



**Parks, Recreation and Cultural Services Committee
Electronic Meeting**

**Anderson Room, City Hall
6911 No. 3 Road**

**Tuesday, November 25, 2025
4:00 p.m.**

Pg. # ITEM

MINUTES

PRCS-4 *Motion to adopt the **minutes** of the meeting of the Parks, Recreation and Cultural Services Committee held on October 28, 2025.*



NEXT COMMITTEE MEETING DATE

December 17, 2025, (tentative date) at 4:00 p.m. in the Anderson Room.

DELEGATIONS

1. Keira Gray, Manager, Events & Operations, and Vince Amodeo, Head Coach of Thunder Crew, John M.S. Lecky UBC Boathouse, to provide an update on UBC Boathouse's activities on the Fraser River.

Parks, Recreation and Cultural Services Committee Agenda
Tuesday, November 25, 2025

Pg. # ITEM

PARKS, RECREATION & CULTURE DIVISION

2. WEST RICHMOND PAVILION TERMS OF REFERENCE FOR PUBLIC ART PROJECT

(File Ref. No. 11-7000-09-20-376) (REDMS No. 8134670)

PRCS-9

See Page PRCS-9 for full report

Designated Speaker: Biliana Velkova

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.



3. OPTIONS FOR MAINTAINING VISITOR HOURS FOR LONDON FARMHOUSE

(File Ref. No. 11-7141-01) (REDMS No. 8174091)

PRCS-24

See Page PRCS-24 for full report

Designated Speaker: Rebecca Clarke

STAFF RECOMMENDATIONS

- (1) That Option 2, as outlined in the report “Options for Maintaining Visitor Hours for London Farmhouse”, dated November 3, 2025, from the Director, Arts, Culture and Heritage Services be approved; and*
- (2) That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture Division, be authorized to execute all documentation, including an amendment to the Operating Agreement as outlined in the report “Options for Maintaining Visitor Hours for London Farmhouse”, dated November 3, 2025, from the Director, Arts, Culture and Heritage Services.*



Parks, Recreation and Cultural Services Committee Agenda
Tuesday, November 25, 2025

Pg. #

ITEM

4. **MANAGER'S REPORT**

ADJOURNMENT





Parks, Recreation and Cultural Services Committee

Date: Tuesday, October 28, 2025

Place: Anderson Room
Richmond City Hall

Present: Councillor Michael Wolfe, Chair
Councillor Chak Au
Councillor Laura Gillanders
Councillor Andy Hobbs
Councillor Bill McNulty (by teleconference)

Also Present: Councillor Carol Day
Councillor Alexa Loo

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on September 17, 2025, be adopted as circulated.

CARRIED

DELEGATIONS

1. Dr. Rebecca Harbut, Chair, Department of Sustainable Agriculture, KPU, with the aid of a PowerPoint presentation (copy on file, City Clerk's Office), presented the KPU Farm at Garden City Lands 2024 Annual Activity Report, including an overview of the site, summary of the 2024 production, student research projects, the learning garden, and community outreach.

Parks, Recreation & Cultural Services Committee
Tuesday, October 28, 2025

Discussion ensued regarding (i) produce sold through a variety of wholesale channels, (ii) the process of receiving organic certification for individual crops, (iii) the future food forest, (iv) the planting of native woody perennials, (v) the partnership between KPU Farm and Richmond Food Bank, and (vi) Kwantlen Farmers' Market, which has been extended to December 23, 2025 with select vendors.

PARKS, RECREATION & CULTURE DIVISION

2. AWARD OF CONTRACT 8480Q – PROVISION OF JANITORIAL SERVICES FOR WATERMANIA AQUATIC CENTRE

(File Ref. No. 11-7140-20-MCAL1) (REDMS No. 8156929)

It was moved and seconded

- (1) That Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre be awarded to Dexterra Group Inc., for a two-year term, for an estimated contract value of \$296,732, excluding taxes, as described in the report titled, “Award of Contract 8480Q– Provision of Janitorial Services for Watermania Aquatic Centre”, dated October 6, 2025, from the Director, Recreation and Sport Services;*
- (2) That the Chief Administrative Officer and General Manager, Parks, Recreation and Culture, be authorized to execute Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre and all related documentation with Dexterra Group Inc.; and*
- (3) That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture, be authorized to extend the initial two-year contract, up to the maximum term of five years, for the maximum total contract value of \$806,185 including contingency and excluding taxes.*

CARRIED

3. PROPOSED COMMEMORATIVE VETERAN STREET BANNER PROGRAM

(File Ref. No. 11-7200-20-SBAN1) (REDMS No. 8156540)

Ron Fontaine, President, Richmond Branch 291, Royal Canadian Legion, and Steve Jeske, Royal Canadian Legion Representative, BC/Yukon Command, expressed gratitude for City Council's and staff's work on the matter.

In response to queries from Committee, the delegation advised that there are similar banners throughout the province and the commemorative veteran street banner program is expanding in advance of the Legion's 100 year anniversary in 2026.

2.

Parks, Recreation & Cultural Services Committee
Tuesday, October 28, 2025

Discussion ensued regarding potential methods for obtaining further information on the veterans featured on the banners.

It was moved and seconded

That Option 1 as outlined in the report titled “Proposed Commemorative Veteran Street Banner Program”, dated October 6, 2025, from the Director, Parks Services, be approved.

CARRIED

4. STEVESTON HISTORICAL SOCIETY ENHANCED OPERATIONS PILOT

(File Ref. No. 11-7141-01) (REDMS No. 8047187)

In response to queries from Committee, staff advised that the proposed enhanced operations pilot will create more sustainable operations for the Steveston Historical Society.

Discussion ensued regarding (i) funding levels and the enhanced ability to leverage funding from other sources to support Museum operations and programming, (ii) scenarios for both staffing and finances outlined within the Operations Report, and (iii) the Society’s partnership with Tourism Richmond.

It was moved and seconded

- (1) That Option 2, to provide support for the Steveston Historical Society’s proposed enhanced operations as outlined in the report “Steveston Historical Society Enhanced Operations Pilot”, dated October 6, 2025, from the Director, Arts, Culture and Heritage Services, be approved;*
- (2) That one-time funding of \$180,000 to support the Steveston Historical Society enhanced operations for 2026, 2027 and 2028, be considered as part of the 2026 budget process; and*
- (3) That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture Division, be authorized to execute all documentation, including an amendment to the Operating Agreement to allow for a fourteen (14) month extension of the Term and to provide financial support for the Steveston Historical Society’s proposed enhanced operations, all as outlined in the report “Steveston Historical Society Enhanced Operations Pilot”, dated October 6, 2025, from the Director, Arts, Culture and Heritage Services.*

CARRIED

3.

Parks, Recreation & Cultural Services Committee
Tuesday, October 28, 2025

**5. HERITAGE ALTERATION PERMIT APPLICATION (HA 25-020472)
BY THE CITY OF RICHMOND - 12451 TRITES ROAD (SEINE NET
LOFT BUILDING)**

(File Ref. No. 06-2050-20-BSYDSB) (REDMS No. 8130593)

Discussion ensued regarding (i) the differences between the project scope for the Phoenix Net Loft compared to the Seine Net Loft building, (ii) proposed material choices for the roof and wall cladding, (iii) repairs to the roof system due to multiple leaks, (iv) asbestos abatement, and (v) previously approved funding for the repairs and structural renewals.

It was moved and seconded

That a Heritage Alteration Permit be issued to authorize alterations to the Seine Net Loft building at Britannia Shipyards National Historic Site.

CARRIED

6. LANSDOWNE PARKS MASTER PLAN

(File Ref. No. 06-2345-20-LSCP1) (REDMS No. 8159943)

In response to queries from Committee, staff advised that (i) the distribution and size of the parks spaces were established through the Official Community Plan (OCP) amendment and the parks planning process was focused on character, amenities, and features incorporated into each of the parks spaces, (ii) the detailed design and implementation will be carried out through servicing agreements associated with each phased rezoning of the site, and (iii) the phasing was mapped out through the land use plan and the OCP amendment process and was secured through a legal agreement registered on title.

Discussion ensued regarding (i) a summary of the implementation and phasing plan of the Lansdowne parks, (ii) interim conditions of the Linear Park, Centre Park, Civic Plaza, and future mobility hub, and (iii) the generally positive feedback received from the public consultation, which indicated support for park spaces, with a greater preference for nature-based design.

It was moved and seconded

That the Lansdowne Parks Master Plan, as detailed in Attachment 5 of the report titled "Lansdowne Parks Master Plan", dated October 10, 2025, from the Director, Parks Services, be approved.

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, October 28, 2025

7. RICHMOND ARTS STRATEGY 2026–2031

(File Ref. No. 11-7000-11-01) (REDMS No. 8138805)

It was moved and seconded

That the Richmond Arts Strategy 2026–2031, and Action Plan document, as outlined in the report titled “Richmond Arts Strategy 2026–2031,” dated October 6, 2025 from the Director, Arts, Culture and Heritage Services, be approved.

CARRIED

8. MANAGER’S REPORT

(i) 2026 Events Update for Kaiwo Maru and FIFA World Cup

Staff advised that (i) planning is underway for the 2026 Kaiwo Maru – King of the Sea event scheduled for May 2-3, 2026 at Garry Point Park, and (ii) a report regarding the 2026 FIFA World Cup and associated community events is forthcoming.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:50 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, October 28, 2025.

Councillor Michael Wolfe
Chair

Shannon Unrau
Legislative Services Associate



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.

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

call to artists

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.

call to artists

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](#).

call to artists

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.

call to artists

- **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)

call to artists

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

call to artists



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

call to artists



Figure 3. West Richmond Pavilion and Public Art Location.

call to artists



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



Figure 5. Existing Hugh Boyd Fieldhouse.

call to artists

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.



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: 11-7141-01/2025-Vol 01
Re: Options for Maintaining Visitor Hours for London Farmhouse

Staff Recommendations

1. That Option 2, as outlined in the report "Options for Maintaining Visitor Hours for London Farmhouse", dated November 3, 2025, from the Director, Arts, Culture and Heritage Services be approved; and
2. That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture Division, be authorized to execute all documentation, including an amendment to the Operating Agreement as outlined in the report "Options for Maintaining Visitor Hours for London Farmhouse", dated November 3, 2025, from the Director, Arts, Culture and Heritage Services.

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the Parks, Recreation and Cultural Services Committee meeting held on September 17, 2025, the London Heritage Farm Society delegated to share information about the current operations at London Farm and to request that the City provide staffing to maintain visitor hours for the London Farmhouse. As a result of this delegation, staff received the following referrals:

That staff review the request of the London Heritage Farm Society and bring forward options for maintaining visitor hours for the London Farmhouse; and

That staff review opportunities to improve parking for London Farm.

The purpose of this report is to respond to these referrals.

This report supports the *Steveston Heritage Sites Interpretive Framework*, endorsed by Council on November 14, 2023, which identified the following interpretive goals for London Farm:

- Inspire connections to and stewardship of the land and the site;
- Create an environment of curiosity and remembering of early twentieth century farm life;
- Foster greater understanding of agricultural and farm practices of early twentieth century farming; and
- Encourage discovery of the people and complexity of Richmond's farm society.

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.

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

Analysis

Background

The London Heritage Farm Society (Society) is a non-profit Society and Registered Charity. The Society has been involved with London Farm since working with the City to save the Farmhouse and for the creation of the park. London Farm opened to the public on February 14, 1980, and the Society has been involved in operating the site since that time. The Society's mission is to "provide visitors the opportunity to discover how the early Richmond pioneer farmers contributed to the development of Richmond, and to preserve London Farm".

For many decades the Society operated the site with a significant amount of independence. Society staff kept the site open to public, including maintaining visitor hours for the Farmhouse

and delivering a number of popular public programs. This was accomplished through the support of many dedicated volunteers, many of whom have now retired from their volunteer work. As regular volunteers have retired, the Society has begun to employ more staff to support their program work. Currently, the Society employs a part-time administrator, part-time programming staff and summer students. Volunteers still play a significant role in the delivery of events and caring for the park spaces with a contribution of more than 600 hours annually.

The City has a five-year operating agreement with the Society dated November 1, 2020, providing terms for the Society to support operations at London Farm. During this period, the Society has consistently provided many outstanding programs and services at London Farm, including:

- Caring for the chickens and maintaining the chicken coop;
- Managing the community allotment gardens;
- Caring for annual flower gardens and fruit trees;
- Providing tea service to public on a regular basis;
- Overseeing the apiary and collection of honey;
- Producing farm-themed events for public such a Family Farm Day and Country Fest;
- Managing a gift shop offering local, farm-themed items; and
- Coordinating site rentals.

The majority of revenue earned from programs, the gift shop, and fundraisers, goes towards program costs. According to the Society's annual financial statements, they have averaged an annual surplus of \$2,775 since 2018. These surpluses are used to purchase the equipment and for special projects that enhance the site. This has included installing an underground irrigation system in the perennial garden, planting a lavender garden, and purchasing a green house, compost bins, lawn tractors, appliances for the kitchen, and rental equipment. The Society strives to maintain a balanced budget each year and is in good financial standing, including maintaining a small contingency should something urgent arise.

While in the past the Society maintained visitor hours for the Farmhouse, in 2018, the Society underwent significant changes due to board and staff turnover. As a result of this, the Society closed the Farmhouse to public in 2019, and it remained closed through 2020 due to the COVID-19 pandemic. Following the pandemic, the Society expressed to staff that they did not have the capacity to maintain visitor hours at the Farmhouse and requested that City staff be responsible for these duties. The Society has indicated that they lack sufficient funding, volunteer board time and the expertise required to recruit, train and supervise the necessary staff. With surplus funding available due to reduced heritage site operations during the COVID-19 pandemic, the City was able to accommodate the costs of having a Head Customer Service Attendant seasonally at London Farm from 2022 through to 2025 to open the Farmhouse to public. These funds have now been depleted and there is no longer sufficient funding within existing budgets to support these hours.

The Farmhouse serves as the heart of the site, providing important interpretation of the London family and serving as home to the popular gift shop. When the Farmhouse is closed to the public, park visitors generally have little to no interaction with anyone serving as an ambassador for the

site, thereby missing important historical and site information. During poor weather seasons, there is not sufficient visitation to warrant staff presence in the Farmhouse. However, during the warmer months, visitors often seek entry to the house as a way to enhance their experience of the site. From 2023-2025, visitation from May to August averaged 4,000 people per year.

Options for Maintaining Visitor Hours for the London Farmhouse

Option 1 – On-going Funding for Visitor Hours

The City could provide 700 hours of staffing at the London Farmhouse between May 1 and Thanksgiving and for special event days outside of high season. These hours would be similar to those offered during 2024 and 2025.

This option is not recommended as there is not a clear understanding of what times and days for visitor hours would offer the greatest value to site visitors. It would also be helpful to have a clearer understanding of how the City and Society share responsibilities for delivering interpretation and supporting gift shop operations at the Farmhouse before entering an on-going commitment.

Additionally, the Society has expressed a willingness to provide a cash contribution to support the costs for maintaining visitor hours for the Farmhouse. However, they require additional time to determine a sustainable amount to contribute over a long-term period.

Cost: annual cost of \$31,000 (2026 wage rates) on an ongoing basis

Option 2 – One-Time funding for Visitor Hours (Recommended)

The City could provide 700 hours of staffing at the London Farmhouse between May 1 and Thanksgiving and for special event days outside of high season for a one-year pilot period for 2026. These hours would be similar to those offered in 2024 and 2025.

This option is recommended as it will allow time to fully understand the optimal days and hours for the house to be opened. In 2025, a new people counter was installed at the entrance to the site. Having data on general site visitation would allow for a clearer understanding of which days and hours would offer the most value for having the house open. This period would also allow time for the City and Society to develop a clearer understanding of the roles and responsibilities of City staff when they are present on site.

The current agreement with the Society expired October 31, 2025. Should Council approve this option, it is recommended to extend the current agreement for a sixteen (16) month period (until February 28, 2027) to allow time for a review of the pilot. The current agreement would also be revised to include a clause reflecting the City staffing for visitor hours.

The Society has offered to contribute \$4,000 for 2026 to support the costs of providing visitor hours.

Cost: one-time cost of \$27,000 (2026 wage rates)

Option 3 – No City Support for Visitor Hours for London Farmhouse

This option is not recommended as the Farmhouse is a valuable part of the visitor experience at London Farm. Additionally, closing the Farmhouse would hamper the Society's ability to bring in revenue from the gift shop, limiting their capacity to deliver activities and programs.

Options 1 and 2 are in keeping with the operation of other similar City facilities such as the Richmond Nature Park and Richmond Museum, where City staff maintain visitor hours and Society staff and volunteers deliver programs. Additionally, providing City staff at the London Farmhouse is anticipated to offer the following benefits:

- City staff go through the standard training in areas such as first aid, site security, and customer service thereby ensuring a safe, high-quality, consistent visitor experience across the Steveston Heritage Sites;
- Additional City presence at the site would allow a better understanding of Society programming and operations to ensure proper support is in place; and
- The Society can direct their resources towards continuing to offer the programs and services described above, as well as expanding their public programming to include new events.

Parking at London Farm

As expressed by the Society representatives in their delegation to Parks, Recreation and Cultural Services Committee on September 17, 2025, parking at London Farm is a challenge. London Farm is located along Dyke Road with approximately 30-35 parking spaces for visitors to both London Farm or the Dyke Trail available along the roadway and in the parking lot off Dyke Road. Public parking is not allowed inside the London Farm site to maintain public safety and protect the heritage structures and displays. For larger events, the Society organizes a shuttle to and from the site to another parking location such as Homma Elementary School field.

This section of Dyke Road is planned to be raised as part of a future dyke project, which is currently undergoing additional public engagement. Changes to parking for London Farm will be considered as part of this project with the goal to maintain or increase parking as is feasible within the constraints of the location.

Next Steps

Should Council approve the recommended option the current operating agreement with the Society will be amended to reflect the City's staffing of the visitor hours and extended for a period of sixteen (16) months. This will allow time for both organizations to get clarity on responsibilities as well as the ideal number of visitor hours and related costs.

Should Council approve the recommended option, a review of visitor hours and site operations will take place during 2026. The results of this review along with recommendations will be shared in a future report to Council.

Designs for the raising of Dyke Road which include recommendations on improvements to parking for London Farm visitors, will be brought to Council for consideration at a future date.

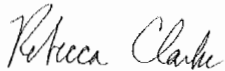
Financial Impact

The cost to support a one-year pilot of visitor hours at London Farmhouse is \$27,000. This can be accommodated by reallocating previously approved project funding.

Conclusion

On September 17, 2025, the London Heritage Farm Society delegated to the Parks, Recreation and Cultural Services Committee to speak about their current operations. The Society has expressed that they are no longer able to maintain visitor hours for the Farmhouse at London Farm and have requested the City take on this responsibility. It is recommended that Council approve the proposed pilot to provide City staff to maintain visitor hours at the London Farmhouse for 2026.

Opportunities to improve parking for London Farm visitors are being explored as part of the future dyke raising project along Dyke Road.



Rebecca Clarke
Manager, Museum and Heritage Services
(604-247-8330)