



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 1, 2023
From: Marie Fenwick **File:** 11-7000-09-20-283/Vol
 Director, Arts, Culture and Heritage Services 01
Re: **Bowling Green Community Activity Centre Terms of Reference for Public Art Project**




Staff Recommendation

That the Terms of Reference for the Bowling Green Community Activity Centre public artwork, as presented in the report titled "Bowling Green Community Activity Centre Terms of Reference for Public Art Project", from the Director, Arts, Culture and Heritage Services, dated November 1, 2023, be endorsed.

CM Fenwick

Marie Fenwick
 Director, Arts, Culture and Heritage Services
 (604-276-4288)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Facilities & Project Development	<input checked="" type="checkbox"/>	
Recreation and Sport Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

In accordance with the Public Art Program Policy No. 8703, the project budget includes an allocation of one per cent of the construction budget for public art to be integrated with the Bowling Green Community Activity Centre. The one per cent public art contribution for this project is \$33,000.

Following recent re-design of the building, this report presents updated terms of reference for the public artwork opportunity for Council's consideration.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6

A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

6.2 Enhance the City's network of parks, trails and open spaces.

6.3 Foster intercultural harmony, community belonging, and social connections.

6.4 Support vulnerable populations through collaborative and sustainable programs and services.

6.5 Enhance and preserve arts and heritage assets in the community.

Analysis

Background

At the Council meeting held on May 10, 2021, Council approved the Terms of Reference for the Bowling Green Community Activity Centre Public Art Project. It describes the art opportunity, themes, site description, scope of work, budget, artist eligibility, selection process, schedule and submission requirements.

The selection process was deferred when the project was delayed and re-designed. To reflect the revised form and character of the facility and surrounding landscape, the Terms of Reference document has been updated, maintaining the Council-approved themes.

City Centre Public Art Plan

The City Centre Public Art Plan identifies guiding principles that create continuity throughout the City Centre and its individual villages. The City Centre is a rapidly growing urban core that includes new businesses, housing, parks, pedestrian precincts as well as arts and entertainment

hubs. Public art plays an important part in animating the urban core with artworks that offer visitors and residents intimate and “discovered” artworks. Public art situated in strategic locations also helps to create a sense of place while providing geographic locators and wayfinding signals. The City Centre Public Art Plan’s vision is to enrich Richmond’s urban identity through inspirational and purposeful art in the public realm.

Bowling Green Community Activity Centre

The new single storey, 3,200 square foot Bowling Green Community Activity Centre will feature a multipurpose room, kitchen, change rooms with lockers, washrooms and storage that will support the Richmond Lawn Bowling Club operations and provide space for community programs and activities. An arrival plaza located north-east of the building will connect and guide visitors to multiple public promenades in the park. The entrance plaza will have paving comprised of unit pavers mortared onto a concrete base.

Terms of Reference – Bowling Green Community Activity Centre Public Artwork

The Public Art Terms of Reference for the Bowling Green Community Activity Centre Public Artwork (Attachment 1) was developed in collaboration and consultation with City staff and representatives from the Richmond Lawn Bowling Club. The Terms of Reference describes the art opportunity, themes, site description, scope of work, budget, eligibility criteria, selection process, selection criteria, project schedule and submission requirements.

The Terms of Reference was presented to and endorsed by the Richmond Public Art Advisory Committee (RPAAC) on October 31, 2023.

Public Artwork Location and Materials

The public artwork will be integrated into the arrival plaza located at the north-east entrance to Minoru Park at 6131 Bowling Green Road. The artwork will serve to create a sense of arrival to the Bowling Green Community Activity Centre and Minoru Park.

The commissioned artist will be required to work with paver types and colours specified by the City of Richmond to develop and create a unique design. The installation of the paving artwork design will be carried out by City-contracted professionals. The commissioned design will be required to work with the surrounding paving treatment, bearing in mind constructability, walkability, accessibility, safety and durability.

City staff met with representatives from the Richmond Lawn Bowling Club to provide an update on the Terms of Reference for the public artwork. The representatives support the location and approach to the artwork.

Public Artwork Themes, Aims and Objectives

In response to the guiding principles of the City Centre Public Art Plan, the public artwork will have a strong visual presence and signal arrival and welcome to Minoru Park. Shortlisted artists will be invited to respond to the theme “Honouring Yesterday, Celebrating Today, Building Tomorrow” as it relates to creating inclusive and welcoming spaces for all in Minoru Park. Shortlisted artists will be encouraged to explore contemporary forms of artistic expression and approaches to create an engaging and tranquil art experience for the area.

The project will join a growing number of artworks as part of a civic public art trail linking artworks located at Richmond City Hall to Minoru Park, including the Richmond Cultural Centre, Gateway Theatre, Minoru Centre for Active Living, Brighthouse Fire Hall No.1, Minoru Arenas and in 2024 the Cultural Centre Annex.

The new public artwork will contribute to the City Centre's cultural identity and the Minoru Precinct's significance within the downtown core.

Public Art Artist Selection Process

A two-stage artist selection process will be implemented and will follow the Richmond Public Art Program Policy guidelines as outlined in the Public Art Program Administrative Procedures Manual. The Artist Call will be open to artists residing in British Columbia.


A representative from both the Richmond Lawn Bowling Club and the Richmond Fitness and Wellness Association will join professional artists and arts professionals on a five-person artist selection panel. Following the selection process, the preferred artwork concept proposal will be brought forward to the Richmond Public Art Advisory Committee for endorsement and to Council for approval in Spring 2024, in order to proceed with the detailed design and installation phases of the artwork in 2024-2025.

Financial Impact

The total public art budget for the Bowling Green Community Activity Centre public artwork is \$33,000, funded from the approved Bowling Green Community Activity Centre capital project. The commissioned artist will be provided with an artist fee of \$5,000 out of the project budget. The artist fee will include administration and coordination of meetings with City staff and City contractors, submission of a digital artwork file, and documentation photography. The remainder of the budget will be used for installation of the artwork, administration and contingency. Any maintenance and repairs required to the artwork will be the responsibility of the Public Art Program and will be funded out of the Public Art Program's annual operating budget.

Conclusion

The Richmond Arts Strategy: 2019-2024 recognizes that the arts are integral to vibrant communities. This public art project will play a significant role in creating inclusive spaces for all within Minoru Park and the larger civic public art trail in Richmond's rapidly growing and diverse urban core. By infusing creativity and imagination in our public spaces, residents and visitors alike can experience a greater sense of pride in our communities, contributing to quality of life, health and wellness, and community-building.



Biliana Velkova
Public Art Planner
(604-247-4612)

Att. 1: Bowling Green Community Activity Centre Artist Call Terms of Reference

call to artists

PUBLIC ART
RICHMOND



Figure 1. Bowling Green Community Activity Centre. Architectural rendering.

Bowling Green Community Activity Centre Public Art Opportunity

Request for Qualifications, RFQ

OPPORTUNITY

The Richmond Public Art Program is seeking an artist or artist team to create a unique paving design to be integrated into a plaza located at the north-east entrance to Minoru Park at 6131 Bowling Green Road. This project is part of the Bowling Green Community Activity Centre construction project and will serve to create a sense of arrival to Minoru Park.

This is a two-stage open call to artists. Following review of the submissions, the Selection Panel will recommend up to three shortlisted artists. Shortlisted artists will be invited to develop concept designs and attend an interview. An artist fee of \$500, plus applicable taxes, will be paid to each of the shortlisted artists or artist teams. All information about the opportunity is contained herein.

Artist Fee:	\$5,000 CAD
Eligibility:	Professional artists residing in British Columbia
Deadline:	[Insert Month], Day, 2024.
Completion:	Fall 2024

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BACKGROUND

The Richmond Lawn Bowling Club was founded in 1963 with a mandate to promote the sport of lawn bowling and operate a social club. One 8-rink lawn bowling green served the club until 1989 when a second green was installed in Minoru Park to serve a growing club membership. Approximately 10-15 percent of its members compete at a provincial, national and international level and 28 club tournaments are organized annually from May to September. Social activities, including annual BBQs, club dinners and opening day celebrations, play a key role in creating a community-oriented facility for members to enjoy.

The new Bowling Green Community Activity Centre will serve as both a clubhouse and community amenity building for use by the larger public. The facility will be well-suited for workshops, programs and meetings.

MINORU PARK

Minoru Park is a vibrant social, cultural, recreational and community gathering place – a signature civic park located in Richmond's city centre. As one of the oldest parks in Richmond, Minoru Park has a rich history including its beginnings as the Minoru Race Track (1909) and hosting the first airplane flight in British Columbia (piloted by American Charles K. Hamilton in 1910).

The park contains several community-oriented facilities including the Gateway Theatre, Minoru Centre for Active Living, Minoru Arenas, and the Richmond Cultural Centre and Cultural Centre Annex, home of the Richmond Art Gallery, Richmond Arts Centre, Richmond Public Library, Richmond Archives and Richmond Museum.

The Bowling Green Community Activity Centre will be located on the existing site of the Richmond Lawn Bowling Clubhouse along the east edge of the Lakes District in Minoru Park, a place of tranquility and respite where visitors can quietly stroll or rest and connect with nature. This recently revitalized area provides environmental benefits and contributes significantly to Richmond's ecological network. Numerous trails connect the northern, peaceful Lakes District to the active, sporting areas to the south. The District's amenities can be enjoyed throughout the year, including picturesque walking routes with perennial floral displays and majestic trees (Figure 2).

BOWLING GREEN COMMUNITY ACTIVITY CENTRE

The new single storey, 3,200 sq.ft. Bowling Green Community Activity Centre will feature a multipurpose room, kitchen, change rooms with lockers, washrooms and storage. An arrival plaza located north-east of the building will connect and guide visitors to multiple public promenades in the park. The entrance plaza will have paving comprised of unit pavers mortared onto a concrete base.

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ARTIST OPPORTUNITY

The City Centre Public Art Plan aims to instill a sense of place and cultural identity within the urban core. Artists are invited to respond to the theme *"Honouring Yesterday, Celebrating Today, Building Tomorrow"* as it relates to creating inclusive and welcoming spaces for all in Minoru Park.

Shortlisted artists will be invited to propose a unique paving design to be integrated into a plaza located at the north-east entrance to Minoru Park at 6131 Bowling Green Road. More information regarding the type, size and colour options for the stone pavers will be provided to shortlisted artists during the second stage artist selection process. A \$500 artist honorarium will be provided to all shortlisted artists.

The commissioned artist will create and submit a digital artwork file and work with City staff and City contractors to implement their unique design to cover a portion of the north-east entrance plaza to Minoru Park.

The project will join a growing number of artworks as part of a civic public art trail linking artworks located at Richmond City Hall to Minoru Park, including the Richmond Cultural Centre, Gateway Theatre, Minoru Centre for Active Living, Brighthouse Fire Hall No.1, Minoru Arenas and in 2024 the Cultural Centre Annex.

The public artwork will contribute to the City Centre's cultural identity and the Minoru Precinct's significance within the downtown core.

LOCATION

The artwork will animate the north-east entrance plaza into Minoru Park. Please refer to Figure 2 for artwork location.

To understand the site context, applicants are encouraged to visit Minoru Park and the Lake District prior to submitting an application.

MATERIALS

The commissioned artist will be required to work with paver types and colours specified by the City of Richmond to develop and create a unique design. The installation of the paving artwork design will be carried out by City contracted professionals.

The commissioned artwork must work with the surrounding paving treatment, bearing in mind constructability, walkability, accessibility, safety and durability.

BUDGET

An artist fee of \$5,000 CAD, inclusive of all applicable taxes, excluding GST, is available for this project. The artist fee will include, administration and coordination meetings with City staff and City contractors, submission of a digital artwork file, and documentation photography.

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ARTIST ELIGIBILITY

This opportunity is open to artists or artist teams residing in British Columbia. Qualified artists will have proven experience producing artworks for civic projects. City of Richmond staff, Public Art Advisory Committee members, selection panel members, project personnel and artists who are currently contracted by the Richmond Public Art Program are not eligible to apply.

SELECTION PROCESS

A selection panel comprised of artists, arts professionals and community representatives will recommend the artist/artist team through a two-stage process. An artist honorarium of \$500 CAD will be paid to each of the shortlisted artists or artist teams to develop a concept proposal and attend an interview with the selection panel.

Any concept proposals submitted as part of the Stage 1 application and selection process will not be accepted.

Shortlisted artists will be required to attend an artist orientation session prior to developing a concept proposal.

ARTIST SELECTION CRITERIA

Stage 1

- Artist response to the Artist Opportunity cited above
- Artist's demonstrated qualifications, skills and experience of past work
- Artist's demonstrated ability to respond to the existing character of the site by taking into account scale, colour, material, texture, content and physical characteristics of the location
- Artist's capacity to work with other design professionals and stakeholders
- Appropriateness of the submission to the Public Art Program goals: www.richmond.ca/culture/publicart/policy.

Stage 2

- Artist response to any feedback and follow-up questions from Selection Panel regarding Artist Statement of Intent
- Artist response to any feedback and follow-up questions from Selection Panel regarding ability of the artwork to respond to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics of the location
- Artist response to any feedback and follow-up questions from Selection Panel regarding appropriateness of the proposal to the

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Public Art Program goals: www.richmond.ca/culture/publicart/policy

- Artist visualizations, sketches or renderings to communicate how the artwork will respond to the site including scale, colour, material, subject matter, and physical characteristics of the location.

SUBMISSION REQUIREMENTS

E-mail all documentation as one PDF document, not to exceed a file size of 5 MB to: publicart@richmond.ca

- **INFORMATION FORM** – Please complete the information form attached to this document.
- **STATEMENT OF INTENT** – (one page maximum) a brief artist bio, demonstrated experience and past work, subject matter interest or exploration. If applying as a team, please address how team members will work together.
- **ARTIST CV** – (one page maximum) current professional CV. Artist teams will include a one page CV for each team member.
- **WORK SAMPLES** – Artists and artist teams can submit up to ten (10) samples of past work that best illustrate their qualifications for this project. One image per page. Please include artist name(s), title, year, location and medium information.
- **REFERENCES** – Three references who can speak to your abilities, skills and accomplishments. Please provide name, title and contact telephone number and/or email. Reference letters are not required. Teams should include two references for each member.

PROJECT TIMELINE

*Applicants are asked to reserve this date and time in their calendar.

Submission Deadline:	[Month, Day], 2024
Artist Orientation: (for shortlisted artists)	[Month, Day], 2024, 1:00 p.m.*
Finalist Interviews:	[Month, Day], 2024, 1:00 – 3:00 p.m.*
Completion:	Summer 2025

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SOURCES FOR ADDITIONAL INFORMATION

[Richmond Lawn Bowling Club](#)

[Minoru Park](#)

[City of Richmond Public Art Program](#)

[City of Richmond Archives](#)

[City Centre Public Art Plan](#)

[Richmond Public Art Program Policy](#)

[Minoru Lakes Renewal Project](#)

SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to the guidelines and submission requirements or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Past work images and concept sketches would be best formatted to landscape format.
3. Submission files must be a single PDF file that is 5 MB or less.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae. (See Submission Requirements)
5. All documents must be sent by e-mail to: publicart@richmond.ca

ADDITIONAL INFORMATION

1. Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
2. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

E-mail: publicart@richmond.ca

call to artists

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Figure 2. Context aerial site plan showing existing location of the Richmond Lawn Bowling Club (in red)

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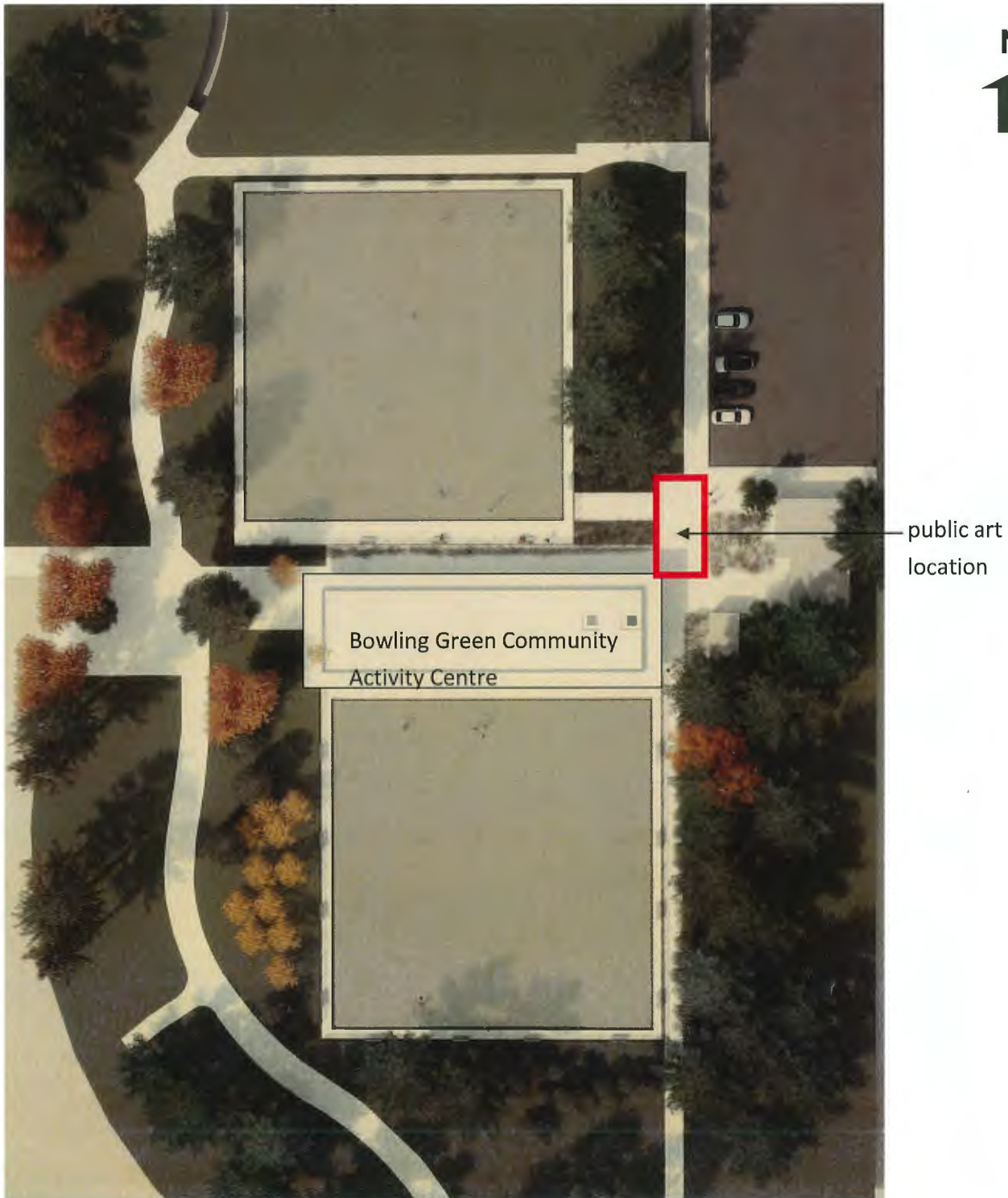


Figure 3. Site Plan showing location of the integrated paving artwork.

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Figure 4. Aerial view towards north-east entrance to Minoru Park. Architectural Rendering.



Figure 5. Bowling Green Community Activity Centre entrance plaza view from parking lot. Architectural Rendering.

call to artists



Attach one (1) copy of this form as the first page of the submission.

Name: _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

E-mail: _____ Website: _____
(One website or blog only)

Incomplete submissions will not be accepted. E-mailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.

If applicable, please indicate additional members of your artist team:

Optional: Do you self-identify as a member of an equity-seeking and/or underrepresented community?
(examples: Indigenous, person of colour, LGBTQ2S+, mixed ability, newcomer, deaf, hard of hearing, living with a disability, etc.) If so, please specify:

Please let us know how you found out about this opportunity:

Would you like to receive direct e-mails from the Richmond Public Art Program? Yes No

Signature: _____ **Date:** _____

Submit applications by e-mail to: publicart@richmond.ca

Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the EOI as required. All submissions to this EOI become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.