



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Marie Fenwick
Director, Arts, Culture and Heritage Services
Date: November 3, 2025
File: 11-7000-09-20-376/Vol 01
Re: West Richmond Pavilion Terms of Reference for Public Art Project



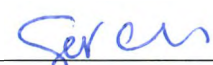
Staff Recommendation

That the Terms of Reference for the West Richmond Pavilion public artwork, as presented in the report titled "West Richmond Pavilion Terms of Reference for Public Art Project" from the Director, Arts, Culture and Heritage Services, dated November 3, 2025, be approved.

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"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Planning & Strategic Initiatives	<input checked="" type="checkbox"/>	
Facilities & Project Development	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

In July 2024, Council approved funding of \$19.85 million for the building of the West Richmond Pavilion.

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 facility. The one per cent public art contribution for this project is \$130,000.

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.

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

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

This report supports multiple City of Richmond Strategies, including:

- Richmond Arts Strategy, 2026-2031;
- Richmond Recreation and Sport Strategy, 2019-2024;
- Richmond Community Wellness Strategy, 2018-2023, and
- Richmond 2022 Parks & Open Space Strategy.

Analysis

West Richmond Pavilion

The new two-storey, 10,830 square-foot community amenity building located in Hugh Boyd Community Park will feature multipurpose rooms, a kitchen, concession window, change rooms, washrooms, storage and office spaces. A second floor balcony area will provide users with an outdoor area to view the sports fields and gather during events. The entrance plaza located to the north of the facility provides views to Francis Road and offers a welcoming gathering space for visitors and residents upon arrival to the facility.

Terms of Reference – West Richmond Pavilion Public Artwork

The Public Art Terms of Reference for the West Richmond Pavilion Public Artwork (Attachment 1) was developed in collaboration and consultation with City staff and community representatives from the West Richmond Pavilion Building Committee (Building Committee). The Terms of Reference describes the art opportunity, themes, site description and location,

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 21, 2025.

Public Artwork Location

A location in the north plaza for the placement of a stand-alone public artwork was identified. This prominent location in the entrance plaza will signal arrival and welcome.

Public Artwork Theme, Aims and Objectives

The West Richmond Pavilion Public Art Artist Call Terms of Reference will invite applicants to respond to the guiding question, “How can an artwork reflect the ideals of sportspersonship?” Sportspersonship is a term describing the qualities of ethical and fair behavior during competition, and the ability to respect and be generous towards opponents, teammates and sport itself.

In addition, the artwork will support wayfinding and placemaking, while enhancing physical and social connectedness within the community.

The project will join a growing number of artworks in Hugh Boyd Community Park, West Richmond Community Centre, and surrounding neighbourhood, including community-engaged artworks, a mural, and various utility cabinet art wraps.

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.

Representatives from the West Richmond Pavilion Building Committee will be invited to join a professional artist, arts professional and community member at-large on a five-person artist selection panel. Following the selection process, the recommended artwork concept proposal will be brought forward to the Richmond Public Art Advisory Committee for review and endorsement and to Council for review and approval in summer 2026, in order to proceed with the detailed design and installation phases of the artwork in 2026-2027.

Financial Impact

The total public art budget for the West Richmond Pavilion public artwork is \$130,000, funded from the approved West Richmond Pavilion capital project. The budget for the public artwork is \$120,000, with a balance of \$10,000 designated for administrative and contingency expenses. Any maintenance and repairs required for the artwork will be the responsibility of the Public Art Program and will be included in the future OBI request for the facility.

Conclusion

It is recommended that Council approve the Terms of Reference for the West Richmond Pavilion public artwork.

The Richmond Arts Strategy recognizes that the arts are integral to vibrant communities. This public art project provides an opportunity to recognize West Richmond Pavilion as a leading centre for active lifestyles, athletics, health and wellness. By infusing creativity and imagination in our public spaces, residents and visitors alike can experience a greater sense of pride in our communities.



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

Att. 1: West Richmond Pavilion Public Art Artist Call Terms of Reference

call to artists



Figure 1. West Richmond Pavilion. Architectural rendering.

West Richmond Pavilion

Public Art Opportunity

Request for Qualifications, RFQ

OPPORTUNITY

The Richmond Public Art Program is seeking an artist or artist team to create a stand-alone sculpture to be installed at the entrance to the new West Richmond Pavilion community facility and fieldhouse located in Hugh Boyd Community Park, 9200 No.1 Road.

This is a two-stage artist call, open to artists residing in British Columbia. Following review of the submissions, the Selection Panel will recommend up to three shortlisted artists. Shortlisted artists will be invited to develop artwork concepts and attend an interview. An artist fee of \$750, 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:	\$120,000
Eligibility:	Professional artists residing in British Columbia
Deadline:	[Month] XX, 2026
Completion:	Spring 2027

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HUGH BOYD COMMUNITY PARK

Hugh Boyd Community Park is a well-utilized 41.66 acre community park in Richmond, serving as the primary location for West Richmond Community Centre, Hugh Boyd Secondary School, and many local sport groups' practices, home games and popular tournaments, including Richmond Raiders Spring Flag Football Jamboree, Richmond Pickleball Association Charity & Fundraising Tournament, and The Nations Cup.

Opened in 1964, the Park's outdoor sports fields have provided recreational space for over 60 years. Today, the sports fields include two full-size artificial turf fields, two smaller artificial turf mini fields, two full-size grass fields and the current Hugh Boyd Fieldhouse. The Park's outdoor facilities support a diversity of physical activities, including:

- soccer
- ultimate flag football
- pickleball
- tennis
- basketball
- pitch and putt golf
- fitness circuit
- children's playground

The current 970-sq.ft. Fieldhouse, built in 1969, contains a concession stand, change rooms and washrooms. Due to challenges with its ageing infrastructure, this facility's services will be succeeded by the construction of a new community facility and fieldhouse in the park.

WEST RICHMOND PAVILION

The new 10,830-sq.ft. community facility and fieldhouse will be centrally located within the park and include team change rooms, public washrooms, multipurpose rooms, kitchen and concession. In addition, the facility will include a covered outdoor viewing space of approximately 1,000 sq.ft.

The facility will support the provision of community programs, including:

- low impact fitness, wellness, martial arts and dance programs
- creative exploration and art programs
- 55+ social group drop-in sessions
- youth social group drop-in sessions
- children's after-school programs
- parent & tot programs
- community rentals

In addition, the facility will support the day-to-day needs of multiple local sport user groups and offer opportunities to attract and host high-profile tournaments and sporting competitions.

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ARTIST OPPORTUNITY

Applicants are invited to respond to the guiding question, “How can an artwork reflect the ideals of sportspersonship?” as it relates to their material practice, considering the qualities of ethical and fair behaviour; graciousness in both winning and losing; and respect and generosity towards opponents, teammates and sport itself.

In addition, the artwork itself will:

- signal arrival and welcome to the facility,
- support wayfinding and placemaking, and
- enhance physical and social connectedness within the community.

Shortlisted artists will be invited to propose an artwork concept to be located at the north entrance plaza of the facility. More information regarding the site and project parameters will be provided to shortlisted artists prior to the second stage artist selection process. A \$750 artist honorarium will be provided to each shortlisted artist.

The commissioned artwork will join a growing number of artworks in the Hugh Boyd Community Park, including:

- *Hidden Stories of the Bioverse*, Andrea Hoff, 2024
- *Community*, Dawn Lo, 2022
- *Signs of Pride*, Paige Gratland, Sam McWilliams, Phranc, 2021
- *Ladybug in the Sun*, Laura Kwok, 2020
- *Let's Get Out and Play*, David Pacholko, 2020
- *Rising*, Jeanette Lee, 2014
- *Community Kaleidoscope*, Mark Glavina, 2005

LOCATION

The artwork will animate the north entrance plaza for the new facility. Please refer to Figure 3 for artwork location.

The artwork location will have a power connection. Shortlisted artists will have the option of incorporating an LED lighting component in their concept and budget proposal.

To understand the site context, applicants are encouraged to visit Hugh Boyd Community Park prior to submitting an application.

call to artists

BUDGET

The commissioned artist will be awarded a contract budget of \$120,000 CAD that is inclusive of all project expenses including, but not limited to: artist fee, materials, fabrication, production, structural engineering consultant fees, lighting design, installation, photography, administration, insurance and applicable taxes, excluding GST. The contract budget will also include administration and coordination meetings with City staff and City contractors.

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.

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 and guiding question
- Artist's demonstrated qualifications, skills and experience of past work
- Artist's demonstrated ability to respond to the existing character of the site and building by taking into account scale, colour, material, texture, content and physical characteristics of the location
- Artist's demonstrated ability to create artwork that is durable, low maintenance and deters graffiti and vandalism
- Artist's capacity to work with other design professionals and stakeholders
- Appropriateness of the submission to the [Public Art Program goals](#).

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Stage 2

- Artist response to any feedback and follow-up questions from Selection Panel regarding Artist Statement of Interest
- 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 [Public Art Program goals](#).
- 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.
- Artist project budget, inclusive of all project expenses. The contract budget will also include administration and coordination meetings with City staff and City contractors.
- Updated Artist Team Statement and References, inclusive of all artist team members and subcontractors. If working with subcontractors to produce the work, the City will require three (3) references for each subcontractor.

SUBMISSION REQUIREMENTS

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

Applicants will receive a confirmation email upon receipt of their application. If a confirmation email is not received within 72 hours, please contact staff: T. (604) 204-8671.

- **INFORMATION FORM** – Please complete the information form attached to this document.
- **STATEMENT OF INTEREST** – (one page maximum) subject matter interest or artistic exploration in response to guiding question, demonstrated experience in large-scale public art sculpture.
- **ARTIST TEAM STATEMENT** – (one page maximum) If applying as a team, please list project team members, including responsibilities, relevant experience and 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.

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- **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 (3) references who can speak to your abilities, skills and accomplishments. Please only provide name, title and contact telephone number and email. Teams should include two references for each member.

PROJECT TIMELINE

*Applicants are requested to reserve this date and time in their calendar, if they are shortlisted.

Submission Deadline:	[Month] XX, 2026
Artist Orientation:	[Month] XX, 2026, 1:00pm* (Virtual Meeting)
Finalist Interviews:	[Month] XX, 2026, 5:00 – 7:00pm*
Completion:	2027

SOURCES FOR ADDITIONAL INFORMATION

[City of Richmond Public Art Program](#)

[City of Richmond Archives](#)

[Richmond Arts Strategy](#)

[Richmond Recreation and Sport Strategy](#)

[Richmond 2022 Parks and Open Space Strategy](#)

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)

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ADDITIONAL INFORMATION

1. Please be advised that the City and the selection panel are not obligated 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

Email: publicart@richmond.ca

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Figure 2. Aerial Context Map, Hugh Boyd Community Park, 2025.

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Figure 3. West Richmond Pavilion and Public Art Location.

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Figure 4. Hugh Boyd Community Park, January 1970. Richmond Archives, Photograph: 1988 123 478



Figure 5. Existing Hugh Boyd Fieldhouse.

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PUBLIC ART
RICHMOND

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. Emailed 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 (collaborators, subcontractors):

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 emails from the Richmond Public Art Program? ☐ Yes ☐ No

Signature: _____ **Date:** _____

Submit applications by email 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.