



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 29, 2016

From: Mike Redpath
Senior Manager, Parks

File: 06-2350-01/2016-Vol
01

Re: Steveston Historic Sites Building Committee Terms of Reference 2016

Staff Recommendation

That the Steveston Historic Sites Building Committee Terms of Reference as detailed in the staff report, "Steveston Historic Sites Building Committee Terms of Reference 2016," dated January 29, 2016, from the Senior Manager, Parks be approved.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage Facilities Management	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO

Staff Report

Origin

At the December 16, 2015, Parks, Recreation and Cultural Services Committee, staff received the following referral:

... staff to develop or amend the terms of reference for a joint Building Committee regarding the Britannia Shipyard Phoenix Seine Net Loft, Phoenix Gill Net Loft, and the Interurban Tram.

The purpose of this report is in response to the above referral and to present a revised terms of reference for the existing Council approved Britannia Heritage Shipyard Building Committee (Attachment 1).

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

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

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

This report supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.

9.2. Effective engagement strategies and tools.

Analysis

Current Britannia Heritage Shipyard Building Committee

At the June 11, 2012, Council meeting, the following resolution was approved:

(1) That the Terms of Reference for a Britannia Heritage Shipyard Building Committee, as outlined in the report dated May 3, 2012 from the Director, Arts, Culture and Heritage Services, be endorsed;

(2) That a Britannia Heritage Shipyard Building Committee be established as per the Terms of Reference; and

(3) That Councillor Bill McNulty and Councillor Harold Steves be appointed to the Britannia Heritage Shipyard Building Committee.

Attachment 1 details the current Council approved terms of reference for the Britannia Building Committee.

Since June 2012, the Britannia Heritage Shipyard Building Committee has been active and oversaw the construction and opening of the Seine Net Loft Restoration. Community participation of the Committee has been valued and informative.

The focus of the Britannia Heritage Shipyard Building Committee currently provides input to staff regarding:

- The installation of the artefact displays to complete the Seine Net Loft interior;
- Ongoing planning for additional washroom facilities at Britannia;
- The First Nations Bunkhouse planning; and
- Future planning for the completion of the Japanese Duplex building.

2016 Amended Terms of Reference – Steveston Historic Sites Building Committee

In addition to the ongoing work of the Britannia Heritage Shipyard Building Committee described above, this report proposes including, within the Committee's scope, the restoration of the Phoenix Net Loft Building as well as providing oversight for the restoration of the Interurban Tram.

Given the proposed scope change of the Britannia Heritage Shipyard Building Committee staff are recommending that the Committee's name also be changed to the Steveston Historic Sites Building Committee. Attachment 2 details the proposed Steveston Historic Sites Building Committee terms of reference.

The following amendments are proposed:

- Expand the current Committee scope to include the Phoenix Cannery Net Loft restoration planning and the restoration of the Interurban Tram;
- Reduce the Britannia Heritage Shipyard Society representatives on the Committee from 3 voting community members to 1; and
- Include 1 voting representative from the Steveston Historical Society.

The inclusion of community organizations such as the Britannia Heritage Shipyards Society and the Steveston Historical Society in ongoing planning and as dedicated resources will continue to add value to the planning, design and construction of some of Richmond's most significant heritage assets. Recommendations from the Building Committee will continue to come to Council through staff reports.

January 29, 2016

- 4 -

Financial Impact

None.

Conclusion

This report is in response to a request from Parks, Recreation and Cultural Services Committee to amend the terms of reference of the existing Council approved Britannia Heritage Shipyard Building Committee to include the Phoenix Net Loft as well as the restoration of the Interurban Tram. The re-structured committee is recommended to be titled the Steveston Historic Sites Building Committee.

A handwritten signature in black ink, appearing to read 'M. Redpath', with a long horizontal stroke extending to the right.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

- Att. 1: Existing Council approved Terms of Reference – Britannia Heritage Shipyard Building Committee
- 2: Proposed Terms of Reference – Steveston Historic Sites Building Committee.

May 3, 2012

**Britannia Heritage Shipyard Building Committee
Terms of Reference**

1. Purpose:

The Britannia Heritage Shipyard Building Committee will:

- a) Advise and provide input into the development of the program for the Seine Net Loft facility and the stories to be told in the exhibits; and,
- b) Guide the focus of the development of the program of the restoration and future use of the remaining two buildings: Japanese Duplex and the First Nations Building.

2. Composition:

- a) The Building Committee will consist of 7 members:
 - Two members of Council
 - Three members from the Britannia Heritage Shipyard Society
 - The Britannia Site Supervisor
 - Project Manager, Project Development
- b) The members of the Building Committee will designate the Chair and Vice Chair.
- c) Meetings will be scheduled by the Building Committee Chair, based on the program of work to be undertaken.
- d) A quorum will be 50 % + 1 of the committee members.

3. Terms

The Term for the Building Committee shall be for the duration of each restoration project.

4. Procedures

- a) Decision process is to be consensus based.
- b) The Committee will receive staff support from the City for the preparation of agendas and recording of meetings.
- c) The Chair, in conjunction with City staff, will prepare the agenda. Agendas will be distributed to committee members in advance of the meeting.

January 13, 2016

**Steveston Historic Sites - Building Committee
(the "Building Committee")
Terms of Reference**

1. Purpose:

The Steveston Historic Site Building Committee will:

- a) Advise and provide input into the development of the program for the Seine Net Loft facility and the stories to be told in the exhibits; and
- b) Guide the focus of the development of the program of the restoration and future use of:
 - i. the Japanese Duplex;
 - ii. the First Nations Bunkhouse;
 - iii. the Phoenix Gill Net Loft; and
 - iv. the Interurban Tram.

2. Composition:

- a) The Building Committee will consist of **[Four (4)]** members:
 - Two (2) members of City Council, City of Richmond;
 - One (1) member of the Britannia Heritage Shipyard Society;
 - One (1) member of the Steveston Historical Society.
- b) The Building Committee will be supported through the Senior Manager, Parks with additional non-voting staff support from the following:
 - Britannia Site Supervisor, City of Richmond;
 - Project Manager, Project Development, City of Richmond; and
 - Curator of Collections, Museum & Heritage Services, City of Richmond.
- c) The members of the Building Committee will choose a Chair and Vice Chair of the Building Committee.
- d) The Chair will schedule the meetings based on the program of work to be undertaken.
- e) A quorum will be a majority of members appointed.

3. Terms

The Term for the Building Committee shall be for the duration of each restoration project.

4. Procedures

- a) A simple majority of votes cast at a meeting/unanimous consent of the Building Committee will be required to pass a decision/recommendation.
- b) Decisions/recommendations of the Building Committee will be forwarded to Council through appropriate staff reports following Council procedures as required.

January 13, 2016

- c) The Britannia Heritage Shipyards Society and the Steveston Historical Society will identify one alternate member of their respective society to the Building Committee.
- d) The City of Richmond will provide the Building Committee with staff support for the preparation of agendas and recording of meetings.
- e) The Chair, in conjunction with the Senior Manager, Parks, will prepare the meeting agenda. Agendas will be distributed to the Building Committee members in advance of the meeting.

DRAFT