

**Richmond Village Association  
Minutes – for Meeting of Oct 03, 2005  
St. Paul's United Church – 7:30 pm**

**Past President:** Ted Brown

**Present:** President – Harvey Snyder  
Treasurer – Judy Wagdin

Vice Pres. – Bruce Webster (absent)  
Secretary – Don Flanders

Directors – Jill DeBoer, Ulrica McKim, Andrew McKim, David Hicks

**Guests:** John Curry, David Hicks.

**Absent:** Bill Walters, Bruce Webster

**Item 1: Agenda Review:**

**Agenda approved as presented.**

**Item 2: Minutes of September 12<sup>th</sup>, 2005**

**Motion 2005.14 Moved by Jill deBoer seconded by Andrew McKim to accept minutes for June, August and September minutes as presented. Passed**

**Item 3: 2004/05 Synopsis – 2005/06 Objectives**

A review of the 2004/05 year was described.

The new cities funding model will have to be evaluated in the upcoming year. Funding may need to be found from other sources if we wish to continue these projects.

Need to increase community involvement/development for 2005/2006.

Strategic planning session needs to happen

Objective: Need a chair for each of the subcommittees and have them provide a report for the RVA meeting.

#### **Item 4: Recruitment of board members**

Four director positions open for the 2005/2006 year.

The contributions of Leslie Abraham and Jane Campbell were enormous and the RVA wishes to thank them for their efforts.

**Ted Brown nominates David Hicks to be a director of the RVA. Seconded by Ulrica McKim. All in favor. Passed**

#### **Item 5: Business arising from minutes of September 12<sup>th</sup>, 2005**

##### **1. Treasurer's Report**

In the new funding model, it may mean that the RVA would need to incorporate. This would improve our chances of getting grants and other monies. It does have costs associated with incorporation such as audits.

The treasurer's report was presented the executive.

**Motion 2005.15 Moved by Ted Brown seconded by Ulrica McKim to accept the treasurer's report. Passed**

**Motion 2005.16 Moved by Judy Wagdin seconded by Ted Brown to transfer the accounts of the Bank of Nova Scotia related to the Lighting of the Park and Christmas Parade to the CIBC and close the Bank of Nova Scotia account. Passed**

##### **2. Richmond Oaks play structure**

Don talked to the city concerning the playstructure. The current plan is that this is a capital project for 2006 with the most likely installation time being late May or early June.

Don sent on all the information to Mark and Robin/Cory Skinner of that area. Currently in discussion with them surrounding timelines. Passed all the information from the Chanonhouse playstructure and associated timelines.

We may be able to help with surveying the area and helping holding a community meeting with the city concerning this.

### **3. RVA projects planning**

Covered in earlier sections.

### **4. Sub-committee reports**

#### **Report on Special Events:**

The Christmas ceremonies will be held on December 3<sup>rd</sup>.

Christmas Parade will be at 11:00;

Jingle Bell Walk will be at 6:15;

Lighting of the Park will be at 6:30.

Plans are in place and running well.

Looking at getting businesses involved with decorating individual trees. The RVA will be decorating one tree. Letters will be sent out asking for businesses taking part.

#### **Communications and Promotions:**

Deadline for non-profit flyer for the winter flyer is October 7<sup>th</sup>.

#### **Youth Organizations:**

Youth activity night at arena on Friday nights. Recommendation that the youth organization involved with the RVA move to this activity night.

#### **Murals:**

Ted has prepared a request for proposal to the community artists for the upcoming mural. The timeline for the next mural is between 1910 and 1940 and includes sizes and timelines.

Try to get the RFP out to perspective artists – no restrictions in location of artist.

## **5. Rural Summit**

Registration for the rural summit opened today and closes on November 3<sup>rd</sup>. This allows people to take part in workshops and seminars.

Day 2 will be the Ottawa rural summit.

Registration can be at the rural summit web site or talking to our city councilor.

## **New Business**

### **1. New King street subdivision**

Need to examine where the water supply for this subdivision will be held. Community meeting will be held on Oct 17<sup>th</sup> at Goulbourn Municipal building.

### **2. Examination of potential new committee structure.**

It was decided to adopt the new structure with final approval to be done at the strategic planning session.

Addition of roles and responsibilities for the President/Vice/Treasurer and Secretary. Asked the executive to provide a description of these activities.

### **3. Action Log approval and Review**

Approved. Action Log will become part of the agenda.

## **Other Discussion**

The meeting closed at 9:09 PM

Motion for adjournment. Approved.

The next meeting will be on **November 7<sup>th</sup>, 2005 at St. Paul's United Church – 7:30pm**

October 10, 2005

## Mural Project - Request for Proposal – Mural # 5

### **GENERAL CONDITIONS**

This document outlines the requirements for submission of a bid to enter into contract with the Richmond Village Association (RVA) to prepare one in a series of historical murals to be erected on the Richmond Memorial Community Centre.

Mandatory requirements are identified below. Failure to respond to these disqualifies a bid from further consideration. Information in addition to those requirements may assist the RVA in judging one bid to be superior to another.

Any questions concerning the Request for Proposal may be posed to the RVA through Judy Wagdin at (613) 838-5483.

Completed bids must be received by Jan 20, 2006. Bids may be mailed to the RVA at P.O. Box 4, Richmond, ON., K0A 2Z0 or hand delivered to Judy Wagdin at 137 Hamilton St., Richmond, ON.

The RVA shall not be bound to contract for the lowest or any of the bids submitted.

### **BACKGROUND**

To commemorate the Year 2000, the RVA undertook a project to erect a series of up to eight billboard style historical murals (approx. 8x20ea.) on the upper metal walls of the Richmond Memorial Community Centre at the rate of about one per year. To date four murals have been completed and installed on the Huntley Rd. side of the Community Centre.

Mural #1, entitled “Breaking Through to the Jock”, depicts the building of the Richmond Road. Mural #2, entitled “Richmond Settlement - 1825”, shows the artists conception of how Richmond could have looked at that time. Mural #3 is entitled “Richmond Celebrates Confederation” and depicts a parade with a militia unit and a band. Mural #4 presents an early version of the Richmond Fair

### **Applicable Documentation**

Attached please find a photocopy of an article on the founding of the village of Richmond. Additional References available in the Ottawa Public Library (Richmond Branch):

1. John Curry, Richmond on the Jock, Performance Printing, Smith Falls, ON., 1993.
2. Harry and Olive Walker, Carleton Saga, Runge Press, Ottawa, 1971.
3. Richmond 150 Sesquicentennial, 1968.

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Additional information that may be required may be obtained from the National Archives or from the Goulbourn Museum at Stanley's Corners.

### **Scope of Work**

Mural #5 should depict Richmond in the time frame 1910 to 194.0, e.g., some very special event, theme or scene from that period.

#### **The selected contractor shall execute the following work:**

- ◆ Render mural design for approval of the RVA.
- ◆ Consult with Richmond Memorial Community Centre staff with respect to the most effective arrangement for installing the artwork, and undertake to prepare the artwork itself to be compatible with the specified design and installation.
  
- ◆ Acquire all the materials necessary to produce the mural.
- ◆ Carry out all material preparation and execute the mural artwork.
- ◆ Carry out all pre-installation preparations including protective measures to ensure durability of the mural in its installed location.
  
- ◆ Arrange for the delivery of the completed mural to the Richmond Memorial Community Centre.
  
- ◆ Provide advice and supervision to the crew installing the mural on the building.

The contractor will not be responsible for the actual installation of the works, nor for any site preparation with respect to the building structure. The contractor is not responsible for the provision of any equipment associated with the installation itself.

### **Deliverable End Items**

The contractor shall deliver the following end items to meet the requirements of the contract:

MURAL - A polychrome mural as appropriate to the approved design, size 8 feet x 20 feet, rendered on an appropriate grade of material to be selected and proposed by the contractor. The design of the mural will take into account the specified procedure for mounting and installation. The mural shall be delivered to the installation site by Jul 23, 2006.

### **Interim Deliverables**

The contractor will deliver design specifications and progress reports in accordance with the contract

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## **Basis of Payment**

The contract will be for a firm fixed price at a fee based on the proposal and agreed through negotiation. Monthly progress claims may be made based on material expenditures supported by evidence of purchase. No holdback will be applied to claims for material. Progress claims for labour may be submitted on a monthly basis as well. The combination of material and labour claims shall not exceed 70% of the contract value prior to final delivery.

## **Bid Requirements**

Bids shall include the following elements:

### **Design Concept**

- ◆ A design concept which shall include, but not be restricted to, sketches and drawings showing placement and scale of the mural on the building as well as a preliminary sketch of a proposed mural. The design concept shall be compatible with the design of the existing murals.
- ◆ A written description of the mural design, including an historical explanation for the proposed design.

### **Technical Proposal**

- ◆ A specification list of the materials to be used including the material upon which the mural will be painted, the type and grade of paint and the preparation and finishing materials.
- ◆ A description of the preparation prior to painting, the painting and final protective treatment of the mural.
- ◆ Relevant information regarding preparation of the mural for installation (e.g. mounting frame and materials).
- ◆ A schedule, showing all activities including but not restricted to design, approvals, material acquisition, layout and painting, finishing and delivery, installation.

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## **Cost Proposal**



A Proud Past, a Bright Future

- ◆ A firm fixed contract price will be stated in the introduction.
- ◆ The firm fixed price will be broken down into material costs with order of magnitude shown for mural backing, preparation material, paint, finishing material, hardware, tools and supplies.
- ◆ An estimate of labour cost will be presented.

#### **Qualifications**

- ◆ A list of similar projects performed, including references if available.
- ◆ A brief portfolio illustrating talent and experience.

#### **Coordination Instructions**

Contact name and number: Judy Wagdin, 137 Hamilton St., Richmond, ON., K0A 2Z0. (613) 838-5483.

#### **Deadlines**

1. Bids to be received by 3 PM, Friday, Jan 20, 2006.
2. The results of the bid evaluation to be communicated to the bidders by Friday, Feb 3, 2006.
3. The mural to be delivered to the Richmond Memorial Community Center by Jul 23, 2006.