



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** February 19, 2018

From: Serena Lusk
General Manager, Community Services **File:** 11-7200-30-
ADON1/2018-Vol 01

Re: **Tree, Bench and Picnic Table Dedication Program**

Staff Recommendation

1. That Policy 7019 "Tree, Bench and Picnic Table" be amended as proposed in Attachment 1 of the staff report titled "Tree, Bench and Picnic Table Dedication," dated February 19, 2018, from the General Manager, Community Services; and
2. That Fee Schedule 7019.01 "Tree, Bench and Picnic Table" be updated to reflect 2018 operating and maintenance costs for the Tree, Bench and Picnic Table Dedication program as detailed in the staff report titled "Tree, Bench and Picnic Table Dedication," dated February 19, 2018, from the General Manager, Community Services.

Serena Lusk
General Manager, Community Services
(604-233-3344)

Att. 5

REPORT CONCURRENCE		
ROUTED TO: Arts, Culture & Heritage	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The City of Richmond's Tree, Bench, and Picnic Table Dedication program was introduced in February, 1991. This program facilitates the dedication or memorialization of individuals through plaques placed on park benches and picnic tables or through the planting of trees in select parks and trails.

Following a program review in March 2003, the original Policy 7004 "Tree and Bench Donation" was repealed and replaced with Policy 7019 "Tree, Bench, and Picnic Table" (Attachment 1). 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 term length and detailed fees were captured in Fee Schedule 7019.01 (Attachment 2).

The purpose of this report is to seek approval to update Policy 7019 (Attachment 3) as well as the dedication fees identified in the accompanying Fee Schedule 7019.01 (Attachment 4) to accurately reflect current costs.

This report also addresses the following referral made at the October 24, 2017, Parks, Recreation and Cultural Services Committee meeting:

That staff examine (i) options to increase memorial plaques, (ii) options to incorporate memorial recognition in public art, and (iii) funding options for dedications to be in place in perpetuity with a single donation and report back.

This report supports Council's 2014-2018 Term Goal #2: A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

This report supports Council's 2014-2018 Term Goal #7: Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

7.1. *Relevant and effective budget processes and policies.*

Analysis

The City of Richmond’s Tree, Bench, and Picnic Table Dedication program facilitates the recognition of individuals through plaques placed on park benches and picnic tables or through the planting of trees in select parks and trails. A program review has recently been conducted to identify best practices and to ensure long-term sustainability and community access to the program.

No changes are being proposed to the Tree Dedication program as it operates on a full cost recovery model and has sufficient capacity to meet current demands. The focus of this report is on Bench and Picnic Table Dedications.

Proposed Update to Policy 7019 and Fee Schedule 7019.01

As a result of the program review, staff recommend an update to Policy 7019 “Tree, Bench and Picnic Table” and accompanying Fee Schedule 7019.01. The proposed amendments to the policy are minor updates to provide a more accurate description of the program.

The proposed amendments to Fee Schedule 7019.01 update the fees to accurately reflect current costs. The current fees have been in place since 2003 and do not reflect increases in the labour and material costs to install and maintain benches and picnic tables. In a review of 26 municipalities, Richmond’s fees for bench and picnic table dedications were among the lowest.

The existing Fee Schedule for benches and picnic tables and the proposed changes for 2018 are identified in the tables below.

Table 1 – Existing Fee Schedule (2003)

Existing Fee Schedule (2003)					
Item	Manufacture Cost	Installation Fee	10 Year Maintenance	Plaque	Total Cost
Bench	\$1,000	\$500	\$500 (\$50/yr)	\$0	\$2,000
Picnic Table	\$1,600	\$500	\$500 (\$50/yr)	\$0	\$2,800

Table 2 – Proposed Fee Schedule (2018)

Proposed Fee Schedule (2018)					
Item	Manufacture Cost	Installation Fee	10 Year Maintenance	Plaque	Total Cost
Bench	\$1,200	\$800	\$1,000 (\$100/yr)	\$500	\$3,500
Picnic Table	\$1,700	\$800	\$1,000 (\$100/yr)	\$500	\$4,000

The current practice is for dedicators to source their own plaques, at their own cost, and to meet specifications provided by the Parks Department. The result is an added step for the customer, which is often a source of frustration, as well as inconsistency in the appearance of plaques throughout the City. To enhance customer service and achieve a standardized appearance of plaques, staff propose to include the cost of one plaque in the dedication fee.

The proposed update to the fee schedule for bench and picnic table dedications would bring the City in line with the fees and charges of other Metro Vancouver municipalities.

Initiation of Renewals

Policy 7019 introduced a 10-year term for the dedication of benches and picnic tables. Those who donated prior to the policy update in 2003 were notified of the 10-year dedication period. As the 10-year dedication term has passed for many donors, a renewal process is required, as per the policy.

There are currently 584 benches and 99 picnic tables in the parks furniture system of which 496 have dedications. The 10-year sunset date has now passed for 343 participants of the program. These donors need to be contacted to renew their park bench or picnic table dedication for an additional 10 years.

The Proposed Renewal Fee Schedule (2018) below will be offered to donors who wish to renew their dedication. This cost does 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 plaque requires replacement, the donor will incur the cost of \$500 per plaque for manufacturing and installation.

Table 3 – Proposed Renewal Fee Schedule (2018)

Proposed Renewal Fee Schedule (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

The renewal process will begin following the confirmation of the 2018 Fee Schedule for the Tree, Bench and Picnic Table Program. All donors whose 10-year term has passed will be contacted to determine if they would like to renew their dedication for another 10 years. If a donor chooses not to renew, the plaque(s) will be returned and the location will be made available to the public, with priority given to individuals on waiting lists. If a response is not received, extensive efforts will be made to contact dedicators or family members. In cases of financial hardship, staff will work with individuals and families to find workable solutions to continue their dedications.

It is anticipated that a number of park benches and picnic tables will become available for new dedications as a result of non-renewals, providing opportunities for individuals on waiting lists.

Options to Increase Memorial Plaques

The dedication fee includes the cost of one memorial plaque to be produced and installed. The installation of a second plaque is permissible under Policy 7019, which can be used to memorialize another family member or loved one. The cost of a second plaque is not included in the dedication fee and is an added cost of \$500. A second plaque can be added to a bench or picnic table at any time within the dedication period.

It is not recommended to increase the number of dedication plaques beyond two per bench or picnic table. It would impact the aesthetic appearance of the City’s benches and picnic tables, and lead to an inconsistency look of park furniture across the City’s parks and trail system.

Sharing of Dedicated Benches or Picnic Tables

Staff recommend providing opportunities for the sharing of benches or picnic tables for dedications. This option involves the dedication of a bench or picnic table to two different people from two different donors.

The sharing of spaces increases program capacity, particularly in popular waterfront parks and trails where there are currently wait lists. It also provides opportunities to participate in the program at a lower cost. The proposed fee schedule for the sharing of dedicated benches and picnic tables is outlined in the table below. The fees are per dedication, with a maximum of two per bench or picnic table.

Table 4 – Proposed Fee Schedule for Sharing a Dedicated Bench or Picnic Table (2018)

Proposed Fee Schedule for Sharing a Dedicated Bench or Picnic Table (2018)					
Item	Manufacture Cost	Installation/Admin	Maintenance	Plaque	Total
Bench	\$600	\$400	\$500 (\$50/yr)	\$500	\$2,000
Picnic Table	\$850	\$400	\$500 (\$50/yr)	\$500	\$2,250

In order for the sharing of dedicated benches and picnic tables to effectively work, it is best for the two dedications to occur at the same time and have congruent dedication periods. This streamlines the initial installation and the 10-year renewal process. Staff will work to match up donors interested in the sharing option wherever possible. Donors will be limited to one plaque each as the maximum number of plaques permissible per bench or picnic table is two in total.

Funding Options for Dedications in Perpetuity

As part of the program review and best practices scan, different funding options for the dedication program were examined. New Westminster and Central Park, New York City were the only municipalities found to permit dedications in perpetuity; the costs are identified in the table below:

Table 5 – Fees for Dedications in Perpetuity in Other Cities

Fees for Dedications In Perpetuity in Other Cities	
City	Fees
New Westminster	Bench \$2,800 / Table \$5,488
Central Park, NYC	Bench \$10,000

New York City manages its dedications in perpetuity through an endowment fund; the principal amount of the donation is invested, and the annual dividends are partly reinvested and used to cover maintenance costs. The endowment funds ensure funds are available for upkeep and maintenance of the dedication in perpetuity program. Prior to January 2018, Vancouver also allowed dedications in perpetuity through an endowment fund, which has now been discontinued. The endowment fund will continue to fund past dedications, however new applications are no longer accepted. New Westminster charges a one-time fee for its dedication program. The feedback regarding the one-time fee is there are challenges in funding maintenance costs. It is anticipated that the City would incur similar funding and administration impacts should it implement a one-time fee for park bench and picnic table dedications.

Another challenge experienced by these municipalities are large waitlists for park benches and picnic tables. Dedications made in perpetuity restrict opportunities for turnover, which is necessary for the program to remain accessible. Program saturation is the driving reason behind the City of Vancouver's decision to discontinue in perpetuity dedications. Dedicating a bench or picnic table is a meaningful and popular way to commemorate a loved one, particularly in the immediate time period following a loss. The 10-year renewal term allows those who would like to continue funding a dedication an opportunity to do so, or to exit out of the program, thereby providing an opportunity for others.

To ensure this limited resource is accessible to as many community members as possible, and to ensure the program is sustainably funded, it is not recommended for the City to implement dedications in perpetuity with respect to the tree, bench and picnic table program.

Program Expansion

2018 will see the completion of new park spaces, all of which will provide expanded opportunities for bench and picnic table dedication for community members. These include:

- Aberdeen Park;
- Tait Waterfront Park;
- West Cambie Park;
- West Cambie Greenway; and
- Rivergreen Waterfront Park.

In these new parks, a total of 39 park benches and 24 picnic tables will become available for dedication. When combined with the 187 existing benches and picnic tables that are currently without dedication, along with the expected turnover created in the renewal process, it is felt that the program's capacity will satisfy existing demands.

Options to Incorporate Memorial Recognition in Public Art

The Richmond Public Art Program Policy 8703 (Attachment 5) provides opportunities for memorial recognition in public art through the Public Art Donations Program (Section 5.4). Examples of public artworks created through this program in recognition of individuals and groups include:

- Steveston Fishermen's Memorial (1996). A giant fisherman's needle is the centre point of the stone compass rose engraved with the names of local fisherman lost at sea;
- Japanese-Canadian Fishermen's Memorial Wind (2002). Dedicated to the pioneering Japanese fishermen, and the generations that followed, for their contributions to the fishing industry and British Columbia;
- Minoru Horse (2009). A gift from the Maureen and Milan Ilich Foundation;
- Steveston's Legacy (2009). A tribute to Steveston's fishing industry workers;
- Volleyball Player (2012). Donated by the Family of Narinder Mander; and
- Nikkei Elders Memorial (In progress). A memorial for Canadians of Japanese descent.

The Public Art Program continues to seek opportunities to receive donations and gifts of artworks in memoriam.

Financial Impact

In 2018, it is estimated that approximately \$500,000 in revenue will be generated from the renewal process and new dedications, and added to the Tree, Bench and Picnic Table Reserve Fund. Approximately half of this revenue will be transferred to the Parks – General Programs operating account to fund the immediate refurbishing or manufacturing of dedication benches and picnic tables, plaque costs for new dedications, administration and installation fees. The remainder will fund ongoing maintenance of the dedications for a 10-year period.

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 proposed updates to the program will allow for increased opportunities for individuals to become involved, as well as the necessary means for the City to sustain the program.



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

- Att. 1: Proposed Policy 7019 – Tree, Bench and Picnic Table Dedication (red-lined)
- 2: Proposed Fee Schedule 7019.01 – Tree, Bench and Picnic Table Dedication (red-lined)
- 3: Proposed Policy 7019 – Tree, Bench and Picnic Table Dedication (clean)
- 4: Proposed Fee Schedule 7019.01 – Tree, Bench and Picnic Table Dedication (clean)
- 5: Policy 8703 – Public Art Program



Page	of 2	Tree, Bench and Picnic Table <u>Dedication</u>	Policy 7019
Approved by Council: April 14, 2003			

POLICY 7019:

It is Council policy that:

1. The cost of the purchase and planting of the tree shall be charged to the ~~donor~~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 ~~donor~~dedicator. The cost of the purchase, installation and maintenance of the bench shall be charged to the donor. This is to be based on the average cost for purchase, installation and maintenance by City forces of a standard city bench for a 10-year period. City staff will review and adjust costs annually. The maintenance funding is placed into a tree, bench, and picnic table reserve account. ~~perpetual care reserve account for the purpose of supporting the bench program.~~
 3. The City shall include the tree in its normal schedule of care or maintenance.
 - 2.4. 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.
 - 3.5. City Staff will acknowledge the bench or picnic table dedication ~~donation~~ for a period of 10 years from the date of installation.
 - 4.6. Donors-Dedicators will have the opportunity to continue their sponsorship of the bench or picnic table after the 10 year ~~donation-dedication~~ period by paying the current fee for replacement of the bench or picnic table. If the ~~donor-dedicator~~ is not interested in continuing the ~~donation-dedication~~ or cannot be contacted (within six months of the 10-year term expiring), the bench plaque will be removed ~~and/or a new donor will have the opportunity for sponsorship at the site and the site will become available for a new dedication~~. It will be the responsibility of the donor to keep their contact information current with the City of Richmond.
 5. ~~Existing benches will be grandfathered for 10 years from the date of this policy approval. Should any of these benches be in the need of replacement, the city will be responsible for that cost.~~
 - 6.7. The City shall have final approval of the location and style of the bench or picnic table.
 - 7.8. The City shall have final approval of plaque size, style, and wording. A maximum of two plaques per bench is permitted.



Page 2 of 2	Tree, Bench and Picnic Table <u>Dedication</u>	Policy 7019
Approved by Council: April 14, 2003		

- ~~8. The City shall include the tree in its normal schedule of care or maintenance and shall replace when possible~~
9. The tree, bench and picnic table and ~~bench~~ shall become City property. Staff reserves the right to relocate or remove the tree ~~or~~, bench, or picnic table whenever necessary. A reasonable effort shall be made to notify the ~~donor~~ dedicator if their tree ~~or~~, bench, or picnic table is affected.
10. A tree ~~and~~, bench, and picnic table dedication ~~donation~~ account shall be established for those unable to purchase a whole tree, ~~or~~ 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 <u>Dedication</u>	Fee Schedule 7019.01
Approved by Council: April 14, 2003		

FEE SCHEDULE 7019.01:

Tree, Bench and Picnic Table ~~Donation~~ Dedication Charges Schedule

Effective ~~April 2003~~ February 2018, the following ~~donation~~ fee schedule will apply for City of Richmond Tree, Bench and Picnic Table ~~Donations~~ Dedications:

1. Donations-Dedication fees will be levied so as to recover all or a portion of overall operating costs.
 - To ensure the ~~donor-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 ~~donation-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. Donation-Dedication Classifications fees are as follows:

Item	Includes	<u>2003-2018</u> Rate
Trees	Each donation-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	This donation-dedication amount will include the cost of bench manufacturing, site preparation, plaque <u>production and</u> installation, and 10 years guaranteed maintenance.	<u>\$2000.00</u>, <u>\$3,500.00</u>
Picnic Tables	This dedication amount will include the cost of picnic table manufacturing, site preparation, plaque <u>production and</u> installation, and 10 years guaranteed	<u>\$2800.00</u>, <u>\$4,000.00</u>



Page 2 of 2	Tree, Bench and Picnic Table <u>Dedication</u>	Fee Schedule 7019.01
	Approved by Council: April 14, 2003	

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

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

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

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



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

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, table care (or maintenance) reserve account for the purpose of supporting the bench and picnic table program.
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		

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	This dedication amount will include the cost of bench manufacturing, 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, plaque production and installation, and 10 years guaranteed maintenance.	\$4,000.00



4. Renewal rates 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 cost 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 cost of picnic table manufacturing or refurbishing, site preparation, plaque production and installation, and 10 years guaranteed maintenance.	\$2,250.00



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Adopted by Council: July 27, 2010		

POLICY 8703:

RICHMOND PUBLIC ART PROGRAM

1. APPLICATION AND INTENT

- 1.1 **Public art** is defined as artwork in the public realm, which is accessible physically or visually to the public and possesses aesthetic qualities. Public Realm includes the places and spaces, such as building facades, parks, public open spaces and streets, which provide physical or visual access to the general public.
- 1.2 **Public Art Program:** Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live and visit. By placing artwork in our everyday environment, the Public Art Program sparks community participation in the building of our public spaces, offers public access to ideas generated by contemporary art, celebrates community history, identity, achievements and aspirations, encourages citizens to take pride in community cultural expression and creates a forum to address relevant themes and issues of interest and concern to Richmond's citizens.

2. PROGRAM GOALS

- 2.1 The Public Art Program strives to:
- a) **Spark community participation** in the building of our public spaces, encouraging citizens to take pride in public cultural expression;
 - b) **Provide leadership in public art planning** through civic, private developer, community and other public interest initiatives to develop the City's cultural uniqueness, profile and support of the arts;
 - c) **Complement and/or develop the character of Richmond's diverse neighbourhoods** to create distinctive public spaces, which enhance the sense of community, place and civic pride;
 - d) **Increase public awareness**, understanding, and enjoyment of the arts in everyday life, and provide equitable and accessible opportunities for Richmond's diverse community to experience public art;
 - e) **Encourage public dialogue** about art and issues of interest and concern to Richmond residents; and
 - f) **Encourage public art projects that work towards achieving a more sustainable community**, environmentally, economically, socially and culturally.



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3. PROGRAM OBJECTIVES

3.1 The objectives of the Public Art Program are:

- a) **Increase opportunities for the community and artists** to participate in the design of the public realm;
- b) **Develop original site-specific works of art** in order to contribute to cultural vibrancy;
- c) **Select art through an arms'-length process** incorporating professional advice and community input that ensures the quality of art and its relevance to the community and site;
- d) **Ensure that a public and transparent** process is maintained to develop and accept public art;
- e) **Enter into partnerships** with private and public organizations to further public art in the City; and,
- f) **Ensure that public art, and the environs of that art, are maintained** in a manner that will allow for continued public access to, and enjoyment of, these artworks in appropriate settings.

3.2 The Public Art Program will maintain a continuous, consistent and affordable funding mechanism to support the City's commitment to public art.

4. ADMINISTRATIVE PROCEDURES

- 4.1 Council approval is required for all public art plans and projects on City controlled property.
- 4.2 The City will develop administrative procedures relating to the management of projects, including: selection processes, developer contributions, donation and de-accession guidelines, site considerations, documentation and maintenance (the "Public Art Program Administrative Procedures Manual").
- 4.3 The City will maintain a Public Art Program Reserve to hold public art allocations from both public and private sources for capital expenses.
- 4.4 The City will maintain a Public Art Program Operating Provision to hold public art allocations from private sources for operating expenses relating to the administration of the Public Art Program.



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5. CIVIC PUBLIC ART PROGRAM

5.1 General

- 5.1.1 The City's policy is to provide leadership in public art by incorporating public art, at the planning stages, into the development or renovation of civic infrastructure, buildings, parks and bridges, and to encourage collaboration between the Public Art Advisory Committee, City staff, artists, engineers, design professionals and the community to enrich such projects.
- 5.1.2 The priority for civic public art projects will be to fully integrate the artwork into the planning, design and construction of civic works and to select and commission an artist to work as a member of the project consultant design team, in order to maximize opportunities for artistic expression and minimize material and construction costs.

5.2 Project Identification

- 5.2.1 The City will identify and prioritise specific areas within the City and types of capital projects appropriate for the inclusion of public art. Applicable projects include:
 - a) New building construction;
 - b) Major additions or renovations to existing buildings;
 - c) Park development projects;
 - d) Environmental programs; and
 - e) New engineering structures.
- 5.2.2 Projects appropriate for consideration should:
 - a) Have a high degree of prominence, public use and/or public realm impact;
 - b) Achieve or enhance project objectives or other City objectives (e.g. beautification, liveability, multiculturalism, sustainability, cultural or environmental interpretations);
 - c) Promote opportunities for meaningful community participation; and/or
 - d) Complement existing public artworks or public amenities in the local area, and/or fulfil a need identified in that community.



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5.2.3 The City will undertake artist-initiated public art projects from time to time. Artists will be invited to submit proposals for concepts and locations of their own choosing, and may be asked to respond to a specific topic of community interest or importance.

5.3 Funding

5.3.1 Each year, the City will commit an amount of funds equivalent to a minimum of 1% of each Capital Project Budget, to the planning, design, fabrication and installation of public art, provided that:

- a) Capital projects for equipment and land acquisition are exempt;
- b) Infrastructure utilities projects - water supply and sewerage - which are funded solely from restricted sources, are exempt; and
- c) For eligible projects, allocations are based on the construction costs of capital projects, and exclude soft costs (i.e., administration, professional and legal fees, furnishings, and permit fees).

5.4 Donations and/or Gifts of Artwork(s)

5.4.1 Private donations or gifts of artworks may be accepted into the City's public art collection, provided that:

- a) The artworks are assessed on their artistic, environmental, cultural, historical and social merits before being accepted into the City's public art inventory;
- b) A suitable site can be identified; and
- c) Funds are made available for the ongoing maintenance and conservation of the artwork.

5.5 Purchase Pre-Existing Artwork

5.5.1 The City may add to its public art inventory by purchasing pre-existing works of art from time to time.

5.6 De-accession

5.6.1 De-accession is defined as any actions or set of procedures that result in the cessation by the City of its ownership and possession of works of art installed in public places, through sale, exchange, gift or any other means.

5.6.2 Provided that the de-accession of the artwork is not contrary to the terms on which it was received by the City, the City may de-accession artworks from the City's inventory when necessary:

- a) Through a considered public review and assessment process;



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- b) If the de-accession of the artwork is evaluated on a case by case basis; and
- c) If the de-accession of the artwork is endorsed by Council.

6. PRIVATE DEVELOPMENT PUBLIC ART PROGRAM

6.1 General

The City's policy is to encourage the private sector to support the integration of public artworks in the community during the rezoning and development permit processes, and the collaboration of artists, design professionals and the community in the design of that art.

6.2 Project Identification

- 6.2.1** Applicable projects include new building construction, major additions or renovations to existing buildings, as follows:
- a) For residential uses containing 10 or more units; and
 - b) For non-residential uses with a total floor area of 2,000 m² (21,530 ft²) or greater.
- 6.2.2** The following uses or occupancies of all or part of a development or building are exempt from contributing to the Public Art Program:
- a) Community Amenity Space, Community Care Facility, Congregate Housing, Child Care, Health Services, Education and related uses as defined under the Richmond Zoning Bylaw, as amended from time to time;
 - b) Purpose-built non-market rental and subsidized social housing projects and/or units secured through the City's Affordable Housing Strategy; and
- 6.2.3** Public art should be sited in locations that meet the following criteria:
- a) Visibility and accessibility (as appropriate to the art work) for pedestrians and/or motorists;
 - b) Proximity to high pedestrian activity areas, e.g. active retail areas, transit stops (especially those serving high ridership routes), places of public gathering, public open spaces and recognized pedestrian routes;
 - c) Opportunities to expand on existing or future public artworks as part of an existing or proposed multi-artwork public art plan; and/or
 - d) Places of special heritage or community significance.



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6.3 Funding

- 6.3.1 The public art contribution rate for private sector public art projects is an amount equivalent to a minimum value of 0.5% of the estimated total project construction cost:
 - a) Contributions are based on construction costs and exclude soft costs (i.e., administration, professional and legal fees, furnishings, development cost charges, and permit fees);
 - b) For the purpose of calculating public art contributions for private development, only floor areas that make up the calculation of density as set out under the Richmond Zoning Bylaw, as amended from time to time, are included;
 - c) Floor areas for uses set-out under 6.2.2, above, are excluded; and
 - d) This contribution funds the planning, design, fabrication and installation of public art.
- 6.3.2 The City will issue guidelines for calculating the public art contribution based on building types and annual Consumer Price Index adjustments.
- 6.3.3 The public art contribution rate will be reviewed periodically by Council.
- 6.3.4 For public art project contributions that are less than \$40,000, a cash contribution is to be made to the City's Public Art Reserve, for city-wide public art programs.
- 6.3.5 For public art contributions over \$40,000, the developer may choose one of the following three options:
 - a) A monetary contribution to the City's Public Art Program Reserve; or
 - b) The developer may provide public artwork of a value equal to the public art contribution for the project, provided the artwork complies with this Public Art Program Policy and the Public Art Program Administrative Procedures Manual; or
 - c) The developer may negotiate a split of its contribution between both i) a monetary contribution to the Public Art Program Reserve; and ii) provision of artwork, provided the combined value of the monetary contribution and the artwork is equal to or greater than the project's public art contribution.
- 6.3.6 Where the developer chooses to provide artwork, either on their development site or on a City controlled property:
 - a) A minimum of 85% of the public art contribution will be allocated to the creation of the artwork;



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- b) Where the City manages the public art selection process, 15% of the developer's public art contribution will be dedicated to the City's Public Art Program Operating Provision to support and sustain the management, administration and promotion of the Public Art Program;
- c) Where the developer engages an independent Public Art Consultant to manage the public art selection process, 5% of the developer's public art contribution will be dedicated to the City's Public Art Program operating budget and Operating Provision to support and sustain the management, administration and promotion of the Public Art Program and a maximum of 10% of the public art budget may be directed towards the consultant fees;
- d) Where located on City controlled land, the artwork will become the property of the City;
- e) Where located on private land, the artwork must remain accessible at no cost to the public and be maintained in good repair for the life of the development, and not be removed or relocated except with the prior written consent of the City; and
- f) In the event the artwork is damaged beyond repair, or becomes ineffective for reasons other than the owner's failure to maintain it, or in the event the work becomes an unreasonable burden to maintain, application to allow its removal or relocation may be made to the City.

6.3.8 The following are ineligible expense items for the private sector public art contributions:

- a) Maintenance costs for artwork(s);
- b) Artwork not provided in accordance with the City's Public Art Program; and
- c) Costs not directly related to selecting, designing, fabricating or installing the artwork(s).

7. COMMUNITY PUBLIC ART PROGRAM

7.1 General

7.1.1 The Richmond Community Public Art Program supports art projects between community groups and artists of all disciplines. Artists and communities working collaboratively can explore issues, ideas and concerns, voice community identity, express historical and cultural spirit and create dialogue through art.



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- 7.1.2 The end product need not be a permanent work of art but should leave a legacy for the general public. The project could include:
 - a. A public event such as an exhibition, performance, play, concert, reading or dance; or
 - b. Documentary artworks such as books and videos; or
 - c. Electronic media.

7.2 Project Identification

- 7.2.1 Projects proposed must be publicly accessible and located or performed on public property such as City-owned or controlled parks, boulevards, and buildings. Sites owned or controlled by the Federal or Provincial governments will also be considered.
- 7.2.2 Projects should demonstrate the support of the local community and document significant community involvement of a sizable number of people.
- 7.2.3 Projects should demonstrate the capacity to be undertaken and completed within an approved time frame.

7.3 Funding

- 7.3.1 Community public art projects will be funded in part or in whole from the Public Art Program Reserve.
- 7.3.2 Community partners should investigate or provide matching funds where possible, or contribute an equivalent amount through time/participation, labour, materials or contributions in-kind.
- 7.3.3 The final artwork, if any, will become the property of the City, unless the City agrees otherwise

8. PUBLIC ART ADVISORY COMMITTEE

8.1 Mandate

- 8.1.2 The "Richmond Public Art Advisory Committee" is a Council-appointed volunteer advisory committee that provides input on public art policy, planning, education and promotion.

8.2 Role

- 8.2.1 The Committee provides informed comment to City Council through staff on the implementation of the Public Art Program through civic, private development and community public art initiatives.



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- 8.2.2 The Committee acts as a resource on public art to City Council, staff, residents and developers of land and projects within the City of Richmond.
- 8.2.3 The Committee's terms of reference are outlined in the *Richmond Public Art Advisory Committee Terms of Reference*.