



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Todd Gross
Director, Parks Services
Date: June 3, 2019
File: 11-7200-30-ADON1/2019-Vol 01
Re: Tree, Bench and Picnic Table Dedication Program – Renewals, Term Lengths, Available Spaces, and Number of Plaques

Staff Recommendation

1. That Option 2 be approved as described in the staff report titled “Tree, Bench and Picnic Table Dedication Program – Renewals, Term Lengths, Available Spaces, and Number of Plaques,” dated June 3, 2019, from the Director, Parks Services;
2. That the maximum number of plaques per bench be increased to three and the maximum number of plaques per picnic table be increased to four, as described in the staff report titled “Tree, Bench and Picnic Table Dedication Program – Renewals, Term Lengths, Available Spaces, and Number of Plaques,” dated June 3, 2019, from the Director, Parks Services;
3. That Policy 7019 “Tree, Bench and Picnic Table” be amended as proposed in Attachment 7 of the staff report titled “Tree, Bench and Picnic Table Dedication Program – Renewals, Term Lengths, Available Spaces, and Number of Plaques,” dated June 3, 2019, from the Director, Parks Services; and
4. That the moratorium on the Tree, Bench and Picnic Table Dedication Program be lifted.

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

Att. 8

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

CNCL - 351

Staff Report

Origin

This report addresses the following referral made at the Parks, Recreation, and Cultural Services Committee meeting held on May 28, 2019:

That Option 2: 10-Year Renewal Exemption for Pre-2003 Program Participants as outlined in the staff report titled "Tree, Bench, and Picnic Table Dedication Program Review," dated May 1, 2019, from the Director, Parks Services be referred back to staff for further clarification and revision including:

- (1) options for fixed term lengths and renewal;*
- (2) a list of available spaces; and*
- (3) a review of the maximum number of plaques permitted per bench and picnic table.*

This report also addresses the following referral made at the Council meeting held on February 19, 2019:

That a moratorium be put on the Tree, Bench, and Picnic Table Dedication Program pending staff review of Policy 7019.

Analysis

Background

The City of Richmond's Tree, Bench and Picnic Table Dedication program was introduced in February 1991. The program was initiated to provide a funding source for trees, benches and picnic tables along Richmond's waterfront and high-use parks or trails. There are currently 1,283 benches and 450 picnic tables in the parks furniture system of which 481 have dedications.

The program was immediately popular as a means to commemorate friends, family members, or important events through plaques placed on park benches and picnic tables or through the planting of trees in select parks or trails. In the period February 1991 to March 2003, 325 benches and 32 picnic tables (totalling 357) were funded and installed through the dedication program.

As the lifecycle of the standard bench is approximately 10 years, it became evident that the City did not have a sustainable funding source for the replacement of the original benches once they deteriorated. To address this issue, the City conducted a program review and in March 2003, the original Policy 7004 "Tree and Bench Donation" was repealed and replaced with Policy 7019 "Tree, Bench and Picnic Table" This new policy included an updated fee structure for the program to account for maintenance and replacement costs, and established a 10-year term associated with each bench and picnic table dedication.

The 357 existing program participants were provided an extension in that their 10-year dedication term commenced April 14, 2003, as opposed to the actual date that the bench or picnic table was installed. All program participants on file were mailed a letter informing them of this update to the

Council policy, and that in ten years there would be an opportunity to renew their dedication at current day costs. During that period, the City would maintain and replace the assets as needed through existing operating or capital budgets.

Several program participants have recently notified staff that they did not receive the letter informing them of the policy update, either because the contact information was not up to date or because the primary contact for the dedication had changed and the information had not been passed on.

Tree, Bench and Picnic Table Donation Account

Dedication program funds are received by the City as donations. A tax receipt is issued to the dedicator for the amount of the dedication, minus the cost of the plaque. Following the policy update in 2003, the maintenance funding for new dedications (124 in total) has been placed in tree, bench, or picnic table donation accounts. Table 1 illustrates the amount of existing funds available in the tree, bench and picnic table donation accounts as of April 30, 2019.

Table 1 – Funds Remaining in Tree, Bench and Picnic Table Donation Accounts

Donation Account	Remaining Funds (as of April 30, 2019)
Tree Donations	\$8,454.77
Bench Donations	\$224,698.82
Picnic Bench Donations	\$50,402.38
Total	\$283,555.97

The bench and picnic table donation funds are used to service the 106 benches and 18 picnic tables (124 in total) that were dedicated after April 2003, for which the funds were collected.

The City has been maintaining and replacing the 357 benches and picnic tables that were dedicated prior to April 2003 through existing operating or capital budgets.

2018 Policy Update and Initiation of 10-Year Renewals

To initiate the 10-year renewal process, on March 12, 2018, Council approved an update to Policy 7019 “Tree, Bench and Picnic Table Dedication” (Attachment 1) and accompanying Fee Schedule 7019.01 (Attachment 2) to reflect 2018 operating and maintenance costs for the bench and picnic table portion of the dedication program. No changes were made to the tree dedication program as it operates on a full cost recovery model and has sufficient capacity to meet current demands.

The renewal fee schedule for dedicated benches and picnic tables (2018) is summarized in Table 2 below. These costs do not include a charge for a plaque as it assumes that the pre-existing plaque(s) will transfer over to the dedication renewal. If a new plaque is required, the donor will incur the cost of \$500 per plaque for manufacturing and installation.

Table 2 – Renewal Fee Schedule for Dedicated Benches and Picnic Tables (2018)

Item	Manufacture Cost	Installation/Admin	Maintenance	Plaque	Total
Bench	\$1,200	\$800	\$1,000 (\$100/yr)	\$0	\$3,000
Picnic Table	\$1,700	\$800	\$1,000 (\$100/yr)	\$0	\$3,500

In October 2018, renewal letters were sent to all program participants that had a bench or picnic table dedication up for renewal. This includes the 357 program participants (325 bench dedications and 32 picnic table dedications) whom requisitioned dedications prior to 2003.

Following this correspondence, several of the original program participants voiced their concerns to staff, Council, and the media about having to renew their dedications as they had believed the dedication was in perpetuity and at no further cost. Although all original program participants on file were notified of the renewal terms in 2003, there are several instances in which the primary contact for the dedication changed over the past 15 years without notice to the City. As such, the current contact was not aware of the policy update and the introduction of the renewal term.

In Perpetuity Dedications

At the Parks, Recreation, and Cultural Services Committee meeting held on January 29, 2019, there was discussion related to in perpetuity dedications.

From the onset of the program in 1991 to the policy update in 2003, there were three different administrative forms used to process dedication requests (see Attachment 3 for an example). The forms do not indicate that the City would maintain the dedication in perpetuity. The forms also do not address the inevitable replacement of these benches. The forms do state, however, that the costs are subject to change without notice. Council updated the policy in 2003 to clarify this information and to provide a sustainable framework by which donors could continue their dedications when the original bench was due for replacement. Many other Metro Vancouver municipalities were faced with similar challenges with their dedication programs and implemented similar policy changes over the past two decades. A common approach that municipalities have taken is to service dedications made prior to the introduction of the renewal term until the end of the bench's lifecycle, at which point the dedication would need to be renewed.

Very few cities offer in perpetuity dedication programs, and those that do exist are being phased out due to high costs and/or program saturation. The City of Vancouver previously offered an in perpetuity option at a cost of \$25,000, whereby funds were placed into an endowment fund to finance ongoing maintenance. This option was discontinued in January 2018 due to program saturation, which bars new donors from accessing dedication opportunities in popular areas. New York City charges \$10,000 USD for in perpetuity bench dedications in Central Park, which are similarly invested into an endowment fund for ongoing maintenance and replacement.

In perpetuity dedication programs are not common as cities are thereby committed to maintain the dedicated assets forever. City landscapes have changed a great deal over the past century, and are continuing to change at a rapid pace. Committing to maintain dedicated park assets indefinitely

restricts the ability of cities to adapt to changes in service delivery needs, landscape and environmental factors, and regulatory regimes.

A scan of dedication term lengths and associated costs for other municipalities is included as Attachment 4.

Parks, Recreation and Cultural Services Committee's Consideration of Options (May 28, 2019)

At the Parks, Recreation, and Cultural Services Committee meeting held on May 28, 2019, staff presented four options for the 10-year renewal term for Council's consideration. These options included:

- Option 1 – Proceed with the Renewal Process as Per Existing Council Policy
- Option 2 – 10-Year Exemption for Pre-2004 Program Participants
- Option 3 – One-Time Reduced Renewal Fees for Pre-2003 Program Participants
- Option 4 – Implement Fixed Term Dedications with No Option to Renew

A referral was made to further clarify and refine Option 2 (10-Year Renewal Exemption for Pre-2003 Program Participants). This report presents a revised Option 2 for Council's consideration.

Option 2 – 10-Year Renewal Exemption for Pre-2003 Program Participants

This option involves creating a one-time renewal exemption for the 357 program participants that had dedicated a bench or picnic table prior to the policy change in 2003. As several program participants have expressed that they were unaware of the policy update in 2003 and the introduction of the renewal terms, this would allow them an additional 10 years to prepare for the renewal process.

The ongoing maintenance and replacement costs for the next 10 years will continue to be funded through existing operating budgets, including the bench and picnic table donation accounts.

Program participants from the period April 2003 onwards are not granted the exemption and will be required to renew their dedications as per existing Policy 7019. Initiation of the renewal process for the 46 dedications made in the period 2003 – 2009 is projected to result in \$140,000 of revenue, should all program participants choose to renew, which will be added to the bench and picnic table donation accounts. Over the next ten years (2020 – 2029), an additional \$241,500 is projected to be generated from the renewal of 78 dedications made in the period 2010 – 2019.

Available Dedication Spaces

An impact of Option 2 is that the opportunity for natural turnover would be delayed. Staff will direct new dedication inquiries to parks and trails that have available capacity, such as:

- Aberdeen Neighbourhood Park;
- Blundell Neighbourhood Park;
- Garden City Community Park;
- Hugh Boyd Community Park;

- King George Community Park;
- Lang Park;
- McLean Neighbourhood Park;
- Minoru Park;
- Paulik Neighbourhood Park;
- Railway Greenway;
- Richmond Nature Park;
- South Arm Community Park;
- South Dyke Trail (by No. 5 Road and Finn Slough);
- Steveston Community Park; and
- Terra Nova Rural Park.

A list of benches and picnic tables that are available for dedication is included in Attachment 5.

Fixed-Term Dedications (with No Option to Renew)

The existing Policy 7019 allows program participants to renew their dedication every 10 years. As part of the Council referral, staff were asked to explore options for fixed-term dedications. Fixed-terms would allow for predictable and consistent turnover of program participants. The City of Surrey recently adopted this approach by implementing a fixed dedication term length of 20 years with no option to renew in the same location. Table 3 presents proposed fees for fixed-term lengths of 10, 15, and 20 years.

Table 3 – Proposed Fee Schedule for Fixed-Term Dedications

Item	Plaque	10-Years	15-Years*	20-Years*
Bench	\$500	\$3,000	\$4,750	\$6,600
Picnic Table	\$500	\$3,500	\$5,550	\$7,700

*Costs assume an annual CPI increase of approximately 2 per cent.

Should Council endorse fixed-term dedications, the recommended term length is 10 years for all new dedications for the following reasons.

- A 10-year term is consistent with the existing policy;
- The average lifecycle of a bench is approximately 10-years;
- The lower costs are more affordable; and
- The shorter term allows the City with flexibility to adapt to potential future changes in service delivery needs, landscape and environmental factors, and regulatory regimes.

Staff do not recommend amending the existing policy to introduce fixed-term lengths with no option to renew as this change could potentially impact long-term sustainability of the dedication program. While there is believed to be a sufficient demand in popular waterfront areas, many benches and picnic tables may go undedicated in other parks and open spaces.

Should Council endorse fixed-term lengths, all existing dedications will be permitted one renewal term, after which no additional renewal terms will be granted. Staff would revise existing Policy 7019 to reflect this change and would bring this updated policy to Council for adoption at a future date.

Number of Dedication Plaques

The existing council policy allows up to two dedication plaques to be installed on a dedicated bench or picnic table. The cost of a second plaque is not included in the dedication fee and is an added cost of \$500 for manufacturing and installation. A second plaque can be added to a bench or picnic table at any time during the dedication period, but will not extend the original term itself.

Attachment 6 provides illustrations of a standard bench with 2, 3, or 4 plaques. An increased number of plaques allows for an increased number of individuals to be commemorated on a single bench. However, an increased number of plaques decreases the amount of “clear” space available on a bench for sitting. This can pose a challenge as the plaques are sometimes perceived as private memorial markers, in front of which some individuals prefer not to sit out of respect.

To increase the number of permissible plaques while maintaining a balance of plaque space with clear seating space, it is recommended that Policy 7019 be amended to increase the maximum number of plaques permitted per bench from two to three (Attachments 7 and 8). As picnic tables have more available space, it is recommended that Policy 7019 be amended to increase the maximum number of plaques permitted per picnic table from two to four.

Dedicators wishing to commemorate more than three individuals on a bench or four individuals on a picnic table can do so by combining multiple names onto a plaque.

Lifting the Moratorium

At the Council meeting held on February 19, 2019, a moratorium was placed on the dedication program pending the outcome of a review process. Should Council endorse Option 2 as outlined in this report, staff recommend that the moratorium on the dedication program be lifted.

Financial Impact

None.

Conclusion

The City of Richmond's Tree, Bench and Picnic Table Dedication program remains a popular opportunity for community members to recognize loved ones, while simultaneously contributing to the enhancement of Richmond's parks and open space system. The existing Council policy allows this limited resource to be accessible to a wide range of community members, and ensures the program is sustainably funded over the long-term.



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

- Att. 1: Policy 7019 – Tree, Bench and Picnic Table Dedication
2: Fee Schedule 7019.01 – Tree, Bench and Picnic Table Dedication
3: Sample Pre-2003 Dedication Application Form
4: Best Practices Scan of Other Municipalities
5: Dedication Bench and Picnic Table Inventory
6: Dedication Plaque Options
7: Proposed Policy 7019 – Tree, Bench and Picnic Table Dedication (red-lined)
8: Proposed Policy 7019 – Tree, Bench and Picnic Table Dedication (clean)



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

POLICY 7019:

It is Council policy that:

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



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

FEE SCHEDULE 7019.01:

Tree, Bench and Picnic Table Dedication Charges Schedule

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

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

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



Approved by Council: April 14, 2003

Amended by Council: March 12, 2018

maintenance.

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

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

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

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

Dedication Program – Sample Application Form (1991)



The Corporation of the Township of RICHMOND

1811 No. 3 ROAD, RICHMOND, B.C. V6V 2C1
(604) 276-4000 FAX 276-5130

PARKS & RECREATION DEPARTMENT

BENCH DONATION

- . DONATION AMOUNT EFFECTIVE JANUARY 1991:
 - . minimum amount of donation required for construction and installation of standard park bench, on crushed limestone pad _____ \$1,000
 - . on asphalt pad, _____ \$1,100
 - . on concrete pad, _____ \$1,250
 - . on interlocking bricks, _____ \$1,500
- . COMMEMORATIVE PLAQUES ARE PERMITTED, BUT ARE THE RESPONSIBILITY OF THE DONOR. PLAQUE SIZE TO BE MAXIMUM 4" X 8"; DESIGN AND WORDING MUST BE APPROVED BY THE CITY BEFORE INSTALLATION. CONTACT CITY STAFF FOR MORE INFORMATION.
- . PLEASE ALLOW UP TO 60 DAYS FOR INSTALLATION.
- . COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.
- . ESTIMATES FOR SPECIAL BENCHES WILL BE PROVIDED ON REQUEST.
- . ALL BENCH PADS ARE CONSTRUCTED TO PROVIDE SPACE FOR A WHEELCHAIR.
- . FOR MORE INFORMATION, PLEASE CALL 276-4107, WEEKDAYS 8:15 a.m. - 5:00 p.m.

6292P-67

RICHMOND DEPARTMENT OF PARKS & LEISURE SERVICES

BENCH DONATION DATA SHEET

DONOR INFORMATION

NAME: _____
ADDRESS: _____
CITY: _____
POSTAL CODE: _____ HOME PHONE: _____ BUS. PHONE: _____

INCOME TAX INFORMATION: As Above ___ or

NAME: _____
ADDRESS: _____
CITY: _____
POSTAL CODE: _____

LOCATION INFORMATION: (ATTACH A MAP OR SKETCH)

PLAQUE WORDING:

SPECIAL REQUIREMENTS:

DATE: _____

Office Use Only

SIGNATURE: _____

6292P-65



**City of
Richmond**

Dedication Program
Community Services Division

Dedication Program – Best Practices Scan of Other Municipalities

Updated March 1, 2019

Municipality	Dedication Cost (2019)	Term	Renewal Cost (2019)	Max. Number Plaques
Banff National Park (Parks Canada)	\$4,000/bench	10-years	\$4,000/bench	1
BC Parks	\$3,000/bench \$4,000/picnic table	10-years	\$3,000/bench \$4,000/picnic table	1
Metro Vancouver	\$4,500/bench \$4,040/picnic table Or \$2,500 + \$300/year for 10 years (\$5,500)	15-years	\$4,500/bench \$4,040/picnic table Or \$2,500 + \$300/year for 10 years (\$5,500)	1
City of Richmond	\$3,500/bench \$4,000/picnic table	10-years	\$3,000/bench \$3,500/picnic table	2
City of Vancouver	\$5,500/bench \$5,500/picnic table	10-years	\$5,500/bench \$5,500/picnic table	1
City of Surrey	\$3,500 bench \$5,000 picnic table	20-years	No renewals.	1
City of Burnaby	Starting at \$3,000/bench \$5,000/picnic table	10-years	Starting at \$3,000/bench \$5,000/picnic table	1
City of Coquitlam	\$2,500/new bench \$1,250/existing bench \$4,500/picnic table	10-years	\$400/bench \$600/picnic table	1
City of Delta	\$3,000/bench \$3,500/picnic table	10-years	After 10 years, if bench needs to be removed because it cannot be repaired, donor is offered first option to replace the bench at the full rate.	1
City of Port Moody	\$4,000/bench \$5,000/picnic table	10-years	\$4,000/bench \$5,000/picnic table	2
City of Edmonton	\$4,500/bench	10-years	\$2,500/bench <i>Program currently under review.</i>	1
City of Kelowna	\$2,800/bench \$2,800/table	10-years	\$2,800/bench \$2,800/table	1

City of Langley	\$2,000/bench \$1,700/picnic table	10-years	\$2,000/bench \$1,700/picnic table	1
City of New Westminister	\$2,884/bench	In perpetuity	Does not apply <i>Program currently under review to add term lengths and renewal fees.</i>	2
City of North Vancouver	\$2,300-\$4,500/bench \$5,000/picnic table	10-years	\$2,300-\$4,500/bench \$5,000/picnic table	2
City of Penticton	\$2,570/bench \$3,060/picnic table	15-years	\$1,285/bench \$1,530/picnic table (50% of current fees)	1
City of Port Coquitlam	\$1,500/bench in park or cemetery \$2,500/bench in premium location \$3,750/picnic table	10-years	Full cost. <i>Dedications prior to the 10-year term are serviced until the end of the bench's lifecycle.</i>	1
City of Victoria	\$3,500/bench	10-years	\$3,000/bench 1 renewal only.	1
City of West Vancouver	\$3,600/bench	10-years	\$3,600/bench	1
City of White Rock	\$3,175/bench \$3,400/picnic table	10-years	\$1,590/bench \$1,700/picnic table	1
District of North Vancouver	\$2,200/bench	10-years	\$2,200/bench <i>Program currently under review.</i>	1
District of Sooke	\$2,000/bench \$4,000/bench \$6,000/bench	10-years 20-years 30-years	\$2,000/bench for 10-year renewal	1
City of Abbotsford	\$2,971/bench \$3,236/bench with 2 plaques \$3,502/bench with view of Mt. Baker \$3,767/bench with view & 2 plaques \$2,653/picnic table	10-years	<i>Renewal process currently under review.</i>	2
New York City (Central Park)	\$10,000 USD endowed	In perpetuity	Does not apply.	1
Town of Sidney	\$3,000/bench	10-years	No renewals; must apply for new dedication.	1
Township of Langley	2,200/standard bench \$3,400/premium bench	10-years	2,200/standard bench \$3,400/premium bench	1

Dedication Bench and Picnic Table Inventory

Park/Trail	Total Benches	Benches Dedicated	Benches Available for Dedication	Total Picnic Tables	Tables Dedicated	Tables Available for Dedication
Aberdeen Park	9	0	9	5	0	5
Albert Airey Park	3	1	2	1	0	1
Burkeville Park	5	1	4	6	1	5
Dolphin Park	4	0	4	0	0	0
Dover Park	14	2	12	2	0	2
Dyke Trail – Hamilton	5	5	0	3	1	2
Dyke Trail – Middle Arm	81	79	2	8	6	2
Dyke Trail – South	57	51	6	16	16	0
Dyke Trail – West	35	35	0	9	9	0
Finn Slough Park	9	7	2	0	0	0
Garden City Park	19	11	8	0	0	0
Garry Point Park	46	46	0	11	9	2
Great West Cannery Park	5	0	5	1	1	0
Homma Elementary	1	1	0	0	0	0
Hugh Boyd Park	7	3	4	5	1	4
King George Park	30	5	25	0	0	0
Lang Park	8	4	4	0	0	0
London Landing	13	13	0	1	1	0
Lord Byng Elementary	1	1	0	0	0	0
McDonald Beach Park	10	10	0	0	0	0
McLean Park	4	0	4	2	0	2
McNair Secondary	4	4	0	0	0	0
Minoru Park	73	69	4	3	1	2
Paulik Park	4	1	3	2	0	2
Railway Greenway	14	3	11	0	0	0
Richmond Ice Centre	2	1	1	0	0	0
Richmond Nature Park	10	0	10	0	0	0
South Arm Park	17	15	2	0	0	0
Spul'u'kwuks Elementary	6	3	3	0	0	0
Steveston Harbour	17	17	0	0	0	0
Steveston Park	33	26	7	12	3	9
Steveston-London Park	6	3	3	3	0	3
Tait Elementary	3	2	1	1	0	1
Terra Nova Rural Park	15	7	8	2	1	1
Thomas Kidd Elementary	1	1	0	0	0	0
Thompson/Burnett Park	2	2	0	2	0	2
Whiteside Elementary	2	2	0	0	0	0
TOTAL	575	431	144	95	50	45



**City of
Richmond**

Dedication Plaque Options
Community Services Division

Dedication Plaque Options



Figure 1: One Plaque



Figure 2: Two Plaques



Figure 3: Three Plaques



Figure 4: Four Plaques



POLICY 7019:

It is Council policy that:

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



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

It is Council policy that:

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