

TO: MAYOR & EACH  
COUNCILLOR  
FROM: CITY CLERK'S OFFICE



City of  
Richmond

**Memorandum**  
Community Services Division  
Parks Programs

**To:** Mayor and Councillors  
**From:** Paul Brar  
Manager, Parks Programs  
**Date:** January 18, 2019  
**File:** 11-7200-01/2019-Vol 01  
**Re:** Bench and Picnic Table Dedications – Reference to November 21, 2018 Memo

In light of the recent inquiries and increased activity on social media around renewals for the Bench and Picnic Table Dedication Program, this memo is to provide Council with a reference to a program update that was sent out on November 21, 2018 (Attachment 1).

Should you require any further information on the dedication bench and picnic table renewals, please do not hesitate to contact Emily Sargent at 604-244-1250 or [esargent@richmond.ca](mailto:esargent@richmond.ca) while I am away on vacation from Friday, January 18, 2019 to Monday, January 28, 2019. Upon my return, I am happy to answer any questions you may have or assist with any queries you may be receiving. I can be contacted at 604-244-1275 or [pbrar@richmond.ca](mailto:pbrar@richmond.ca).

Paul Brar  
Manager, Parks Programs

Att. 1

pc: SMT  
Todd Gross, Manager, Parks Services  
Ted Townsend, Director, Corporate Communications & Marketing

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# City of Richmond

**Memorandum**  
Community Services Division  
Parks Programs

**To:** Mayor and Councillors  
**From:** Paul Brar  
Manager, Parks Programs  
**Date:** November 21, 2018  
**File:** 11-7200-01/2018-Vol 01  
**Re: Bench and Picnic Table Dedications - Update on Renewals**

The purpose of this memo is to provide Council with an update on the renewal process for dedicated park benches and picnic tables.

The City's Tree, Bench and Picnic Table Dedication Program facilitates the recognition of individuals through the planting of trees or the placement of plaques on park benches and picnic tables. There are currently 496 dedicated benches and picnic tables in the parks furniture system, with 134 individuals on a wait list for popular areas such as the Dyke Trail and Garry Point Park.

As per Council Policy 7019 "Tree, Bench and Picnic Table Dedication" (Attachment 1), bench and picnic table dedications are valid for a 10-year period, at which point they can be renewed at the current rates for replacement and maintenance. The 10-year term has now passed for 357 participants of the program.

At the Council meeting held on March 12, 2018, Council approved the updating of Fee Schedule 7019.01 to reflect 2018 operating and maintenance costs for the bench and picnic table dedication program (Attachment 2). Since that time, renewal letters have been sent to the 357 dedicators that have benches or picnic tables up for renewal. Staff are following up with phone calls and working with each dedicator to facilitate the renewal process, or to return plaques to those who choose to discontinue participation in the program. Every effort is being made to ensure that financial barriers do not prevent individuals from renewing their dedications.

Should you require any further information on the dedicated bench and picnic table renewals, please do not hesitate to contact me at 604-244-1275 or [pbrar@richmond.ca](mailto:pbrar@richmond.ca). I am also happy to answer any questions you may have at the upcoming Parks, Recreation, and Cultural Services Committee Meeting on November 27, 2018.

Paul Brar  
Manager, Parks Programs

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Att. 2

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Page 1 of 1	<b>Tree, Bench and Picnic Table Dedication</b>	<b>Policy 7019</b>
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	<b>Tree, Bench and Picnic Table Dedication</b>	<b>Fee Schedule 7019.01</b>
	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:**

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



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

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

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

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

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