-233-3344)

Att: 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Law Community Bylaws Parks Services RCMP	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <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 February 25, 2014 Parks, Recreation and Cultural Services Committee meeting, staff received the following referral:

*Examine the regulations surrounding hunting on farmland and the necessary requirements for licensed hunters to continue hunting and report back.*

The referral was in response to a letter sent to the City from the Richmond Rod and Gun Club (RRGC). The letter identifies challenges for hunters currently participating in Richmond's Hunting by Permission program in contacting property owners to obtain approval to hunt on their property. The letter specifically requests that the City's Bylaw be amended to allow, in the absence of a property owner, a lessee or farmer to have the authority to allow hunting on the land they have leased in a manner similar to provincial regulations related to hunting.

### Analysis

#### Background

Section 9 of the City of Richmond's Bylaw No. 4183 "Regulating the Discharge of Firearms" (the "Bylaw") states:

*Notwithstanding the provisions of section 4 hereof, a person may, in the area designated as "hunting by permission only" on Schedule "A" attached hereto and forming part of this Bylaw, if he has a hunting by permission pass issued by the Richmond Rod and Gun Club and validated by the owner of the property, during that period of each year when the hunting of wildlife may be carried out in accordance with the laws of the Province of British Columbia and where that person is a holder of a valid and subsisting licence issued by the Province of British Columbia and as required by the laws of the said Province and of Canada for the hunting and killing of such wildlife, discharge firearms therein without the necessity of obtaining a permit therefore pursuant to this Bylaw.*

The Bylaw allows for "hunting by permission" in specific farm areas of Richmond (Attachment 1). The Bylaw gives the RRGC the authority to issue permits for hunting provided the applicant has the required provincial and federal hunting related permits. The RRGC currently coordinates hunting in the City by providing the following services:

- Mapping hunting activity and ensuring hunters are dispersed across available hunting areas;
- Arranging \$5,000,000 general liability insurance which extends to all permit holders; and
- Liaising with the RCMP to notify the detachment of hunting activity.

The RRCG does not issue permits based on permissions of landowners. It is currently up to individual hunters to coordinate permission in accordance with the Bylaw. The RRCG stated in its letter, dated February 21, 2014, that it is increasingly challenging for hunters to use lands designated in the program for hunting because lands are owned by non-farming absentee owners.

In 2013-2014, the RRCG issued 105 permits for hunting in Richmond. This number is consistent with previous years and includes hunters who were engaged in the activity for recreational purposes and those who hunted for the purposes of wildlife control on farmland.

### Regulatory Environment and Other Jurisdictions

The BC *Wildlife Act*, in part, addresses hunting in British Columbia. Section 39 of the *Wildlife Act* is applicable to this report. Section 39 provides that “A person commits an offence, if the person without the consent of the owner, lessee or occupier [Staff’s emphasis] of land hunts or traps over cultivated land”. So, pursuant to the *Wildlife Act*, if a hunter does not have the consent of the land owner but does have the consent of the lessee or occupier then the hunter does not commit an offence under the *Wildlife Act*.

While the consent of a lessee or occupier may protect a hunter from prosecution under the *Wildlife Act*, the *Wildlife Act* does not address the issue of whether the lessee or occupier has the right to hunt under its lease or license with the property owner and/or whether the lessee or occupier has the authority to permit a 3<sup>rd</sup> party hunter to hunt on the property. The authority from the owner to a lessee or occupier is typically in a lease or license. So, it could be the case that the lease or license prohibits the lessee or occupier and/or third party hunter from hunting on the lands and therefore hunting would be breach of the lease or license.

Langley and Surrey have firearms discharge bylaws that reflect farming / hunting nexus (this nexus is also found in section 7(a) of the Richmond Bylaw). The Surrey bylaw provides that the “discharge of firearms is not prohibited where a person engaged in normally accepted agricultural or horticultural business upon lands zoned Agricultural”. The Langley bylaw provides that the “discharge of firearms is not prohibited where a person engaged in a normally accepted agricultural or horticultural business discharges a firearm for the purpose of protecting livestock or crops from birds or animals”.

### Options

Staff have identified the three options set-out in Table 1 below.



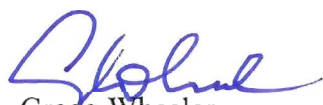
Table 1: Options for change in hunting regulations in Richmond

Option	Description	Pros	Cons
Status Quo <b>*Recommended</b>	Hunting by permission program continues as is. Hunters are responsible for securing permission from property owners.	Hunting continues as both a recreational and farming activity with the cooperation and participation of the RRGc.	Current issues with seeking property owner permission continue and the available land for hunting may be limited by this requirement.
Change existing Bylaw No. 4183 - Section 9 to allow lessee or occupier of property to provide permission for hunting.	Permission can be granted for hunting on private property by an owner, lessee or occupier.	Permission is easier to obtain for hunters.	The City has no assurance that the right to permit hunting has been transferred from the property owner to the lessee, occupier and/or 3 <sup>rd</sup> party hunter.
Amend the Bylaw to prohibit Hunting by Permission on agricultural land as presently allowed in Schedule A of the Bylaw.	Hunting would only be permitted as it relates to farming and may still require the written permission of the landowner as per owner and lessee agreements. Recreational hunting would continue on the islands labelled "Open Area" in Attachment 1.	Conflicts between hunters and neighbouring residents would be reduced related to recreational hunting only.	Recreational hunting is effectively eliminated in Richmond.  The services provided by the RRGc around coordination and safety of hunting would no longer be in place.

Maintaining status quo is the recommended option as it provides the most flexibility for hunting activity in Richmond while ensuring that the rights of property owners are maintained and that hunting occurs in a safe and coordinated manner.

### Conclusion

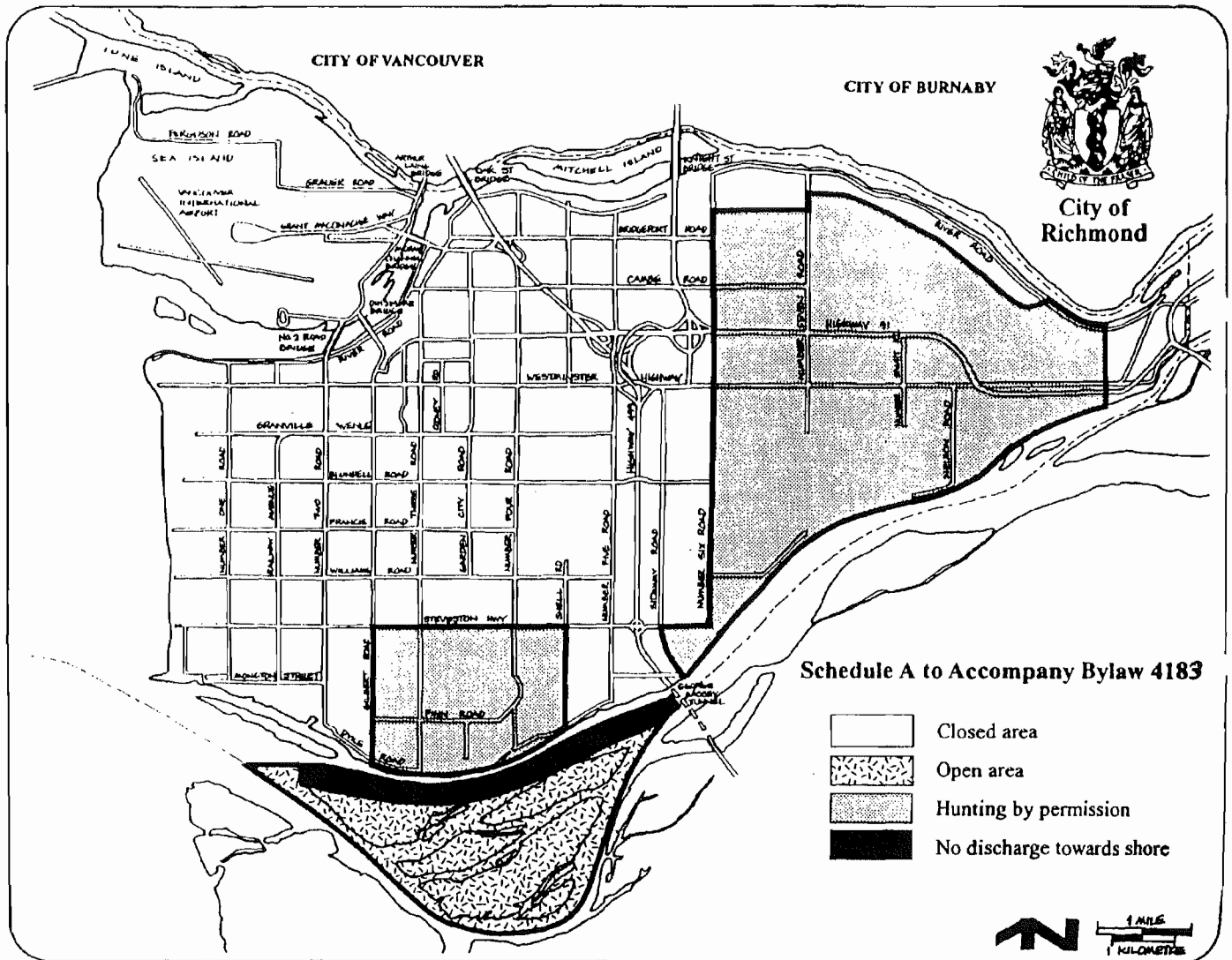
Hunting is a long standing recognized recreational and farm protection activity in designated areas of Richmond. While recent issues related to obtaining property owner permission has created some additional limitations and challenges for hunters, the overall principles and actions governed by Discharge of Firearms Regulation Bylaw 4183 are sound and should be maintained in their present form.



Gregg Wheeler  
Manager, Sports and Community Events  
(604-244-1274)

Att. 1: Schedule A of Bylaw 4183

ATTACHMENT 1







# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**Date:** July 3, 2014

**From:** Serena Lusk  
Senior Manager, Recreation and Sport Services  
**File:** 11-7125-01/2014

**Re:** **City Centre Community Centre – Service Levels**

### Staff Recommendation

That:

1. The service levels associated with Option 1 for the City Centre Community Centre, as described in the attached Business Plan of the report, "City Centre Community Centre – Service Levels," dated July 3, 2014 from the Senior Manager, Recreation and Sport Services, be endorsed for consideration in the 2015 Operating Budget;
2. The material terms for an operating agreement, as described in the attached Business Plan of the report, "City Centre Community Centre – Service Levels," dated July 3, 2014 from the Senior Manager, Recreation and Sport Services, be negotiated with the City Centre Community Association and brought back to Council for approval in early 2015;
3. The Position Complement Controls for the six positions included in the OBI Option 1 for the City Centre Community Centre, as described in the attached Business Plan of the report, "City Centre Community Centre – Service Levels," dated July 3, 2014 from the Senior Manager, Recreation and Sport Services be endorsed for consideration in the 2015 Operating Budget; and
4. Lang Centre continue to operate as a community facility as part of the delivery of recreation services in City Centre.

Serena Lusk  
Senior Manager, Recreation and Sport Services  
(604-233-3344)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Human Resources	<input checked="" type="checkbox"/>	
Finance Division	<input checked="" type="checkbox"/>	
Facility Services	<input checked="" type="checkbox"/>	
Law & Community Safety Administration	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

On December 9, 2013, Council made the following resolution:

*That the 2014 Operating Budget, as presented under Budget Option 1 in the staff report dated November 29, 2013 from the Director Finance, be approved.*

While the 2014 Operating Budget included \$3.56 million for Operating Budget Impact (OBI) related to the Major Corporate Facilities – Phase I, as well as a multi-year phase in for this OBI, the report specified that this amount, “...is based on preliminary estimates and the details of programming and service levels will be presented to Council for approval at a future date by Community Services staff.”

This preliminary OBI estimate included \$1.608 million for the new City Centre Community Centre and a phase in plan commenced with the 2014 budget.

The base building for the City Centre Community Centre is nearing completion. Tenant improvements are expected to begin in the fall of 2014, and the facility is expected to open to the public in 2015. As directed, staff have prepared a Business Plan for the City Centre Community Centre (Attachment 1).

The purpose of this report is to seek Council’s endorsement for the service levels and operating model for the City Centre Community Centre. As well, staff are seeking endorsement of the Position Complement Controls outlined in the Business Plan.

### Background

On September 13, 2010, Council adopted Richmond Zoning and Development Bylaw No. 5300, Amendment Bylaw No. 8428 (ZMU15) in connection with the parcel of land between N-S lane, Ackroyd Road, Firbridge Way, and No. 3 Road, for what has become known as the Quintet Development. A Rezoning Consideration was that the City would have an option to lease approximately 33,340.7 square feet of community centre space to the City. Twenty thousand square feet would be leased to the City at a rate of \$1 per year base rent for 25 years, with the balance of approximately 13,340.7 square feet, being leased at a rate agreed to by the City and the Developer.

Also, on September 13, 2010, Council approved further details of the lease including:

- Regarding the 13,347 square feet portion, annual base rent of approximately \$255,244 (to be adjusted based on a rate of 6.5% of the total costs to develop, construct and complete the improvements within this area) with rental escalations every five years.
- One 25-year renewal option.

The registered lease provides for the City to pay its proportionate share of operating costs and taxes.



In March of 2012, Council approved the City Centre Community Centre program as outlined in the report “City Centre Community Centre Revised Program and Project Update.” The approved program includes: a community living room; multipurpose program spaces; fitness area and change rooms; aerobic and dance studio; meeting rooms; games room and lounge; arts studio; and music rooms.

Since then staff have continued to work with the architect to refine the program and confirm the detailed design of the facility. Negotiations with Ledcor are almost complete and the City is ready to begin the tenant improvements when the base building is turned over in October of 2014.

The City Centre Community Association currently partners with the City to offer programs and services to the City Centre community at the Lang Centre and schools throughout the area. The Association has been a partner in the development of the Community Centre program and has provided their endorsement for each recommendation, regarding the facility, which has come to Council for a decision.

### **Analysis**

The new City Centre Community Centre is anticipated to open to the public in the summer of 2015. The new two-storey, 30,000 square foot facility is designed to meet the diverse needs of a dynamic urban community, including all ages, with varied interests and abilities.

The Community Centre will play a key role in creating an inclusive, safe, and accessible community. The facility will help to promote community livability and individual well being by encouraging healthy lifestyles. It will also encourage social inclusion through the provision of community spaces and affordable programs and services. It will be a key place for social interaction and meeting new people, which is especially important for new immigrants (many of which live in City Centre). The City Centre Community Centre will be the hub of community life in central Richmond.

The Community Centre will be co-located with a satellite campus of Trinity Western University (TWU) and it is expected that the students in the TWU programs will also be users of the Centre.

### **Operating Model**

The City Centre Community Association has been partnering with the City since 1993 to offer programs and services in the City Centre in a similar manner to that at all community centres in the city. In this operating model, the City has financial responsibility for the facility operations, key staff and other infrastructure such as information technology systems. The Association is responsible for the expenses and revenues related to direct program delivery in areas such as fitness, youth and older adults.

The City Centre Community Association has been integral to the development of the program plan for the new facility and is committed to continuing to provide programs and services at Lang Centre and the new City Centre Community Centre, as well as in schools throughout the community.

Building on the success of the current relationship based approach for the delivery of community recreation services, staff are recommending that Council endorse a continuation of the existing partnership with the City Centre Community Association, and that Council direct staff to work with the Board to develop material terms for an operating agreement for Council's approval. The terms will address:

- term
- staffing
- service levels and performance measurements
- governance
- finances
- liability
- facility maintenance
- compliance with City by-laws and policies
- dispute resolution mechanism
- operational reviews and annual reporting requirements

### Proposed Service Levels

#### *Lang Centre*

Lang Centre is an approximately 3,200 square foot facility owned by the City in a strata-titled mixed residential and retail development. It opened in 1994 and has been serving the city centre community with a variety of both drop-in and registered programs.

As outlined in the attached Business Plan, both the City Centre Community Association and staff recommend that the Lang Centre continue to operate, as it serves an important role in the most densely populated area of the City. Over 50,000 people currently live in City Centre and this number is expected to increase to 78,000 by 2021.

The proposed operating budgets for both the City's operation and the City Centre Community Association programs include both facilities as well as the outreach programs offered through the schools.

Should Council wish to consider not continuing to operate Lang Centre, other options for consideration include the following:

1. Use of the space by other City departments;
2. Rental of the space to another service provider or business; or
3. Disposition of the asset.



Any one of these options would require additional research and could be the subject of a future report for Council's consideration.

*Proposed Service Levels for City Centre*

Staff have reviewed the lease agreement, program plan, and service levels and prepared three service level options for Council's consideration.

The OBI amounts identified for each option include the impact of each of the service level recommendations as well as non-discretionary items such as lease payments and management fees negotiated in the original lease agreement. Each of the options is less than the \$1.608 million OBI included in the preliminary OBI estimate.

Following is a summary of the three service level options outlined in the attached Business Plan.

*Option 1 – Recommended* *\$1.40 million*

- Continued operation of Lang Centre with efficiencies realized from the coordination and combined supervision of the two facilities;
- Core staff\* includes 2 Regular Full Time (RFT) Community Facility Coordinators, 1 RFT Recreation Leader, 1 RFT Recreation Facility Clerk, and 2 RFT Building Service Workers; and
- Hours of operation, Sunday to Thursday 6:00 a.m. to 11:00 p.m., and Friday and Saturday 6:00 a.m. to midnight.

*\*One (1) Area Coordinator position is already funded in the existing operating budget for Lang Centre.*

As an urban Community Centre in the heart of the City, this facility is anticipated to be very different from the neighbourhood facilities currently found in Richmond. This facility is very program intensive as it has many diverse and specialized program spaces, and no large gymnasium. In order to fully program the facility to its capacity and potential, and serve the community, this level of program staff is recommended.

This represents the same core staff level as the Minoru Place Activity Centre, Steveston Community Centre and the Thompson Community Centre.

*Option 2 – Not Recommended* *\$1.20 million*

- Continued operation of Lang Centre with efficiencies realized from the coordination and combined supervision of the two facilities;
- Core staff\* includes, 2 RFT Community Facility Coordinators, 1 RFT Recreation Facility Clerk, 1 RFT Building Service Worker;
- Janitorial contract for evening cleaning; and

- Hours of operation, Monday to Friday, 8:00 a.m. to 8:00 p.m., and Saturday and Sunday 9:00 a.m. to 5:00 p.m.

*\*One (1) Area Coordinator position is already funded in the existing operating budget for Lang Centre.*

This option has fewer operating hours than Option 1 and fewer operating hours than other existing facilities. It also eliminates one program position, a Recreation Leader. In addition, it includes only one daytime Building Service Worker (BSW) and utilizes contract janitorial services for evening cleaning. This option is not recommended as the hours of operation are reduced below the current standard of service, and less than what the urban community is anticipated to require. As an example, the Richmond Olympic Oval is open from 6:00 a.m. to 11:00 p.m. daily.

The standard for janitorial services at the Community Centres is one full time daytime BSW as well as full time evening and weekend coverage commensurate with the size and complexity of the building. Using contract janitorial services may limit flexibility in duties such as event and room set-up and take down.

Option 3 – Not Recommended \$1.35 million

- Continued operation of Lang Centre with efficiencies realized from the coordination and combined supervision of the two facilities;
- Core staff\* includes 2 RFT Community Facility Coordinators, 1 RFT Recreation Leader, 1 RFT Recreation Facility Clerk, and 2 RFT Building Service Workers; and
- Hours of operation, Monday to Sunday 7:00 a.m. to 9:00 p.m.

*\*One (1) Area Coordinator position is already funded in the existing operating budget for Lang Centre.*

This option includes the same level of core staffing as Option 1, but reduces the operating hours by two hours per day (three hours on weekends). With the large and growing population in City Centre, its urban nature, and diverse program needs the demand for extended hours is anticipated to be great. As a result, this option is also not recommended.

While other configurations of staffing are possible than the three presented above, the combined hours of operation and supervision levels presented are commensurate with each other. Reducing programming staff will reduce the number and variety of programs that can be offered, reducing service levels to the clients. Utilizing staff BSW's rather than contract service providers will allow more flexibility in terms of other facility duties such as room set-up and event support. The current BSW Supervisor can accommodate this facility and supervision of the additional staff within their portfolio.

Table 1 on the next page summarizes the three service level options presented in the Business Plan:



Table 1: Comparison of City Centre Community Centre Service Level Options

	Option 1 – \$1.4 M *Recommended	Option 2 - \$1.2 M	Option 3 – 1.35M
Lang Centre	Continue to operate	Continue to operate	Continue to operate
RFT Area Coordinator (existing funding)	1	1	1
RFT Community Facilities Coordinator	2	2	2
RFT Recreation Leader	1	0	1
RFT Recreation Facilities Clerk	1	1	1
Building Services Worker	2	1	2
Janitorial Contract	0	1 (evening)	0
Hours of Operation	6am – 11pm (Sunday – Thursday) 6am – 12pm (Friday, Saturday)	8am – 8pm (Monday – Friday) 9am – 5pm (Saturday, Sunday)	7am – 9pm daily

### Position Complement Controls

In order to be ready for opening in the summer of 2015, staff are required several months in advance to prepare the building and program plan. As outlined in the attached Business Plan the following **new** positions are included in OBI Option 1 for the Community Centre:

Position	Anticipated Start Date
2 – Community Facility Coordinators (RFT)	January 2015
1 – Recreation Facility Clerk (RFT)	May 2015
1 – Recreation Leader (RFT)	April 2015
2 – Building Service Workers (RFT)	May 2015

### **Financial Impact**

There is no financial impact of approving the recommendations presented in this report.

The Operating Budget Impact of the proposed service level options for the City Centre Community Centre are within the original estimate included in the 2014 Operating Budget report. The OBI phase-in plan will be revised in accordance with the service level option endorsed by Council for consideration in the 2015–2019 financial plan.

### **Conclusion**

The service level outlined in Option 1 in the City Centre Business Plan for Community Recreation Services will maintain Richmond's record of providing an excellent level of service to the City Centre community and support the fulfillment of Council Term Goals that enhance overall quality of life. Negotiation of material terms for an operating agreement support the implementation of the program plans outlined in the Business Plan.

July 3, 2014

- 8 -

A handwritten signature in black ink, appearing to read "BAyers".

Elizabeth Ayers  
Manager, Community Recreation Services  
(604-247-4669)

Att. 1: Business Plan for City Centre Community Recreation Services



# City Centre – Business Plan for Community Recreation Services

## City Vision

Programs and services offered through the Community Services Department are an integral part of Richmond reaching its vision of being the “most appealing, liveable, and well managed community in Canada.” Community Recreation programs, services and facilities provide life-long opportunities for residents to engage in healthy, social and physical activities, and contribute to building a healthy and vibrant community for all.

The City Centre Community Centre was considered by Council in 2008, as part of the Rezoning at 5891 No. 3 Road, 5931 No. 3 Road, and 5900 Minoru Boulevard, to “Comprehensive Development District.” The site, more commonly known as the Quintet Development is a five tower development with a sixth, 4-storey building that will house both the City Centre Community Centre and a post secondary institution, Trinity Western University. (See Appendix 1 for a complete list of reports to Council.)

The addition of the Community Centre to the south portion of the City Centre supports the following Council 2011-2014 Term Goal 4:

*To ensure provision of quality public facilities and amenities in Richmond that keep pace with the rate of growth, through implementation of an updated comprehensive Facility Development Plan that includes an analysis of existing facilities, the identification of required new facilities, and the recommended timing, financial strategies and public process for implementing the plan.*

As well as Council 2011-2014 Term Goal 10.3:

*Create urban environments that support wellness and encourage physical activity.*

## City Centre Community Association Mission and Vision

The City Centre Community Associations’ mission supports the City’s vision and the goals of the Community Services Department in the delivery of community recreation services.

Richmond City Centre Community Association (RCCCA) Mission Statement:

*We engage our community by providing accessible quality of life programs and facilitating opportunities where we can connect, learn and grow together.*

## Community Need – Role of the Community Centre

As identified in the OCP–City Centre Area Plan, the City Centre population is forecast to increase from 50,000 to 78,000 by 2021 and 100,000 by 2041. City Centre residents are currently underserved in terms of community recreation services. The City Centre Community Centre is one of two facilities identified in both the Official Community Plan

(OCP)–City Centre Area Plan and the Parks, Recreation and Cultural Services (PRCS) Facilities Strategic Plan. This facility was identified as a high priority Phase I Capital Development project by Council. Development of the facility directly supports the Community Wellness Strategy 2010-2015, Sport for Life Strategy 2010-2015, and the Parks, Recreation and Cultural Services Master Plan for 2005-2015.

The Community Centre plays a key role in creating an inclusive, safe, and accessible community. The facility will help to promote community livability and individual well being through encouraging healthy lifestyles. It will also encourage social inclusion through the provision of community spaces and affordable programs and services. It will be a key place for social interaction and meeting new people, which is especially important for new immigrants (many of which live in City Centre). The City Centre Community Centre will be the hub of community life!

City Centre Community Centre will be a vibrant two-storey community centre located in the heart of Richmond. The facility is scheduled to open summer of 2015, and will provide a range of recreation programs and services, tailored to residents of all ages.

Since its inception, the Community Centre program has evolved and now includes the following spaces: a community living room; multipurpose program spaces; fitness area and changerooms; aerobic and dance studio; meeting rooms; games room and lounge; kitchen; arts studio and music rooms. (See Appendix 1.)



## Operating Model

Staff recommends that the City continue its relationship with the City Centre Community Association for the continued operation of the Lang Centre and the new operation at the City Centre Community Centre starting in 2015.

City Council adopted two guiding principles related to the City working with others. They stated that the Parks, Recreation and Cultural Services delivery system must:

- Value and encourage community involvement; and
- Value effective partnerships.

These principles have lead to a relationship based approach in the delivery of parks, recreation and cultural services as outlined in the City's Parks, Recreation and Cultural Services Masterplan for 2005–2015. Building relationships between quality of life service providers is critical to the sustainable success of the system. These relationships will help ensure effective and efficient use of scarce resources.

In keeping with a relationship based approach, Community Associations have become integral to the delivery of community recreation services in Richmond. Every community centre has an Association that works with the City to deliver programs and services that serve the diverse needs of their community.

The City Centre Community Association has been working with the City since 1993 to offer programs and services in the City Centre. Currently the programs are primarily offered out of Lang Centre, on Saba Road. However due to the small size of the facility and the large demand for programs, a variety of programs are offered in schools in the City Centre area.

While Council has not explicitly approved a relationship with the City Centre Community Association for the operation of the new City Centre Community Centre, it has been implied by the continued emphasis on joint planning and the desire to have endorsement from the Association before recommendations are endorsed by Council. This precedent was set with the first report to Council in 2008 regarding the rezoning of the properties where the report states:

*The City Centre Community Association has been consulted in regard to the proposed community facility included in the proposed development and have indicated their support, especially in terms of the location and the range of opportunities for programming and services that the proposed facility can provide.*

Similarly, the City Centre Community Centre Revised Program and Project Update report dated February 14, 2012, included the following statement regarding the Associations support:

*This space allocation was unanimously endorsed by the Board of Directors of the City Centre Community Association on February 7, 2012.*

## **Operating Agreement**

Building on the success of the current relationship based approach to community recreation services, staff are recommending that Council endorse a continuation of the existing partnership with the City Centre Community Association for the operation of the City Centre Community Centre.

With this endorsement, staff will work with the Board of the Community Association to develop material terms for an operating agreement and bring it back to Council for approval.

The terms will address:

- Term;
- Staffing;
- Service levels and performance measurements;
- Governance;
- Finances;
- Liability;
- Facility maintenance;
- Compliance with City by-laws and policies;
- Dispute resolution mechanism; and
- Operational reviews and annual reporting requirements.



## **Environmental Analysis**

The City Centre area is a dynamic and evolving area in which to operate. It is the fastest growing area of the City, and is envisioned to be a “world class centre and the centerpiece of Richmond.”

Staff and the Community Association, recognize that they will need to be adaptable and flexible to be successful in serving the City Centre community. An analysis for the Community Centre operations follows:

### **Strengths**

- City Centre Community Association has a positive and strong reputation for providing quality programs and services.
- Strong relationship between City and the City Centre Community Association.
- Strong and dedicated Board of Directors.
- Skilled, qualified, and caring staff team.
- Solid knowledge of the community, its diversity and needs for recreation services and programs.

### **Weaknesses**

- Limited financial resources (City Centre Community Association).
- Limited parking.

### **Opportunities**

- New facility in a largely underserved area of the City.
- High density development in area with many apartment and townhouse dwellings.
- Co-location with Trinity Western University, opportunity to tap into student population.
- Growing population (the fastest in Richmond).
- Close to Canada Line.
- Partnerships with other service providers.

### **Threats**

- Safety and security in the facility.
- Significant amount of population is not aware of community recreation opportunities, and therefore it will require more effort and energy to engage them.

### **Trends**

The facility was designed to address current trends in recreation. Recognizing that needs and trends change over time, the facility spaces have been designed to be adaptable and flexible.

As outlined in both the National Recreation Agenda and the OCP–City Centre Area Plan, industry trends that will impact the programming of this facility are as follows:

1. Continued inactivity, sedentary living and increasing obesity.
2. Baby boomers are retiring and have unique needs and interests, and many have more disposable income.
3. Older adults are tending to age in place.
4. Increasing ethnic diversity.
5. Decreased contact with nature.
6. Growing child and youth population.

### **Impact on Other Facilities**

There are a variety of other service providers in the City Centre area and neighboring communities, for example, the Oval, Fitness World, private dance studios and Thompson Community Centre.

While existing City facilities may initially be impacted by the opening of the City Centre Community Centre staff believes that overall participation will increase within a short period of time. As an example, when the Oval first opened Thompson Community Centre experienced a decrease in participation. However, within a year participation had surpassed previous levels and the Oval was also extremely busy. With the increasing population, particularly in City Centre, and the current lack of facilities there is a high need for services in this area.



## Demographics

The City Centre population is the fastest growing area in Richmond, and also the most culturally diverse. The City Centre area is the largest service area in Richmond, with 50,000 residents as of 2011. The City Centre will double its population between 2011 and 2041, and increase its share of the City's population from 25 per cent to 36 per cent. While the population is currently concentrated south of Westminster Highway, the development is shifting northward, and the majority of these new residents will be located north of Westminster Highway. The population in City Centre is also increasingly older overall, with a projected 23,000 older adults or 29.5 per cent of the population being older adults by 2031. However, the number of children aged 0 to 19 years is also increasing overall; there will be a projected 12,000 children by 2031.

The growth in housing in the area is largely apartment type dwellings. City Centre will accommodate 75 per cent of the City's apartment growth. It is also of interest that the City Centre has more renters, 30 per cent versus 23 per cent for Richmond as a whole. City centre also has a higher portion of residents with a 5 year mobility status, 56 per cent versus the rest of Richmond which averages 38 per cent.

Closely related to housing are income levels. Not surprisingly incomes in the City Centre are approximately 20 per cent lower than the rest of Richmond. Finally, while Richmond overall is a highly diverse community, City Centre has the highest proportion of visible minorities. Only 19 per cent of City Centre residents are non-visible minorities compared with 33 per cent for the rest of Richmond. Sixty one per cent of the City Centre population is of Chinese decent. The next most common cultures are South Asian and Filipino.

## **Program Plan**

The Community Centre has been designed to meet the diverse needs of a dynamic, urban community, including all ages and varied interests. (See Appendix 2.)

### **Lang Centre**

It is recommended by both the City Centre Community Association and staff that the Lang Centre continue to operate and as such, the program plan and operating budgets include both facilities as well as the outreach programs offered through the schools.

Lang Centre will continue to offer preschool programs, homework clubs, birthday parties, youth meetings and seniors' wellness programs. Due to the high density of the City Centre area it is believed that there will be continued demand for programs at Lang Centre.

Should Council wish to consider the option of not operating Lang Centre, staff could further research options including use by other City departments as well as disposition of the asset.

A seasonal program plan is provided in Appendix 3 as an example of what the detailed programming for the City Centre Community will look like.

An important component of the program at the Community Centre that is not captured in the schedules below are the special events, the informal or passive programming that is planned, as well as the significant community arts program including ongoing public art displays, and artist in residences. During the consultation phase staff heard over and over again the importance of providing space for community to meet, to interact, and to simply be. People told staff they want to be welcome and comfortable in the facility and not feel like they have to pay to participate to enjoy the facility. As a result, the facility includes a community living room, and significant lobby space, including computer counters (café style) so that people can enjoy the facility without formally participating. This is where community will happen!



## Marketing

A detailed marketing and promotional plan will be developed in partnership with the Community Association as we lead up to the completion and grand opening of the new facility in the spring/summer of 2015.

The Plan will consider the following factors:

*Product* – as outlined above the City Centre Community Centre program elements have been designed based on extensive community consultation. Staff will be preparing the first season of program offerings this fall in anticipation of the opening. Programs are being designed to meet the diverse needs of the community, including sports, health and wellness, fitness, social activities, cooking, music, arts, and dance. A sample season of programs was provided earlier in this plan.

*Pricing* – community recreation services has a standard set of fees and charges that are applied across the City. This helps to ensure equitable access to programs for residents. Staff is mindful that there is particularly high need for low cost programming in the City Centre and will be working to provide low cost and no cost options for participants. This includes the ongoing pursuit of grants and program sponsorship.

*Place* – the community centre is centrally located in the Lansdowne Village of City Centre. It's within a short walk of the Canada Line and many high rise developments. In addition to serving the residences of City Centre, staff believes there is a real opportunity to work with both Trinity Western University and Kwantlen College to serve the health and wellness needs to their students.

*Promotion* – a broad awareness and information campaign has been in place since the design of the community centre started. There is an active website for the Community Centre at [citycentrerichmond.ca](http://citycentrerichmond.ca). This site was used to gather input and feedback on the design of the facility and provides updates on the progress of the building. It will continue to be used as the project evolves.

On site signage has been used to create awareness of the new community centre. As soon as construction starts (fall of 2014) this signage will be updated and re-installed. A ground breaking event, in early fall of 2014, will re-energize interest in the new building.

Finally, as already outlined, a comprehensive promotional plan will be developed and cover the period from ground breaking through to the first season of programs.

*People* – the current Lang Centre team will also be responsible for the operation of the new Community Centre. Additional staff, both City and Association, will be required as outlined in the budget plan for the Community Centre. Within the reality of our collective agreement and Human Rights Laws, it is staffs intent to hire a team more reflective of the community.

## **Community Centre – Service Levels**

Council approved a preliminary Operating Budget Impact (OBI) for City Centre Community Centre in the fall of 2013. This business plan, combined with the budget plans and options below provide the rationale for Council to make a decision regarding the service levels for the City Centre Community Centre. The revised OBI estimates are all within the estimates included in the 2014 operating budget report.

### **Lease Agreement**

As outlined above in the summary of Council reports in September of 2010, Council approved the key terms of the lease for City Centre, including the rent payments for the space. The lease payments are \$1 base rent for the 20,000 square feet and 6.5 per cent of the building cost base rent on the remaining 13,347 square feet of space. This is currently estimated to be \$214,500 per year, based on building cost of \$300 per square foot and on the 11,000 square feet of the remaining space that has actually been built. There is an additional \$42,000 allowed for the renting of parking stalls in nearby parking structures.

Under the lease, the City is responsible for paying its proportionate share of operating costs for the building and taxes. These building operating costs include utilities, janitorial services and facility maintenance and repair. These costs are estimated to be \$9 per square foot. It should be noted that an application for tax exemption has been submitted for the City's portion of the building. The OBI presented assumes that the City will be successful in its request for tax exemption. The owner currently has an air space parcel subdivision application in to the City, and there may be additional operating costs passed onto the City as a tenant as a result of this subdivision.

### **Service Level Considerations and Assumptions**

As an urban community centre in the heart of the City, the facility is anticipated to be very different from the neighborhood based facilities currently found in Richmond. The Centre will be Richmond's first full service downtown community centre. In addition to serving the needs of the rapidly expanding urban population the Centre will help to animate the City core.

The Centre's unique location – near the Canada Line, close to the Lansdowne corridor, and surrounded by high-density development means that services will be different. The centre will need to respond to a population that expects recreation services at late hours, as well as creating an urban environment where the streets are active and alive after the evening rush hour. To help build a vibrant community the Centre will need to be a community meeting place – a place where people don't just workout listening to their iPods, and leave quickly after a workout – but a place where people can gather informally. To accomplish this, residents should be able to drop into the centre at a variety of hours, and most importantly have a set of programs that focus on building community. Since there will be such a range of diverse people using the facility including, a wide range of incomes, ethnicities, interests, and lifestyles-think skateboarders, wealthy condo owners, and homeless people, the supervision issues in the centre will be intensive and challenging.



## **Core Staff Options**

### **Option 1 – Recommended**

- One – Area Coordinator (AC) (existing position)
- Two – RFT Community Facility Coordinators (CFC)
- One – RFT Recreation Leader (RL)
- One – RFT Recreation Facility Clerk (RFC)
- Two – RFT Building Service Workers (BSW) (1 day, 1 night)

This facility is particularly program intensive, due to the large number of program spaces, the diversity and specialized nature of these spaces, and the expected needs of the community. In order to fully program the facility to its capacity and potential, and therefore serve the community, this level of program staff is recommended.

It is important to note that the Area Coordinator also retains responsibility for the Lang Centre operation as well as significant outreach programming in the schools. This staffing level will allow there to be a supervisor working seven days of the week, and several evenings throughout the week.

This represents the same staffing level as the Minoru Place Activity Centre, Stevenson Community Centre, and Thompson Community Centre.

### **Option 2 – Not Recommended**

- One – Area Coordinator (AC) (existing)
- Two – RFT Community Facility Coordinators (CFC)
- One – RFT Recreation Facility Clerk (RFC)
- One – RFT Building Service Worker (BSW) and Janitorial Contract Services

This represents the same level of program staff as Cambie Community Centre, but a lower service level than other centers of similar size or scope. As outlined above this facility is program intensive as it has many specialized program spaces, and no large gymnasium. Staff recommends that the Recreation Leader is a vital component of the program team for this facility.

The janitorial standard at the community centers is one full time daytime BSW as well as full time evening and weekend coverage, the exact number of evening staff varies with the size and complexity of the building. With the recent hiring of a BSW Supervisor, and the elimination of “team clean” the quality and quantity of janitorial services has improved greatly in community recreation. It is recommended that this model be expanded into the new Centre. The current supervisor can assume the additional staff within their portfolio.

The exceptions to this cleaning model are Lang Centre and Hamilton Community Centre, where the time required to clean is less than four hours per evening. As a result, utilizing a janitorial service is less expensive. The level of service provided is varied and the contract requires intensive supervision.

## **Hours of Operation and Associated Staffing**

Three levels of operating hours are presented for consideration; both staff and the Association recommend Option 1.

### **Option 1 – Recommended**

Sunday to Thursday	6:00 a.m. to 11:00 p.m.
Friday and Saturday	6:00 a.m. to midnight

### **Option 2 – Not Recommended**

Monday to Sunday	7:00 a.m. to 9:00 p.m.
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### **Option 3 – Not Recommended**

Monday to Friday	8:00 a.m. to 8:00 p.m.
Saturday and Sunday	9:00 a.m. to 5:00 p.m.

The City is responsible for front line staff under the current operating model and for the larger facilities the City generally funds the core hours of 7:00 a.m. to 9:00 p.m. The associations fund operating hours before 7:00 a.m. and after 9:00 p.m.

As outlined throughout this report, this facility will serve a larger, more urban and diverse community. Residents in the area will live in relatively compact spaces, with limited access to green space. As a result, demand for recreational space, especially workout facilities is expected to be great. Therefore the recommendation is to have slightly longer hours of operation. Due to the limited financial resources of the Association it is also recommended that the City fund these completely, at least for the first two to three years, while the Association grows its program base and is able to share in a portion of these costs.

## **Growth and Phasing Considerations**

The facility is anticipated to be complete in the summer of 2015. In order to be ready for opening, staff is required several months in advance to prepare the building and program plan. Examples of the preparation work include: development of emergency procedures; acquisition and installation of equipment (\$1.4 million); facility set up; staff hiring and training; and program development. This requires a minimum of six months lead time to ensure the facility is fully ready for opening day.



The proposed phasing of staff is as follows:

- January 2015 – Hire two Community Facility Coordinators;
- April 2015 (or 3 months in advance of opening) – Hire Recreation Facility Clerk; and
- May 2015 (or 1 month in advance of opening) – Hire Recreation Leader and two BSWs.

## **Service Level Options for Consideration**

Three service levels have been prepared for Council's review and consideration.

### **Option 1 – Recommended                      \$1.40 million**

- Continued operation of Lang Centre with reduced staffing from 2014 levels.
- Core Staff Options as outlined in Option 1 above, two CFCs, one Recreation Leader, one Recreation Facility Clerk, two BSWs.
- Hours of operation, Sunday to Thursday 6:00 a.m. to 11:00 p.m., and Friday and Saturday 6:00 a.m. to midnight.

### **Option 2 – Not Recommended                      \$1.20 million**

- Continued operation of Lang Centre with reduced staffing from 2014 levels.
- Core Staff Options as outlined in Option 2 above, two CFCs, one Recreation Facility Clerk, one BSW.
- Janitorial contract for evening cleaning.
- Hours of operation, Monday to Friday, 8:00 a.m. to 8:00 p.m., and Saturday and Sunday 9:00 a.m. to 5:00 p.m.

### **Option 3 – Not Recommended                      \$1.35 million**

- Continued operation of Lang Centre with reduced staffing from 2014 levels.
- Core Staff Options as outlined in Option 1 above, two CFCs, one Recreation Leader, one Recreation Facility Clerk, two BSWs.
- Hours of operation, Monday to Sunday 7:00 a.m. to 9:00 p.m.

## Community Association Budget



**City of  
Richmond**

### **Memorandum**

Community Services Department  
City Centre Community Centre

**To:** Elizabeth Ayers,  
Manager Community Recreation

**Date:** June 24, 2014

**From:** David Ince  
Coordinator

**File:** 98-10-01/Vol 01

**Re: City Centre Community Association 3 Year Budget**

The Association projected budget was developed by reviewing comparable Community Associations' budgets and staffing. The Community Association, working in partnership with the City delivers programs and services to a large and growing population of over 50,000 residents. The area is being developed with numerous high density residences.

The Centre, by virtue of its location will be the first urban community centre in Richmond. Features of urban life include more evening and late night opportunities (such as the number of restaurants on No. 3 Road that stay open very late) and also the presence of transit hubs, (such as Lansdowne and Brighthouse) that draw residents and visitors from a wider area.

A three year budget projection has been developed to meet the Association's objectives: to deliver the high quality recreation services that residents expect, to nurture the sense of community in the area, and to ensure that recreation services are accessible to all residents in the area.

The Association is facing two challenges: to keep operating the full complement of outreach programs that meet the challenging needs of City Centre's diverse community, while at the same time providing programs and services in the new centre. As well, the Association wants to as much as possible have a full program operational when the new centre opens.





Since 1997 Lang Centre has operated in a partnership between the City of Richmond and City Centre Community Association. The Association is committed to operating programs now and in the future from Lang Centre. Given its location – in the heart of the Northeast quadrant of City Centre, adjacent to the Richmond Public Market, and beside popular Lang Park – a unique park in the centre of the City – Lang Centre provides services to residents in the new developments surrounding the facility. Because the Centre is within walking distance for so many residents and especially newcomers to Richmond it often serves as a bridge for new residents to access City Services. For example, the popular licensed preschools attract families who are often using City services for the first time. The Association believes that continued programming in Lang Centre will be needed for the foreseeable future to meet the unique needs in the City Centre Area.

The prime revenue source that funds other programs, the fitness centre, will be planned to have a complete staff complement when the centre opens to maximize awareness in the community. To respond to the ever growing seniors' population, a part time Seniors Coordinator will be hired in the first year of operation as well as a part time Arts and Music Facilitator.

As the Association's finances improve there will be more Association staff hired, such as a Volunteer Coordinator.

The challenge for the Association will focus on carrying the proposed short term deficit and the need to have an adequate equipment replacement fund in place.

David Ince  
Coordinator  
(604-233-8913)

**City Centre Community Association - Budget Projections**

	2015-2016	2016-2017	2017-2018
<b>Revenue</b>	809,000	912,100	1,022,282
<b>Expenses</b>	841,037	914,484	988,082
<b>Net Income</b>	-\$32,037	-\$2,384	\$34,200

## **Appendix 1 – Summary of Reports to Council Regarding Program Related Reports for City Centre Community Centre**

### **September 2008**

In September of 2008, Council first received a report regarding the rezoning of the parcel between N-S lane, Ackroyd Road, Firbridge Way, and No. 3 Road. A Rezoning Consideration was that the Developer would lease approximately 33340.7 square feet of community centre space to the City. Twenty thousand square feet would be leased to the City at a rate of \$1 per year base rent for 25 years, with the balance of the space, approximately 13,340.7 square feet, being leased at a rate agreed to by the City and the Developer. The Community Centre is part of a common development with Trinity Western University, which will occupy the third and fourth floors of the building, and share a common entrance and lobby.

This combined space will provide a community centre for the growing City Centre community. Council adopted the applicable rezoning bylaw on September 13, 2010.

### **September 2010**

At a closed meeting, Council approved the lease of the Community Centre space as follows:

(1) the lease of the additional 13,347 square feet for the future community centre, known as Firbridge Community Centre, to be part of an air space parcel at the property known as **5900 Minoru** Boulevard, legally described as Parcel Identifier 004-910-826, Lot 23 except: Parcel "C" (reference plan 34061), Section 5 Block 4 North Range 6 West New Westminster District Plan 31512, from Phileo Developments (Richmond) Ltd., or its designate, to the City of Richmond be approved for a 25 year term at an annual rental of approximately \$255,244 (to be adjusted based on a rate of 6.5% of actual costs) with rental escalations every 5 years, plus one 25 year renewal option at market rental rates, which shall include the material terms and conditions as outlined in the staff report dated August 23, 2010; and

(2) staff be authorized to take all necessary steps to complete the matters detailed in the staff reports dated April 24, 2008 and August 23, 2010 including authorizing the Manager, Real Estate Services to negotiate and execute all documentation to effect the transaction, including lease and Land Title Office documentation.

In March of 2011, this information was released to the Public.

### **July 2011**

On July 25, 2011 Council approved the development permit for Phase 2 of the "Quintet Development," the portion that includes both the Community Centre and Trinity Western University.



### **March 2012**

On March 12, 2012, Council approved the City Centre Community Centre program as outlined in the report “City Centre Community Centre Revised Program and Project Update.” This report included the program spaces for the facility and a draft layout of the spaces.

### **December 2013**

On December 9, 2013, Council approved the 2014 Operating Budget. This budget included a preliminary estimate of \$3.56 million in OBI for the Corporate Facilities Implementation Plan – Phase 1. The City Centre Community Centre OBI was \$1,608,000 of this total OBI estimate, and was planned to be phased in over three years.

### **March 2014**

On March 10, 2014, Council approved the name of the facility to be the City Centre Community Centre.

## **Appendix 2 – Program Development for City Centre Community Centre**

In May of 2011, the City retained CEI Architecture Planning Interiors (CEI) to lead the design and development of the tenant improvements for the City Centre Community Centre. A Project team was established, including City staff, representatives from the City Centre Community Association, and CEI. Shortly thereafter the project team began an extensive public consultation process to confirm the program requirements for the Community Centre. Consultation included the following actions:

- Eleven focus group meetings with stakeholder groups such as the School District No. 38 Settlement Workers in Schools (SWIS), Richmond Centre for Disability, Richmond Chinese Community Society, Arts Groups, and youth;
- A website was developed for the community centre, [www.citycentrerichmond.ca](http://www.citycentrerichmond.ca), and continues to be updated with information on the development;
- A survey was distributed in person and was available on line requesting input from the community. Over 150 completed surveys were received;
- An Open House was held at the Cultural Centre on September 17, 2011. This was an opportunity for the public to view the work done to date and provide input as to what they felt the Community Centre should include; and
- All marketing to the community was provided in Chinese and English.

The project team was very pleased with the community input, responses from the community indicated that spaces for the following types of programs are desirable (listed in order of preference):

- Activities such as dance, yoga or tai chi;
- Physical activity such as weight training or cardio;
- Reading, doing homework, internet browsing or other computer use;
- Activities such as drawing, sculpture, or painting;
- Music or acting activities;
- Activities such as cooking classes or catered events;
- Meetings, club events, or card playing;
- Playing table tennis or billiards; and
- Watching movies or television, listening to music.

Following the open house in September of 2011, and compilation of feedback from the community, CEI hosted a 3-day design charrette where the allocation of program spaces was developed based on the community input. The program spaces identified for the facility were: a community living room; multipurpose program spaces; fitness area and changerooms; aerobic and dance studio; meeting rooms; games room and lounge; kitchen; and arts studio and music rooms. CEI worked with the project team to allocate



the program spaces and refine the layout of the facility. At the end of each day, the stakeholder groups and community at large were invited to come and provide feedback on the facility layout. Overall, the feedback from stakeholders was very positive throughout the process.

This program plan was further refined over the next several months and then submitted to Council in February of 2012, where it was approved.

## Appendix 3 – City Centre Community Program Overview

### NEW CITY CENTRE COMMUNITY CENTRE - FACILITY CHART - Weekday

NEW CENTRE															
TIME	LARGE MULTIPR. ROOM 1	FITNESS CENTRE	COMMUN. LIVING ROOM	MULTIPR. ROOM 2	ACTIVITY STUDIO	ART STUDIO	SOCIAL ROOM	MULTIPR. ROOM 3 PRESCHOOL	KITCHEN	MULTIPR. ROOM 4	MUSIC 1	MUSIC 2	MUSIC 3	MEETING ROOM 1	MEETING ROOM 2
6:00 AM TO 9:00 AM	Seniors Tai Chi Room Set Up	Open for Drop-in	Coffee with Sally	Luk Tung Kuen	Group Exercise Aerobics					Seniors Table Tennis					
9:00 AM TO 12:00 PM	Parent and Tot Gym Family Place Drop-in	In addition there will be workshops and Orient for	Centre Tours for new residents	LGBT Seniors Group Carpet Bowling	Morning Yoga Cardio Strength Seniors	Chinese Brush Painting Parent & Tot Art	Senior News and Views	Licensed Preschool * * * *	Licensed Preschool * * * *	Gentle Fitness Licensed Preschool Activity Time	Preschool Off Music Preschool Off Music	Parent and Tot Music Preschool Drumming		Minds in Motion Seniors New Immigrant Support	City of Richmond Meetings
1:00 PM TO 5:00 PM	Seniors Theatre Childrens Drama	Seniors, Youth, Special Needs Women & Personal Training	Open for Drop-in	Bridge Club Cribbage Drop-in	Preschool Ballet Childrens Ballet	Preschool Painting Cartooning Mixed Media	Seniors Yoga Youth Drop-in Centre	Licensed Preschool * * *	Seniors Cooking Class Childrens Cooking	Licensed Preschool Activity Time Youth Drop-in	Opera Course Children Guitar	Adult Group Clarinet	Private Adult Piano and Guitar	City of Richmond Meetings	Community Rentals Community Rentals
5:00 PM TO 7:00 PM	Children Takwondo Women Self Defence	Open for Drop-in	Open for Drop-in	Parkinson Group Pre Natal Workshop	Youth Hip Hop Adult Zumba	Acrylic Painting Movie Making	Chess Lessons Youth Home Work Club		Adult Cooking Workshops	Youth Drop-in Stretch and Strength	Drum Circle Practice Adult Guitar	Youth Leader ship: 1 C Change 2 Holla Back Beta U Green	Private Children Piano Private Children Piano	Special Services e.g. LGBT Youth	
7:00 PM TO 11:00 PM	Community Film Club	Open for Drop-in	Open for Drop-in	Philosophers Café	Latin Funk Ballroom Dance	Intro to Drawing	Youth-Team - Footprint Art and Music			Meditation workshops	Jazz Studio		Private Children Piano	City Centre Comm. Assoc. Meetings	Community Rentals



# OUTREACH FACILITIES - CITY CENTRE - FACILITY CHART - Weekday

	LANG CENTRE		SCHOOLS					
TIME	ROOM 1	ROOM 2	ANDERSON ELEMENT. SCHOOL	COOK ELEMENT. SCHOOL	FERRIS ELEMENT. SCHOOL	GENERAL CURRIE SCHOOL	MCNEILL SECOND. SCHOOL	RICHMOND SECOND. SCHOOL
6:00 AM TO 9:00 AM	Elders Tai Chi							
9:00 AM TO 12:00 PM	Two's Time Preschool  Two's Time Preschool	Circle of Friends Preschool Circle of Friends Preschool		Preschool in Cook Portable * * * *				
12:00 PM TO 5:00 PM	Two's Time Preschool  Table Tennis Lessons	Circle of Friends Preschool Spanish Lessons Special Need Homework	Early Dismissal Fridays  Homework Club	Early Dismissal Friday  Homework Club		Homework Club  Basketball Skills	Games Drop-in After School	Lunch Hour Basketball
5:00 PM TO 7:00 PM	Table Tennis Stretch and Strength in Cantonese	Special Population Services e.g. N.A. Meetings	Basketball Skills  Badminton Lessons	Science and Leadership				
7:00 PM TO 11:00 PM			Badminton Lessons  Badminton Lessons			Karate  Kung-Fu		

## NEW CITY CENTRE COMMUNITY CENTRE - FACILITY CHART - Weekend

NEW CENTRE															
TIME	LARGE MULTIPR. ROOM 1	FITNESS CENTRE	COMMUN. LIVING ROOM	MULTIPR. ROOM 2	ACTIVITY STUDIO	ART STUDIO	SOCIAL ROOM	MULTIPR. ROOM 3 PRESCHOOL	KITCHEN	MULTIPR. ROOM 4	MUSIC 1	MUSIC 2	MUSIC 3	MEETING ROOM 1	MEETING ROOM 2
6:00 AM TO 9:00 AM	Seniors Tai Chi  Room Set Up	Open for Drop-in		Tai Chi	Boot Camp  Zumba										
9:00 AM TO 12:00 PM	Parent and Tot Gym	In addition there will be workshops and Orient for	Local Food Sampling	Tot Story Time	Morning Aerobics  Jazz Classes	Felting  Paint + Play Preschoolers	Gaming Lab	Preschool Workshop for Parents and Kids		55+ Better Backs	Weekend ORFF/ Kodaly (tot music)	Parent + Tot Drumming  Pre-Teen Guitar	Private Guitar + Private Piano Lessons *	Baby Sitting Basics * *	Maker Craft Workshop
1:00 PM TO 5:00 PM	Children Birthday Parties	Seniors, Youth, Special Needs Women & Personal Training		Chair Yoga  Street Self Defence	Hip Hop Class  Ballet 1 Ballet 2	Children 3d workshop  Paper Mache	Pre Teen Hangout	Preschool Cooking (+Kitchen)	Preschool Cooking (+Kitchen)	Table Tennis Lessons	Youth Guitar Lessons  Group Piano Lessons	Adult Drum Workshop	* * * * *	* * * * *	Pre-Teen Exploration Staging Area
5:00 PM TO 7:00 PM	Special Event Set up	Open for Drop-in			Banghra/ Bollywood Dance	Guided Art Projects for Adults	Youth Drop In	Youth Movies		Youth Setup			* * * * *		
7:00 PM TO 12:00 AM	Community Theatre Music Event	Open for Drop-in			Youth Hip Hop	Youth Art Expression * * *	Youth Coffee House * * *			Youth Special Event Murder Mystery	Youth Drop-in Jam * *				



OUTREACH FACILITIES - CITY CENTRE - FACILITY CHART - Weekend								
	LANG CENTRE		SCHOOLS					
TIME	ROOM 1	ROOM 2	ANDERSON ELEMENT. SCHOOL	COOK ELEMENT. SCHOOL	FERRIS ELEMENT. SCHOOL	GENERAL CURRIE SCHOOL	MCNEILL SECOND. SCHOOL	RICHMOND SECOND. SCHOOL
6:00 AM TO 9:00 AM	Yoga in Mandarin							
9:00 AM TO 12:00 PM	Grand Parent and Child Drop-in Reading Club	Grand Parent & Child Drop-in  Crav Maga Self Defense	Basketball Lessons  Indoor Soccer	Active Start Physical Literacy Preschool Children				
12:00 PM TO 5:00 PM	Preschool Birthday Parties  Barre Adult Classes	Preschool Birthday Parties  Scooter Fitness	Badminton Lessons  Badminton Lessons					
5:00 PM TO 7:00 PM			Badminton Lessons  Badminton Lessons					
7:00 PM TO 12:00 AM			Youth Drop-in Basket Ball	Adult Indoor Tennis			Youth Drop-in Basket Ball	