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**Parks, Recreation and Cultural Services Committee**

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

**Tuesday, February 25, 2020  
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 January 28, 2020.*



**NEXT COMMITTEE MEETING DATE**

March 24, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

**COMMUNITY SERVICES DIVISION**

1. **RECOGNITION OF WORLD WAR II RICHMOND VETERANS**  
(File Ref. No. 11-7000-01) (REDMS No. 6386576 v. 4)

**PRCS-8**

**See Page PRCS-8 for full report**

*Designated Speaker: Rebecca Clarke*

**STAFF RECOMMENDATION**

*That the staff report titled, "Recognition of World War II Richmond Veterans", from the Director, Arts, Culture and Heritage Services, dated January 21, 2020 be received for information.*



Pg. #      ITEM

2.      **ALEXANDRA GREENWAY INTEGRATED PUBLIC ART PROJECT  
TERMS OF REFERENCE**

(File Ref. No. 11-7000-09-20-281) (REDMS No. 6359313 v. 2)

PRCS-13

See Page **PRCS-13** for full report

*Designated Speaker: Bilana Velkova*

STAFF RECOMMENDATION

- (1)    *That the Alexandra Greenway Integrated Public Art Project for \$50,000 be approved and funded by the Public Art Reserve;*
- (2)    *That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly; and*
- (3)    *That the Alexandra Greenway Integrated Public Art Project Call to Artists provided in Attachment 4 in the staff report titled, “Alexandra Greenway Integrated Public Art Project Terms of Reference”, dated January 6, 2020, from the Director, Arts, Culture and Heritage Services, be approved.*



3.      **RICHMOND PUBLIC ART PROGRAM 2019 ANNUAL HIGHLIGHTS  
AND PUBLIC ART ADVISORY COMMITTEE 2020 WORK PLAN**

(File Ref. No. 11-7000-09-01) (REDMS No. 6344647 v. 2)

PRCS-30

See Page **PRCS-30** for full report

*Designated Speaker: Bilana Velkova*

STAFF RECOMMENDATION

*That the Richmond Public Art Advisory Committee 2020 Work Plan, as presented in the staff report titled “Richmond Public Art Program 2019 Annual Highlights and Public Art Advisory Committee 2020 Work Plan”, dated January 27, 2020, from the Director, Arts, Culture and Heritage Services, be approved.*



Pg. #      ITEM

4.      **STANDARD OF VEGETATION MAINTENANCE FOR PARKS AND BOULEVARDS**

(File Ref. No. 11-7200-01/2019) (REDMS No. 6292574 v. 25)

**PRCS-40**

See Page **PRCS-40** for full report

*Designated Speaker: Todd Gross*

**STAFF RECOMMENDATION**

*That the staff report titled “Standard of Vegetation Maintenance for Parks and Boulevards”, dated January 28, 2020, from the Director, Parks Services, be received for information.*

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5.      **COMMUNITY SERVICES PRICING POLICY PROGRESS UPDATE AND GUIDING PRINCIPLES**

(File Ref. No. 11-7000-00) (REDMS No. 6359181 v. 18)

**PRCS-48**

See Page **PRCS-48** for full report

*Designated Speaker: Elizabeth Ayers and Donna Lee*

**STAFF RECOMMENDATION**

*That the Community Services Pricing Policy Guiding Principles as detailed in the staff report titled “Community Services Pricing Policy Progress Update and Guiding Principles”, dated January 28, 2020, from the Director, Recreation and Sport Services, be endorsed.*

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6.      **MANAGER’S REPORT**

**ADJOURNMENT**

☐



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, January 28, 2020

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Michael Wolfe  
Councillor Chak Au  
Councillor Bill McNulty  
Councillor Linda McPhail

Also Present: Councillor Carol Day

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 December 18, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

February 25, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

## COMMUNITY SERVICES DIVISION

**1. 2020 COMMUNITY MURAL PROGRAM PROJECTS**

(File Ref. No. 11-7000-09-20-255) (REDMS No. 6352114 v.3)

Staff spoke on the Program, noting that (i) the proposed mural on the Richmond Ice Centre will wrap around the side of the building and will face Watermania, (ii) artists not selected for projects can be considered in other opportunities and can seek feedback from staff, (iii) artists will be working with stakeholders on the mural themes, and (iv) the murals are expected to last five years and will receive an anti-graffiti coating.

Discussion ensued with regard to (i) locations of the murals, (ii) cost of the murals and artist selection process, (iii) incorporating local ecology themes into the murals, and (iv) maintenance of the murals.

It was moved and seconded

*That the 2020 Community Mural Program projects as presented in the staff report titled "2020 Community Mural Program Projects" dated December 11, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.*

**CARRIED**

**2. RESPONSE TO REQUEST TO EXPAND STEVESTON OUTDOOR POOL OPERATING HOURS**

(File Ref. No. 11-7143-01/2019-Vol 01) (REDMS No. 6365501 v.11)

Staff spoke on use of the Steveston Outdoor Pool, noting that operating hours were increased in 2019 with only a marginal increase in usage rates. Staff added that staff will examine additional options to promote use of the pool.

Discussion ensued with regard to (i) the ratio to pool use and costs to increase operating hours, (ii) maximizing use of City facilities, (iii) extending pool operating hours in the weekends and in September as trends show warming seasonal temperatures, (v) examining a hybrid schedule that incorporates requests to increase pool operating hours and staff recommendations, (vi) considering the overall community health benefits of increasing pool operating hours, and (vii) promoting use of the pool by senior residents.

Jim McGrath, Richmond resident, spoke on his petition to increase Steveston Pool operating hours and expressed concern that the proposed schedule is not consistent with the petition request. He added that warming seasonal temperatures in the late spring and early autumn months allow for extension of the pool schedule which encourages pool use.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 28, 2020**

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In reply to queries from Committee, staff noted that there is variability in the seasonal weather and that other outdoor pools in the Lower Mainland do not extend pool operations beyond mid-September.

As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That the staff report titled "Response to Request to Expand Steveston Outdoor Pool Operating Hours," dated January 2, 2020 from the Director, Recreation and Sport Services, be referred back to staff to:*

- (1) examine a hybrid model that incorporates aspects of the proposed Options, as referenced in the staff report;*
  - (2) provide data on daily usage rates and analyze the cost of increasing pool operating hours; and*
  - (3) consult the community group that submitted the petition and the 2020 Aquatics Services Board on the proposed pool operating hours;*
- and report back.*

The question on the referral motion was not called as discussion ensued with regard to the timeline to implement any potential changes to the pool schedule. It was suggested that the pool schedule and cost recovery should reflect community usage rates.

The question on the referral motion was then called and it was **CARRIED**.

**3. GREEN TEAMS OF CANADA**

(File Ref. No. 11-7200-01/2019-Vol 01) (REDMS No. 6338121 v.11)

It was moved and seconded

*That the staff report titled "Green Teams of Canada," dated December 23, 2019, from the Director, Parks Services, be received for information.*

The question on the motion was not called as staff replied to queries from Committee, noting that the costs can be accommodated through existing operating budgets and no additional financial impacts are anticipated.

The question on the motion was then called and it was **CARRIED**.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, January 28, 2020**

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**4. MANAGER'S REPORT**

**(i) *Steveston Heritage Sites Interpretive Plan Process***

Staff spoke on the Steveston Heritage Sites Interpretive Plan process, noting that a workshop was held on January 20, 2020, with six external community groups and that staff are currently working on a draft of the Plan. Also, staff noted that discussions with the three heritage societies in Steveston will be scheduled in February 2020.

**(ii) *Snow Angels Program***

Staff updated Committee on the Snow Angels Program during the recent snowfall, noting that 35 residents and 19 volunteers were registered prior to the snow event. Also, during the snow event, the City received registrations for the Program and those registrants were placed on a waiting list and were given snow clearing exemptions for the duration of the snowfall.

**(iii) *Art Services Events***

Staff spoke on upcoming Art Services Events including new exhibitions in the Richmond Art Gallery in February 15, 2020 and the Children's Art Festival scheduled to take place on February 17, 2020 at the Richmond Cultural Centre.

**ADJOURNMENT**

It was moved and seconded

***That the meeting adjourn (4:47 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, January 28, 2020.

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Councillor Harold Steves  
Chair

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Evangel Biason  
Legislative Services Coordinator



# City of Richmond

## Report to Committee

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**To:** Parks, Recreation and Cultural Services Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Date:** January 21, 2020  
**File:** 11-7000-01/2020-Vol 01  
**Re:** Recognition of World War II Richmond Veterans

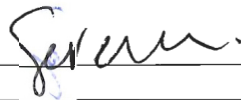

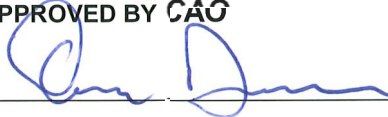
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### Staff Recommendation

That the staff report titled, "Recognition of World War II Richmond Veterans", from the Director, Arts, Culture and Heritage Services, dated January 21, 2020 be received for information.

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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	



## Staff Report

### Origin

At the Parks, Recreation & Cultural Services Committee held on June 25, 2019, the following referral was made:

*That staff explore options to recognize Richmond Veterans and others who played a significant role during World War II.*

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*

### Analysis

Veterans are currently recognized by a number of organizations and various levels of government, including the City of Richmond. Richmond veterans are recognized through many different initiatives offered by the City, the Province of British Columbia, the Canadian Legion, and the Chinese Canadian Military Museum Society.

#### Current City of Richmond Recognition Program

The City recognizes the contributions of individuals who served in World War II and other veterans in the following ways:

- Cenotaph – Erected in 1922, the cenotaph serves to remember the soldiers, sailors and airmen from Richmond who died in World War I and World War II and is prominently located in front of the east entrance of City Hall. It is the physical heart and soul of the yearly ceremony which commemorates Remembrance Day (Attachment 1).
- “We Will Remember Them: The Lives Behind the Richmond Cenotaph” – Written by Mary Keen and published by the City of Richmond Archives in 1998, the publication includes information on the soldiers who lost their lives in military service during World War I and World War II.
- Remembrance Day Ceremonies – Organized by the Richmond Remembrance Day Committee, the annual public Remembrance Day Ceremonies honour and remember Canadian service personnel. Every year, there is a parade that features several hundred marchers, with a special place of honour for veterans. In 2019, an estimated 5,000 members of the public attended the event. World War II veterans are regularly invited, with some attending each year (Attachment 1).
- Annual Remembrance Day Display – Each year for Remembrance Day, Richmond Museum staff create a display in City Hall with artifacts related to the two World Wars.

The items displayed each year change and might include soldiers' belongings, war-related artifacts or items depicting life on the home front. While individual veterans are not specifically named, the display honours the contributions of veterans.

- Street and Place Naming – City policies on the naming of new streets and City owned places allow for the recognition of individuals who have “local significance” or “rendered outstanding service to the City”. A total of 61 Richmond streets have been named for local soldiers who died in military service. To further commemorate these soldiers, the Friends of the Richmond Archives initiated a program to install poppy-adorned street signs around the city in 2016 (Attachment 1).
- Virtual Exhibit, “We Will Remember Them” – City of Richmond Archives maintains a webpage on richmond.ca entitled “We Will Remember Them” with sections for both the “Lives Behind the Cenotaph” and “Lives Behind the Poppy Street Signs”. This page provides information on the lives behind those Richmond residents that lost their lives in World War I and World War II and are inscribed on the Richmond Cenotaph and/or have a road named after them.

#### Other Recognition of Richmond World War II Veterans

In addition to the efforts of the City and its community partners to recognize veterans, other organizations also support initiatives for Richmond veterans. These include:

- Anniversary Events – For significant anniversaries of World War I or World War II, the Canadian Legion organizes commemorative events. In 2019, to mark the 75<sup>th</sup> Anniversary of D-Day and the Battle of Normandy, several branches of the BC/Yukon Command of the Royal Canadian Legion hosted commemoration events for World War II veterans. Participation in commemorative events is at the discretion of individual branches of the Legion. In 2019, the Richmond Legion Branch #291 hosted a dinner in remembrance of those that stormed Juno Beach and fought in the Battle of Normandy.
- The Chinese Canadian Military Museum Society – The Chinese Canadian Military Museum Society was created in 1998 to research, collect, record and preserve stories, artifacts, memorabilia and photographs reflecting Chinese Canadian participation in both World Wars. The Society operates a museum in Vancouver which shares stories about Chinese Canadian veterans who served Canada in World War II or since, including two veterans from Richmond. The Society also organizes talks designed to promote awareness of the contribution and experiences of Chinese Canadian soldiers, and offers a scholarship program for veterans to assist in pursuing post-secondary education.
- Provincial Homeowner Grant – Most veterans or their surviving spouses can apply for a home owner grant which reduces the amount of property taxes paid each year on their principal residence.
- Special British Columbia License Plates – Veterans who are currently serving in or were honourably discharged from the Canadian Armed Forces, an Allied Force, or the Canadian or Allied War Time Merchant Navy are eligible to apply for special veteran licence plates to use on their vehicle.

- Military Service Recognition Book – Each year the BC/Yukon Command of the Canadian Legion publishes a Military Service Recognition Book with veterans' histories and photos. Members of the public are welcome to honour an individual by submitting their military history. Hundreds of veterans are recognized in the 13 volumes, with each having over 200 pages.

#### Recognition of Veterans in Other Municipalities

A best practices environmental scan of six other municipalities of similar population size to Richmond showed that World War II veterans are being recognized through:

- parades and events on Remembrance Day and/or World War II anniversaries;
- physical memorials such as cenotaphs;
- parks named in honour of veterans or a specific individual veteran;
- special signs or plaques, such as poppy street signs;
- online honour rolls or exhibits;
- designated special areas within a cemetery; and
- parking privileges, such as reserved parking near a Legion branch.

The municipalities examined supported an average of three different initiatives. Current efforts by the City of Richmond to recognize veterans are in line with the actions taken by other municipalities of similar size.

#### **Financial Impact**

None.

#### **Conclusion**

World War II veterans living within Richmond are recognized through a number of initiatives, most notably the Cenotaph, the Poppy Street Signs and the well-attended Remembrance Day Ceremonies. The City values the contributions of individuals who have served in the military and support initiatives which actively celebrate and honour veterans through programs and activities.

Current efforts by the City to recognize veterans are in line with municipalities of similar size.



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

Att. 1: Recognition of World War II Richmond Veterans - Photos

January 21, 2020

- 5 -

## Recognition of World War II Richmond Veterans – Photos



Richmond Cenotaph, Credit: City of Richmond



Poppy Street Signs, Credit: City of Richmond



Veterans at the 2018 Remembrance Day Parade, Credit: Richmond News



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Date:** January 6, 2020  
**File:** 11-7000-09-20-281/Vol 01  
**Re:** **Alexandra Greenway Integrated Public Art Project Terms of Reference**

### Staff Recommendation

1. That the Alexandra Greenway Integrated Public Art Project for \$50,000 be approved and funded by the Public Art Reserve;
2. That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly; and
3. That the Alexandra Greenway Integrated Public Art Project Call to Artists provided in Attachment 4 in the staff report titled, "Alexandra Greenway Integrated Public Art Project Terms of Reference", dated January 6, 2020, from the Director, Arts, Culture and Heritage Services, be approved.

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

Att. 4

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

## Staff Report

### Origin

On November 12, 2013, Council adopted the Alexandra Neighbourhood Public Art Plan which provides a thematic framework for the creation of public art to enrich the Alexandra neighbourhood. The location of the Alexandra neighbourhood provides a transition from the established residential neighbourhoods to the east and the north and to the emerging urban City Centre to the west. The Public Art Plan builds on the history and ecology of the neighbourhood, with priority given to development of artworks in parks, streets and greenways. These works will serve as landmarks and meeting places as residents make connections through the community.

This report presents the proposed Terms of Reference for the Alexandra Greenway Integrated Public Art Project in the form of a Call to Artists. The call seeks a Richmond artist to design a 2D artwork to be integrated into the asphalt paving of a multi-use corridor along May Drive, between Alexandra Road and Alderbridge Way. The integrated artwork will feature reflective markings to communicate right-of-way directions of travel and improve visibility and safety for cyclists and pedestrians. Examples of artwork integrated into asphalt transportation corridors are shown in Attachment 1.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

### Analysis

#### Alexandra Neighbourhood Public Art Plan

The Alexandra Neighbourhood Public Art Plan builds on the history and ecology of the Alexandra Neighbourhood of the West Cambie Area to provide a thematic framework for the creation of public art to enrich this emerging community. In keeping with the West Cambie Area Plan's vision for the Alexandra Neighbourhood, to be a "complete and balanced" community, the thematic framework of the Public Art Plan incorporates Richmond's unique cultural heritage,

through the theme of “Connectivity: Ecology, Infrastructure and History” as a way to describe the many layers of urban systems required for sustainable and healthy living cities. The Alexandra Neighbourhood Public Art Plan encourages artists to design their works within this thematic framework, while allowing room for artistic exploration and a diversity of projects.

With traces of Alexandra’s agricultural past, and habitat supporting numerous species of birds and other wildlife, there are many opportunities for artworks to reference the ecology and history of the area. Public artwork in the greenway has the added benefit of promoting access to nature through a network of open spaces.

### Proposed Location

The Alexandra Greenway and six-acre Alexandra Neighbourhood Park connect the established residential neighbourhood north of Cambie Road to the Garden City Lands south of Alderbridge Way. The context plan of the area is provided in Attachment 2.

The Alexandra Neighbourhood Land Use Map identifies a north-south pedestrian and cyclist path. The section of Alexandra Greenway adjacent to May Drive, between Alexandra Road and Alderbridge Way is part of this path, linking residential areas to new commercial zones. Public art in this location will help animate a safe and multi-use path and make it more engaging. This section of the greenway will feature a planted roundabout, new tree plantings and a natural stormwater management system. The Alexandra Greenway Integrated Public Art Project Location is provided in Attachment 3.

The public art work on the exterior facade of the Alexandra District Energy Utility Building located at Alexandra Neighbourhood Park is in proximity to the proposed location, further enriching the public realm in the area.

### Themes for the Alexandra Greenway Integrated Public Art Project

Artists for this commission will be invited to respond to the theme of “Connecting Ecology & Natural Heritage” as it relates to building sustainable and ecologically sensitive cities through the preservation of natural habitat for native plant and animal species:

- **Connecting Ecology:** Richmond’s landscape and hydrology has been formed by its unique location within the Fraser River Delta. The Alexandra Neighbourhood contains remnants of historic sloughs and agricultural networks, including an abundance of local wildlife. Public art can play an integral part in bringing awareness to the importance of preserving natural habitat and the role we can play in supporting local ecosystems.
- **Connecting History:** Public Art that references local farming, agricultural heritage and history of the area connects and reminds newcomers and longtime residents of the area’s unique past. History includes telling the story of the land, people and places that have inhabited the area. Public art will assist this new community in creating meaningful connections and memories while acknowledging the past and looking forward to the future.



The Public Art Advisory Committee endorsed the Terms of Reference at its meeting on January 21, 2020, noting that this project provides an opportunity for either an emerging or established Richmond-based artist who may not already have a public art practice.

The Alexandra Greenway Integrated Public Art Project Terms of Reference for an artist call are provided in Attachment 4.

#### Selection Process for Artists and Artworks

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 Richmond.

Following the selection process, the preferred artwork concept proposal will be brought forward to Council for endorsement in spring 2020, in order to proceed with the detailed design and installation phases of the artwork in summer 2020.

#### Financial Analysis

The total budget for the Alexandra Greenway Integrated Public Art Project is \$50,000. \$5,000 has been set aside for an artist design fee. The remaining budget of \$45,000 will be available to cover all implementation expenses including production, installation, taxes and other associated costs to deliver a completed artwork integrated with the site.

The 2020 Public Art Program Capital Budget will be increased to include \$50,000 for the Alexandra Greenway Integrated Public Art Project funded by the Public Art Reserve and the Consolidated 5 Year Financial Plan (2020-2024) will be amended accordingly.

The artwork will meet all safety requirements (eg, skid resistance). Any repairs to the artwork will be the responsibility of the Public Art Program.

#### **Conclusion**

Adopted by Council on November 12, 2013, the Alexandra Neighbourhood Public Art Plan provides a framework for including art in creating a culturally rich environment in a vibrant, healthy and sustainable city.

The Alexandra Greenway Integrated Public Art Project supports the Plan to include an integrated artwork in Alexandra Way. An artwork at this location will connect the local ecology and history to raise awareness and celebrate the aspirations of a sustainable and connected Richmond.



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



- Att. 1: Examples of Artwork Integrated into Asphalt Transportation Corridors  
2: Alexandra Greenway Context Plan  
3: Alexandra Greenway Integrated Public Art Project Location  
4: Alexandra Greenway Integrated Public Art Project Call to Artists

## Examples of Artwork Integrated into Asphalt Transportation Corridors





## Alexandra Greenway Context Plan

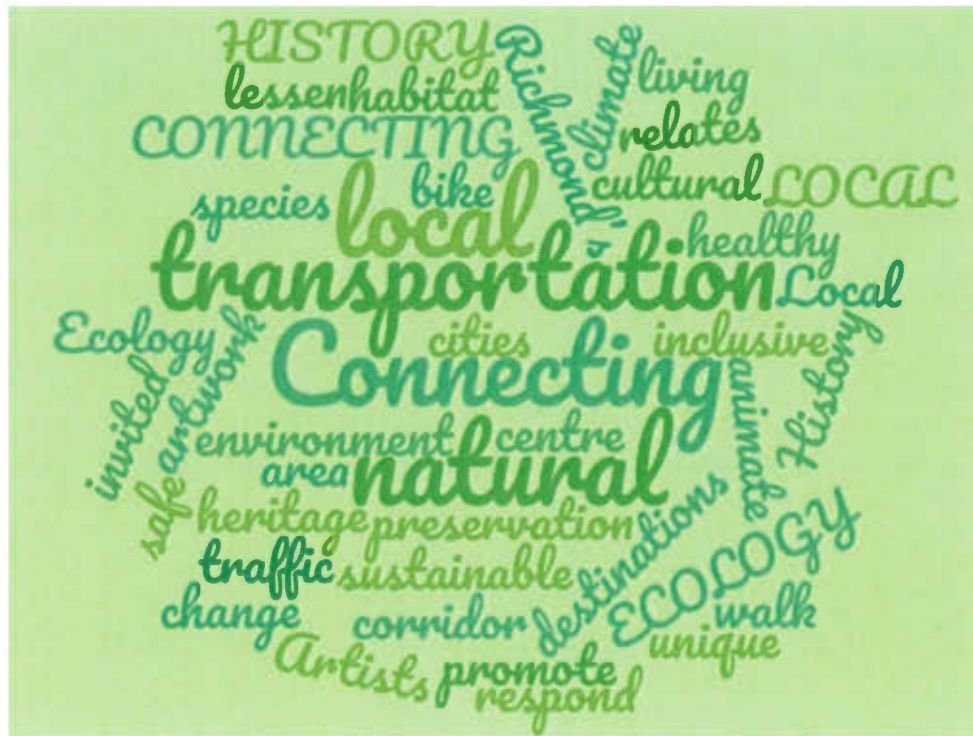






# call to artists

PUBLIC ART  
RICHMOND



## Alexandra Greenway Integrated Artwork

### Request for Proposals, RFP

#### OPPORTUNITY

The Richmond Public Art Program, in partnership with Parks Services, is seeking an artist to create a 2D artwork to be integrated into a car-free multiuse greenway along the east side of May Drive between Alexandra Road and Alderbridge Way.

The commissioned artist will work with third-party contractors and City staff to finalize the artwork design and create a vector-based digital artwork file for the implementation phases. The cost of production and installation will be the responsibility of the City of Richmond. Artists or artist teams residing in Richmond with visual art practices in printmaking, drawing, illustration, painting and other mixed-media disciplines are encouraged to apply.

**Artist Fee:** \$5,000 CAD

**Eligibility:** Artists residing in Richmond, British Columbia

**Deadline for Stage 1:** April 6, 2020 at 5:00 p.m.

**Completion:** Fall 2020

# call to artists

PUBLIC ART  
RICHMOND

## BACKGROUND

Formally a semi-rural landscape, the Alexandra neighbourhood is now comprised of multiple family housing developments and places to work, shop and play. It is bordered by residential neighbourhoods to the east and north, and by the urban City Centre to the west. The Alexandra Greenway and new six-acre Alexandra Neighbourhood Park run across the neighbourhood and connect established residential areas north of Cambie Road to the Garden City Lands south of Alderbridge Way (Figure 1 & 2).

The Garden City Lands are an extraordinary 55.2 hectares (136.5 acres) of open space located within the Agricultural Land Reserve, in the heart of Richmond, between Westminster Highway, Alderbridge Way, Garden City Way and No. 4 Road (Figure 2). The Garden City Lands is in the process of becoming a new community park with diverse uses including, urban agriculture, environmental preservation and interpretation, as well as recreational and cultural uses.

## LOCATION

The section of the Alexandra Greenway, running north-south along May Drive between Alexandra Road and Alderbridge Way (Figures 1 & 2), is part of a larger neighbourhood pedestrian and cyclist route with resting nodes linking residential areas to new commercial zones.

## “CONNECTING ECOLOGY & NATURAL HERITAGE”

Artists are invited to respond to the theme of “**Connecting Ecology & Natural Heritage**” as it relates to building sustainable and ecologically sensitive cities through the preservation of natural habitat for native plant and animal species. The public art will help promote and animate a safe, multi-use path to decrease vehicular traffic in the area and complement new tree plantings, native plant species and a natural stormwater management system.

- **Connecting Ecology:** Richmond’s landscape and hydrology has been formed by its unique location within the Fraser River delta. The Alexandra Neighbourhood contains remnants of historic sloughs and agricultural networks, including an abundance of local wildlife. Public art can play an integral part in bringing awareness to the importance of preserving natural habitat and the role we can play in supporting local ecosystems.
- **Connecting Natural Heritage:** Public Art that references local farming, agricultural heritage and history of the area connects and reminds

PRCS - 22

# call to artists

PUBLIC ART  
RICHMOND

newcomers and longtime residents of the area's unique past. History includes telling the story of the land, people and places that have inhabited the area. Public art will assist this new community in creating meaningful connections and memories while acknowledging the past and looking forward to the future.

## BUDGET

The artist fee for this project is \$5,000 for the provision of an artwork design and delivery of vector-based digital artwork file(s). The artist will work in consultation with City staff and contractors retained by the City to refine the design as appropriate. This budget includes (but is not limited to) artist fees and administration, travel expenses, artist studio overhead, photography documentation and all taxes excluding GST. Production and installation costs will be the responsibility of the City of Richmond.

## ARTWORK AND DESIGN CONSIDERATIONS

- The artwork will be conceived as a repeating pattern or family of repeating elements.
- The total area of the artwork will cover approximately 20-30% of the asphalt-paved corridor.
- The commissioned artist will propose the layout and placement of the artwork to delineate directions of travel and create an experiential viewing experience.
- The commissioned artist must work within the paving product manufacturer's design specifications and submit the artwork as a digital black and white vector-based file without the use of gradients or shading in the artwork.
- Short-listed artists will attend an orientation meeting with City Staff and City-contracted service professionals.

## ARTIST ELIGIBILITY

This call is open to artists residing in Richmond, B.C. Artists who are currently contracted by the City for a public art commission are not eligible to apply. City of Richmond employees and members of the Richmond Public Art Advisory Committee are not eligible to apply.

## SELECTION PROCESS

A selection panel consisting of a combination of artists, art professionals and community representatives will engage in a two-stage artist selection process to review all artist applications. Three artists will be shortlisted and given a

**PRCS - 23**

# call to artists

PUBLIC ART  
RICHMOND

\$200 honorarium to attend an Artist Orientation Session, develop a concept proposal and attend an interview and presentation with the selection panel. At the conclusion of the process, the panel will recommend one artist for the commission. The selected artist will enter into a contract with the City of Richmond.

## STAGE 1: ARTIST SELECTION CRITERIA

Submissions will be reviewed and decisions made based on:

- demonstrated skills and experience based on artist's portfolio and CV;
- initial approach to the identified thematic framework as described in the Letter of Intent;
- artist capacity to work with other design professionals and stakeholders;
- appropriateness of the approach to the Public Art Program goals:  
[www.richmond.ca/culture/publicart/plans/policy](http://www.richmond.ca/culture/publicart/plans/policy)

**Note: Submissions should not include a concept proposal for Stage 1 of the artist selection process.**

## STAGE 2: ARTIST SELECTION CRITERIA

Three short-listed artists will submit concept proposals to be reviewed, based on the following criteria:

- interpretation and approach to the identified theme and appropriateness for the site and context of Alexandra neighbourhood;
- merit and technical feasibility of the concept proposal;
- responses to follow-up questions/ and feedback from the Stage 1 selection panel review;
- appropriateness of the concept to the Public Art Program goals:  
[www.richmond.ca/culture/publicart/plans/policy](http://www.richmond.ca/culture/publicart/plans/policy)

## STAGE 1: SUBMISSION REQUIREMENTS

E-mail all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

- INFORMATION FORM – Please complete the information form attached to this document.
- LETTER OF INTEREST – 300 words or less, describing art practice, initial approach to the work and any relevant experience or similar completed projects.
- ARTIST CV – (2 page maximum). Teams should include one page for each member.
- WORK SAMPLES – Up to ten (10) image examples of previous work that illustrate and demonstrate practice, skills and experience for this opportunity. One image per page. Please include artist name(s), title, year, location and medium information to be on each image page.

**PRCS - 24**



# call to artists

PUBLIC ART  
RICHMOND

## PROJECT TIMELINE

Applicants should reserve the Stage 2 Interview date in their schedules.

<b>Stage 1 Deadline:</b>	April 6, 2020 at 5:00 p.m.
<b>Artist Orientation:</b>	April 15, 2020 at 5:30 p.m.
<b>Stage 2 Deadline:</b>	April 29, 2020 at 5:00 p.m.
<b>Stage 2 Interview:</b>	May 11, 2020, 5:30 p.m., Richmond City Hall, 6911 No.3 Road.
<b>Project Completion:</b>	Fall 2020

## SOURCES FOR ADDITIONAL INFORMATION

- [Alexandra Neighbourhood Public Art Plan](#)
- [Richmond Arts Strategy, 2019-2024](#)
- [Richmond Public Art Program](#)
- [Richmond Archives](#)

## SUBMISSION GUIDELINES

1. All supporting documents must be complete and adhere to these guidelines and submission requirements or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Portfolio images would be best formatted to landscape format.
3. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual curriculum vitae. (See Submission Requirements).
4. All documents must be sent by e-mail to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

## ADDITIONAL INFORMATION

1. The selected artist may be required to show proof of WCB coverage and \$2,000,000 general liability insurance.
2. The City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
3. 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.

# call to artists

---

PUBLIC ART  
RICHMOND

4. Extensions to the deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

## QUESTIONS

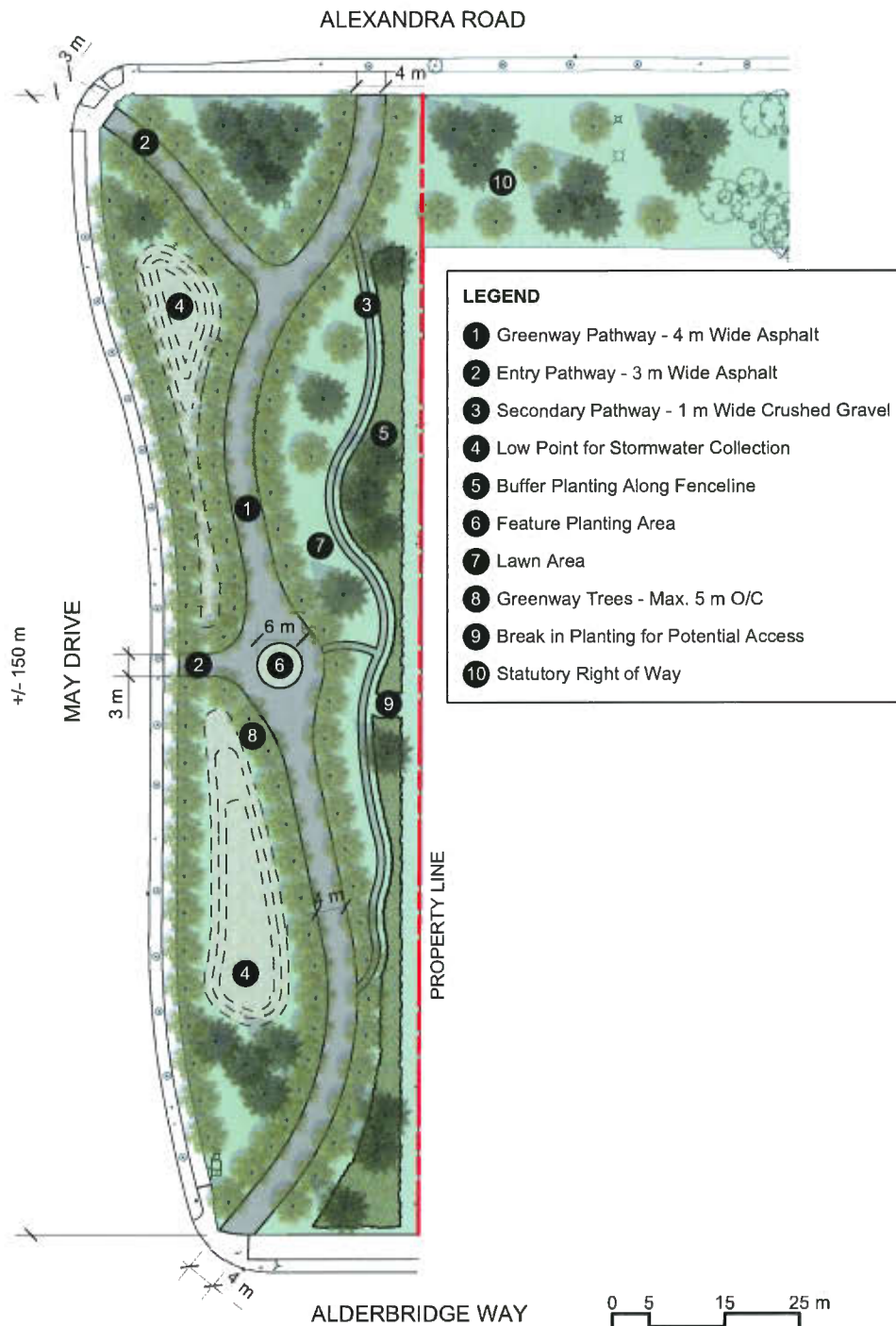
Please contact the Richmond Public Art Program:

Tel: 604-204-8671

E-mail: [publicart@richmond.ca](mailto:publicart@richmond.ca)

# call to artists

PUBLIC ART  
RICHMOND



ALEXANDRA GREENWAY | CONCEPT PLAN | 9540 ALEXANDRA ROAD

CITY OF RICHMOND  
DATE: NOVEMBER 2019



Figure 1. Alexandra Greenway (May Drive Section) Site Plan

# call to artists

PUBLIC **ART**  
RICHMOND



Figure 2. Neighbourhood Map showing Alexandra Greenway

# call to artists

PUBLIC ART  
RICHMOND

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

Name: \_\_\_\_\_

Team Name: (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

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

List Team Member Names: (Team Lead complete above portion)

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit applications by e-mail to: [publicart@richmond.ca](mailto: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 RFP as required. All submissions to this RFQ 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

**Date:** January 27, 2020

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage

**File:** 11-7000-09-01/2019-  
Vol 01

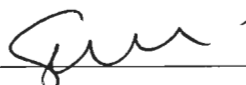

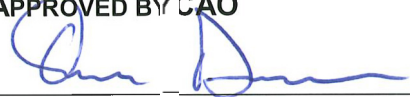
**Re:** **Richmond Public Art Program 2019 Annual Highlights and Public Art  
Advisory Committee 2020 Work Plan**

### Staff Recommendation

That the Richmond Public Art Advisory Committee 2020 Work Plan, as presented in the staff report titled "Richmond Public Art Program 2019 Annual Highlights and Public Art Advisory Committee 2020 Work Plan", dated January 27, 2020, from the Director, Arts, Culture and Heritage Services, be approved.

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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

## Staff Report

### Origin

On July 27, 2010, Council approved the updated Richmond Public Art Program Policy 8703 and Terms of Reference for the Richmond Public Art Advisory Committee (RPAAC). The RPAAC provides advice and acts as a resource to City Council and staff on the City's Public Art Program.

This report presents the 2019 highlights of the Richmond Public Art Program to Council for information and the proposed RPAAC 2020 Work Plan for approval.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

### Analysis

#### Richmond Public Art Program

The Public Art Program plays a key role in shaping, animating and enriching the public space, instilling civic pride and contributing to community identity. Artwork placed in the public realm has the power to engage the public, celebrate culture, broaden the diversity of arts experiences and opportunities, serve as an educational resource to expand public awareness and understanding of the arts, stimulate conversations, strengthen and support the arts community, and inspire creativity.

Since Council's adoption of the Public Art Program Policy in 1997, the Public Art Program's collection has grown to a total of 273 works of public art with 192 works currently on display around Richmond. Documentation of public art that is performance-based or otherwise ephemeral in nature is archived on the Public Art Program website.

Public art adds value to public and private development, enriches the public realm for residents and visitors to Richmond and advances Richmond's standing as a model for high quality urban development. The City provides leadership in integrating public art with major civic facilities as well as small-scale public infrastructure. The private sector has demonstrated that an investment in public art enhances their reputations as progressive city builders, while creating a liveable and desirable place to live and work. The Community Public Art Program engages members of the community in art making, discussions and public events. The Public Art Education Program provides learning opportunities for both the general public and emerging, professional artists.

### 2019 Richmond Public Art Program Highlights

The following represents the key activities and achievements of the City's Public Art Program through the civic, community, private development and educational programs in 2019:

- The Richmond Community Mural Program was launched with a large scale mural at the Richmond Cultural Centre by Richard Tetrault and Jerry Whitehead. The artists engaged community members in a series of public workshops to develop and inform the mural design. The mural reflects Richmond's cultural heritage and represents the plethora of arts and cultural activities offered at the Cultural Centre.
- Public Art partnered with the Children's Art Festival to produce *A Spell To Summon One Place Into Another*, a mural at the Richmond Art Centre by local artist Keely O'Brien.
- The British Columbia Recreation and Parks Association (BCRPA) selected *Minoru Seniors Legacy Stories* as part of the BCRPA Symposium program that was presented on May 1, 2019 in Whistler, BC.
- Works by five emerging Richmond artists were featured at the No. 3 Road Art Columns located at Aberdeen and Lansdowne Canada Line Stations.
- Four public artworks were installed at civic facilities:
  - *Errant Rain Cloud* by Gordon Hicks and Germaine Koh at Minoru Centre for Active Living;
  - *Together* by David Jacob Harder at Minoru Centre for Active Living;
  - *What Are You Doing, Richmond?* by Sylvia Grace Borda at Minoru Centre for Active Living; and
  - *Nikkei Memorial Public Art Project* by Hapa Collaborative at Steveston Community Park.
- Three community engagement projects were completed as part of the Engaging Artists in Community Program. Since its inception in 2016, the program has reached more than 10,000 Richmond residents and has offered participants and audiences hands-on art making activities and opportunities for individual creative expression and participation in the arts. The 2019 projects were:
  - *Musqueam Artist Workshops* with Richard Campbell, Sandra Guerin, Gary Point, Martin and Shona Sparrow at Richmond Public Library (Brighouse Branch);
  - *The Interpreter Project* by Wen Wen Lu at Richmond Nature Park; and
  - *Minoru Manifesto* by Julie Hammond at Minoru Chapel and City Centre Community Centre.
- Two new works were installed through the Private Development Public Art Program:
  - *Let's Roll* by Charlotte Wall and Marie Khouri; and
  - *Stride Hike Dance* by Karen Kazmer.



- Five Public Art Bus Tours were organized and fully subscribed:
  - Two Nikkei Stories of Richmond Public Art Tour for Culture Days;
  - Two Public Art Tours for Doors Open (one in Mandarin and Cantonese); and
  - Richmond Public Art Advisory Committee Public Art Tour.
- The 6th Annual Pianos on the Street Program was installed at five locations: Britannia Shipyards National Historic Site, Terra Nova Rural Park, Richmond Cultural Centre, Cambie Community Centre and Richmond Nature Park.
- A series of photo-based installations at three Canada Line stations (Lansdowne, Brighouse and Waterfront) were installed as part of the Capture Photography Festival in partnership with the Richmond Art Gallery.
- Three public art professional development workshops for artists were presented during the Art at Work Symposium held at the Richmond Cultural Centre in partnership with the Richmond Art Gallery and CARFAC BC (Canadian Artists Representation/Le Front des artistes canadiens).
- Four neighbourhood public art brochures were updated to include recently installed works.
- Public Art worked in collaboration with the following organizations in 2019:
  - Britannia Shipyards Society
  - CARFAC BC (Canadian Artists Representation/Le Front des artistes canadiens)
  - City Centre Community Association
  - West Richmond Community Association
  - Hamilton Community Association
  - Hamilton Elementary School
  - InTransit BC
  - Kajaks Track and Field
  - Nikkei Memorial Committee
  - Minoru Seniors Society
  - Musqueam Indian Band
  - Pacey's Pianos
  - Pathways Clubhouse
  - Richmond Arenas Association
  - Richmond Art Gallery Association
  - Richmond Sports Council
  - Richmond Nature Park Society
  - Richmond Art Gallery Youth Group
  - Steveston Community Society

The Community Public Art Program is funded by the Public Art Reserve, which is funded by private developer contributions. In 2019, the projects commissioned through the Community Public Art Program totalled \$130,000.

### 2019 Richmond Public Art Advisory Committee Highlights

In 2019, the Richmond Public Art Advisory Committee (RPAAC) provided informed advice to staff and Council on a range of projects. Highlights of the 2019 Work Plan included:

- Ten monthly meetings with high attendance;
- Participation in educational opportunities and public events, such as the annual RPAAC Public Art Bus Tour in July;
- Reviews and recommendations on ten private development public art project plans and monthly updates on Advisory Design Panel reviews;
- Input to staff on civic Artist Calls;
- Reviews and recommendations on Public Art Calls and Public Art Plans via staff reports to Council; and
- Advice on Public Art Policy.

### 2020 Richmond Public Art Advisory Committee Work Plan

The Richmond Public Art Advisory Committee's 2020 Work Plan (Attachment 1) outlines the proposed activities for the volunteer committee in 2020. The Work Plan has been reviewed by the Richmond Public Art Advisory Committee.

As a Council appointed Advisory Committee, RPAAC advises on all aspects of public art policy, planning, education and promotion, including the allocation of funds from the City's designated Public Art Reserve. Highlights of the 2020 Work Plan are noted below:

- Raise awareness and understanding of the importance of public art in the City through promotion and participation in educational opportunities and public events.
- Advise on strategies, policies and programs to achieve excellence in art in the public realm including researching best practices and advising on opportunities for artists.
- Propose and support City programs, initiatives and events that advance public art in the City including Lulu Speaker Series, Doors Open Richmond and Culture Days.
- Review and, through staff reports, provide recommendations to Council on public art project plans developed by City staff and private development public art consultants.
- Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan.

New initiatives include advising staff on the development of a mobile-friendly public art online tour platform and improving communications with strata councils for maintenance of artworks on private property.

### **Financial Impact**

None.

### **Conclusion**

Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live, work and visit. The 2019 highlights of the Richmond Public Art Program and proposed Public Art Advisory Committee 2020 Work Plan demonstrate a high level of professionalism, volunteerism and commitment to quality public art in Richmond.



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

Att. 1: Richmond Public Art Advisory Committee 2020 Work Plan

# Richmond Public Art Advisory Committee 2020 Work Plan

## 2020 Annual Operating Budget

Richmond Public Art Advisory Committee (RPAAC) has an annual operating budget of \$5,000 consistent with most City Advisory Committees to cover costs incurred by meetings, forums, educational activities and promotional materials associated with the implementation of the 2020 Work Plan. The funding is included in the City's annual operating budget.

## 2020 RPAAC Work Plan

The RPAAC 2020 Work Plan is based on the Terms of Reference for the Committee and is proposed as follows:

<i>Strategy/Initiative</i>	<i>RPAAC Actions/Steps</i>	<i>Expected Outcome of RPAAC Actions</i>	<i>Indicator of RPAAC Success</i>	<i>Stakeholders</i>	<i>Timeline</i>
<b><i>1. Raise awareness and understanding of the importance of public art in the City</i></b>					
<i>a. Involve the public in the selection process for public art</i>	<i>Encourage community members to participate on public art selection panels through an open call for volunteers</i>	<i>Richmond residents are involved in civic and community cultural life</i>	<i>Community support of the public art selection process</i>	<i>Community Centre Associations, Richmond Arts Coalition (RAC), Richmond Artist Guild (RAG), Richmond Art Gallery Association (RAGA) and others</i>	<i>Ongoing</i>
<i>b. Engage communities with individualized neighbourhood art plans</i>	<i>Advise on Public Art Plans for Steveston Waterfront Neighbourhood</i>	<i>Greater awareness of public art in Richmond communities</i>	<i>Public Art contributes to neighbourhood recognition and identity</i>	<i>Neighbourhood organizations, private developers, artists</i>	<i>Ongoing</i>
<i>c. Promotion (art walks and tours, brochures, postcards, posters and social media)</i>	<i>Identify and advise on new opportunities for promotion and participation</i>	<i>Promotion of community connection and awareness of public art</i>	<i>Public participation at unveilings, public lectures and bus tours</i>	<i>Parks, Community Centre Associations, Walk Richmond, Tourism Richmond</i>	<i>Ongoing</i>

<b>Strategy/Initiative</b>	<b>RPAAC Actions/Steps</b>	<b>Expected Outcome of RPAAC Actions</b>	<b>Indicator of RPAAC Success</b>	<b>Stakeholders</b>	<b>Timeline</b>
<i>d. Education and training for RPAAC members (workshops, bus tours, local conferences and symposiums)</i>	<i>Attend training opportunities and City events (Lulu Speaker Series, Art at Work)</i>	<i>Develop and expand knowledge of best practices</i>	<i>Greater confidence in best practice advice to staff and Council</i>	<i>Creative City Network of Canada, Alliance for the Arts, Canadian Artists' Representation/Le Front des artistes canadiens (CARFAC)</i>	<i>Ongoing</i>
<i>e. Education for the public (Lulu Speaker Series)</i>	<i>Suggest guest speakers</i>	<i>Develop community connection and awareness of public art</i>	<i>Increased attendance and appreciation of the arts</i>	<i>Richmond Arts Centre, RAC, Community Centre Associations</i>	<i>Q4</i>
<i>f. Guest speakers</i>	<i>Identify key guest speakers for RPAAC meetings for 2020</i>	<i>RPAAC members better informed on public art issues and equipped to share this information with Council, as and when directed</i>	<i>Guest speaker series for 2020 devised and implemented</i>	<i>Kwantlen Polytechnic University, Emily Carr University of Art + Design, other universities, artists, consultants, conservators</i>	<i>Q1</i>
<i>g. Public art online tour platform</i>	<i>Advise staff on development of a mobile-friendly public art online tour platform to supplement the Public Art section on the City website</i>	<i>Public better informed with information in a map-based format about the public art and artist</i>	<i>Increased public awareness of public art throughout the community</i>	<i>Residents, tourists, Community Centre Associations, Tourism Richmond</i>	<i>Ongoing</i>
<b>2. Advise on strategies, policies and programs to achieve excellence in art in the public realm</b>					
<i>a. Research best practices and policy review</i>	<i>Advise on public art policy and best practices</i>	<i>Policy and administrative procedures are reviewed</i>	<i>Policy and administrative procedures are updated</i>	<i>City Council</i>	<i>Ongoing</i>

<b>Strategy/Initiative</b>	<b>RPAAC Actions/Steps</b>	<b>Expected Outcome of RPAAC Actions</b>	<b>Indicator of RPAAC Success</b>	<b>Stakeholders</b>	<b>Timeline</b>
<i>b. Community Public Art Program</i>	<i>Advise on implementation of the Community Public Art Program</i>	<i>The Community Public Art Program is updated</i>	<i>Public art projects initiated under a revised Community Public Art Program</i>	<i>Community Centre Associations and community organizations</i>	<i>Ongoing</i>
<i>c. Opportunities for artists working in 2D visual art</i>	<i>Advise on implementation of a program for 2D visual art to connect arts and businesses</i>	<i>Actions identified and advice given to assist City of Richmond staff and community partners to implement a 2D Art Program</i>	<i>Practical actions identified and implemented and advice given as and when requested</i>	<i>RAC, RAG, RAGA</i>	<i>Ongoing</i>
<i>d. Conservation and maintenance of the Public Art Registry</i>	<i>Advise on maintenance priorities annually</i>	<i>Set priorities for conservation and maintenance</i>	<i>Public Art collection is well maintained</i>	<i>Public Works</i>	<i>Ongoing</i>
<i>e. Conservation and maintenance of public art on private property</i>	<i>Advise on maintenance protocols with Strata Councils</i>	<i>Set priorities for conservation and maintenance of public art on private property</i>	<i>Strata Councils informed of their responsibilities and understand maintenance procedures</i>	<i>Strata Councils, Artists, Conservators</i>	<i>Ongoing</i>
<b>3. Propose and support City programs, initiatives and events that advance public art in the City</b>					
<i>a. Doors Open and Culture Days</i>	<i>Advise on venues and artworks for consideration</i>	<i>Public Art Program has a high profile at Doors Open and Culture Days</i>	<i>Increased participation and appreciation of the arts</i>	<i>Arts Centre, Heritage sites, Community Centre Associations</i>	<i>Q2 and Q3</i>

<i><b>Strategy/Initiative</b></i>	<i><b>RPAAC Actions/Steps</b></i>	<i><b>Expected Outcome of RPAAC Actions</b></i>	<i><b>Indicator of RPAAC Success</b></i>	<i><b>Stakeholders</b></i>	<i><b>Timeline</b></i>
<b>4. Review and submit recommendations on private development public art plans</b>					
<i>a. Private Development Public Art Plans</i>	<i>Review and advise on private development public art plans</i>	<i>Provide advice and recommendations to staff</i>	<i>Public Art collection is growing, making Richmond a more vibrant, and connected City</i>	<i>Artists, Community partners, private developers</i>	<i>Ongoing</i>
<b>5. Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan</b>					
<i>a. 2020 Public Art Program report to Council and 2021 RPAAC Annual Work Plan</i>	<i>Advise and assist as required</i>	<i>Accomplishments during the past year are presented to Council and the public</i>	<i>Public Art has contributed to making Richmond a more vibrant, active and connected City</i>	<i>Council, community partners, private developers</i>	<i>Q1 2021</i>



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** January 28, 2020

**From:** Todd Gross  
Director, Parks Services

**File:** 11-7200-01/2019-Vol  
01

**Re:** **Standard of Vegetation Maintenance for Parks and Boulevards**

### Staff Recommendation

That the staff report titled "Standard of Vegetation Maintenance for Parks and Boulevards", dated January 28, 2020, from the Director, Parks Services, be received for information.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 3

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



## Staff Report

### Origin

At the General Purposes Committee meeting held on June 17, 2019, staff received the following referral:

- 1) *That staff analyze and explain the standard of maintenance for parks and roadways; and*
- 2) *That staff review the costs to increase the frequency of roadway and park maintenance; and report back.*

The purpose of this report is to respond to this referral.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.1 Enhance safety services and strategies to meet community needs.*

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

*2.2 Policies and practices support Richmond's sustainability goals.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.2 Ensure infrastructure meets changing community needs, current trends and best practices.*

*4.3 Encourage wellness and connection to nature through a network of open spaces.*

### Analysis

#### Background

Parks Services provides a wide range of grass mowing and vegetation maintenance practices including mowing of parks, boulevards, ditches, dikes, trails, natural areas, school properties,

sports fields and civic properties throughout the community. Work is performed primarily during the growing season months of March to October.

Over the past decade, the City has experienced increased community growth and effects of climate change. Parks maintenance inventory has increased and park design has changed incorporating increased diversity, a greater degree of use, programming and natural area management.

### Standard of Maintenance

Grass mowing is performed in a wide array of locations within varied standards. Parks, school properties, sports fields and civic properties are cut once a week (Attachment 1), while trim mowing of these locations is performed once every three weeks (Attachment 2). Long grass areas including dikes, trails, ditches and boulevards are cut two to three times a year (Attachment 3).

In conjunction with a 2019 departmental review, inconsistencies in mowing standards were identified in maintenance frequencies, staff schedules, equipment availability and type, definition and clarification of standards, routes, and expectations.

In an effort to improve the standard of maintenance, staff reviewed all aspects of grass mowing to identify opportunities for efficiency gains and modernization within the following program areas described below:

### *Staff Scheduling*

Schedules for Parks Operations staff within the grass mowing section have been adjusted to reflect the current demands of work areas, reducing gaps in service and reflecting the growing season months of March to October.

### *Training*

Staff working in these areas is comprised of a combination of full-time and seasonal equipment operators and labourers with varying backgrounds and experience. Increased engagement and training with equipment operators during a winter season review has led to a better understanding of standards, schedules, routes and requirements. Enhanced training has been implemented for the start of the 2020 season.

### *Equipment*

In an effort to increase customer service, Parks and Fleet staff have worked together to adjust equipment replacement priorities. In doing so, two key pieces of equipment have been identified for replacement as part of the 2020 Capital Replacement Program. A new replacement short arm flail mower for long grass areas and a new replacement large area rotary mower for parks and sports fields will increase productivity, enhance customer service, and reduce downtime. Additional key pieces of equipment have been identified and are scheduled for replacement in the following years.

Looking to the future and considering the changing environmental conditions, staff will be working towards modernization and enhancement of the fleet with a goal of reducing cut time, maintenance and operating costs, and greenhouse gas emissions. While a large portion of these adjustments will

be made through the natural lifecycle replacement of our fleet, some additional funding requirements may need to be made through the annual capital budget submission process.

### *Compliance*

To comply with Federal regulation, staff implemented a new formal inspection process prior to mowing long grass in sensitive areas to ensure operations do not impact or disturb migratory birds. Council approved \$178,776 during the 2020 operating budget process to support this program as well as other urban wildlife management programs.

### Increased Frequency of Maintenance

Within the grass mowing and trimming standards, there is a two-week difference in the frequency of service within parks, school properties, sports fields and civic properties. Open areas are cut once a week while trim mowing is performed within the same location once every three weeks. At times, this frequency gap results in complaints from the public, school district and user groups.

In order to increase the frequency of service within these maintenance tasks, staff have identified the following two scenarios:

#### Scenario 1 – Once a Week Trim Mowing

Increase trim mowing from once every three weeks to once every week. These adjustments provide a consistent level of service with open area mowing. This frequency of service would require an operating budget increase of \$644,000 and a one-time capital equipment budget increase of \$580,000 (Table 1).

Table 1 – Once a Week Trim Mowing Costs

<b>Increased Level of Service</b>	<b>Details</b>	<b>Operating Costs</b>	<b>Capital Costs</b>
Staffing	12 seasonal staff (March-October)	\$474,000.00	\$0.00
Equipment Purchase	6 Pick-up trucks, trailers, mowers and hand power tools	\$0.00	\$580,000.00
Equipment Maintenance (OBI)	Hourly operating costs, maintenance and depreciation	\$170,000.00	\$0.00
<b>Total:</b>		<b>\$644,000.00</b>	<b>\$580,000.00</b>

### Scenario 2 – Once Every Two Weeks Trim Mowing

Increase trim mowing from once every three weeks to once every two weeks. This frequency of service would require an operating budget increase of \$322,000 and a one-time capital equipment budget increase of \$290,000 (Table 2).

Table 2 – Once Every Two Weeks Trim Mowing Costs

<b>Increased Level of Service</b>	<b>Details</b>	<b>Operating Costs</b>	<b>Capital Costs</b>
Staffing	6 seasonal staff (March-October)	\$237,000.00	\$0.00
Equipment Purchase	3 Pick-up trucks, trailers, mowers and hand power tools	\$0.00	\$290,000.00
Equipment Maintenance (OBI)	Hourly operating costs, maintenance and depreciation	\$85,000.00	\$0.00
<b>Total:</b>		<b>\$322,000.00</b>	<b>\$290,000.00</b>

Existing service levels will be monitored in 2020 and these scenarios could be considered in future budget years.

### Financial Impact

None


### Conclusion

Upon review of the wide range of grass mowing and vegetation maintenance practices performed by Parks Services, staff have identified a number of opportunities to enhance the standard of maintenance and the frequency of maintenance while increasing customer service.




Todd Gross, DBS, MAL  
Director, Parks Services  
(604-247-4942)


- Att. 1: Work Activity 3332 – Mowing - Gang  
2: Work Activity 3331 – Mowing - Trim  
3: Work Activity 3330 – Mowing - Flail/Brush Cutting

	<p style="text-align: center;"><b><i>Work Activity 3332</i></b></p> <p style="text-align: center;"><b><i>Mowing - Gang</i></b></p>
	Section: Turf Management
	Revised: January 28, 2020

<b>Essential Tasks:</b>
Gang mowing is performed from March to November (weather dependant) at all City wide, Community, School and Neighbourhood Parks.
Gang mowers must cut the bulk of the turf areas leaving only what is obstructed by obstacles for the trim mowers to finish.
<b>Equipment:</b>
Equipment for gang mowing includes tractors, reel mower trailers (width 14' - 4.2M) and the Toro rotary mower (width 16'4")
Equipment must be maintained according to operator's manual including greasing at least once a week. Equipment to be scheduled for repair with Fleet on CD days or evening shift whenever possible.
<b>Frequency:</b>
One time per week
<b>Schedule:</b>
March to November

	<h1 style="text-align: center;"><i>Work Activity 3331</i></h1> <h2 style="text-align: center;"><i>Mowing - Trim</i></h2>
	Section: Turf Management
	Revised : January 28, 2020

<b>Essential Tasks:</b>
Trim mowing is performed from March to November (weather dependant) at all City-wide Parks, Community Parks, School properties, Neighbourhood Parks, Community Halls, Community Centers, Walkways, Cul-de-sac's, Islands, roadway medians and any other City owned properties.
Includes the use of ride on mowers, trim line mowers (weed eater) and push mowers.
Grass clippings are to be blown off all walk way entrance/ hard surfaces at all Civic buildings.
Lawn clippings are collected at specific locations when using push mowers. Locations are medians at Minoru, Gilbert, Westminster Hwy, Ironwood and No 2 Rd. Also collected at No 2 Rd. Fire Hall
Trim mowing activity includes the mowing of all grass/vegetation the gang mowers do not cut.
In summer when grass growth slows down, trim crews control vegetation growth in sidewalk/walkways/hard surface areas/gravel areas at all trim mowing sites.
Litter must be picked up prior to mowing.
Any unsafe sighting within assigned areas must be reported immediately to the Supervisor.
<b>Equipment:</b>
Ride on mowers, trim line mowers (weed eater) and push mowers.
Equipment must be maintained as per operators manual. Equipment to be scheduled for repair with Fleet on CD days or evening shift whenever possible.
<b>Frequency:</b>
Every 3 weeks
<b>Schedule:</b>
March to November

	<h1><i><b>Work Activity 3330</b></i></h1> <h2><i><b>Mowing – Flail/Brush Cutting</b></i></h2>
	Section: Turf Management
	Revised: January 28, 2020

<b>Essential Tasks:</b>
Flail mowing and Brush cutting is performed from March to November (weather dependant) at all natural areas, dykes, linear parks, trails and along main roads/ditches (Road way shoulder only – 2 passes wide with the flail mower) is cut 2 times per year to a mowing height of 4”.
Flail mowing – Main arterial road edges adjacent to driveways – 3 passes wide for 15 M on either side of driveway.
Flail mowing – cut all corners wide ( minimum 2 passes wide)
Flail mowing - ditches within Parks or next to Park trails – mow pathway side of ditch down to slope of water edge leaving ½ M of vegetation. Cut opposite side of ditches when possible if the flail can reach
Flail mowing – along trails – 2 passes wide on either side of trail when possible
Ditch mowing should not take place between mid-May to late-July to protect Northern Pacific Treefrogs ( <i>Pseudacris regilla</i> ) found living within the Burkeville ditch areas. Mowing that must take place during this timeframe should only cut to the level of the road to ensure site lines and not extend to the waters or wetted edge of the bottom of the ditch.
<b>Equipment:</b>
Equipment for flail mowing and brush cutting includes tractors, flail mower attachments, brush cutter attachments and brush saws.
Equipment must be maintained according to operator’s manual. Equipment to be scheduled for repair with Fleet on CD days or evening shift whenever possible.
<b>Frequency:</b>
2-3 times per year
<b>Schedule:</b>
March to November



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Elizabeth Ayers  
Director, Recreation and Sport Services  
**Date:** January 28, 2020  
**File:** 11-7000-00/Vol 01  
**Re:** **Community Services Pricing Policy Progress Update and Guiding Principles**

### Staff Recommendation

That the Community Services Pricing Policy Guiding Principles as detailed in the staff report titled "Community Services Pricing Policy Progress Update and Guiding Principles", dated January 28, 2020, from the Director, Recreation and Sport Services, be endorsed.

Elizabeth Ayers  
Director, Recreation and Sport Services  
(604-247-4669)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

On October 15, 2019, Council endorsed the staff recommendation to take a holistic approach to reviewing Community Services pricing and develop a pricing policy for Community Services programs, admissions and rentals, with the following referral:

*That a pricing policy for Community Services programs, rentals and admissions be developed, and report back to Council with a draft policy for consideration, as described in the staff report titled "Age of Eligibility for Seniors Pricing," dated August 29, 2019, from the Director, Recreation and Sport Services.*

In developing the Community Services Pricing Policy, staff will ensure the process includes consideration of: "the recreation pricing structure for seniors" and "options for an appropriate age for free admission to community recreation centres," as directed by previous referrals.

Staff were also directed to provide progress updates to Council every three months. The purpose of this report is to provide an update to Council on work to date on the Community Services Pricing Policy, an overview of the policy development process and recommended timelines, and to seek Council endorsement of the proposed Guiding Principles that will guide policy development.

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

*Accountable, transparent, and responsible financial management that supports the needs of the community into the future.*

*5.1 Maintain a strong and robust financial position.*

*5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.*

This report supports the 2013-2022 Social Development Strategy Strategic Direction #3 Address the Needs of an Aging Population:

*Action 7—Implement, monitor and update the Older Adults Service Plan, placing priority attention on:*

*7.5 Reviewing the pricing structure for City programs for older adults to ensure it remains equitable and sustainable, while also being affordable for those with limited incomes.*

This report supports the Age-Friendly Assessment and Action Plan Key Action 2.4 Social Participation:

*Priority Action 1: Increasing the affordability of social participation activities through the development and implementation of a Pricing Policy for recreation programs.*

## **Analysis**

### **Progress Update**

Since October, staff have developed the process for the Community Services Pricing Policy project, including in-depth stakeholder involvement and public engagement at multiple points to ensure an open and transparent process. Staff have reviewed Guiding Principles from other municipalities and drafted a set of Guiding Principles for the development of Richmond's Community Services Pricing Policy. As well, an initial stakeholder meeting was convened with representatives from the boards of Community Associations and Societies across all areas of Community Services. At this meeting, a high-level overview of the policy development process was presented, including the proposed plan for stakeholder involvement, the timeline for project completion, and the draft Guiding Principles.

### **Process and Timeline Overview**

The City delivers parks, recreation and cultural services directly, as well as indirectly through Community Associations and Societies, and a policy that sets a framework for setting the fees for Community Services programs, admissions and rentals is best developed in collaboration with these organizations.

As outlined in the chart on the following page, the policy development process prioritizes stakeholder involvement and public engagement throughout.

	<b>Develop Guiding Principles</b>	<b>Background Research</b>	<b>Develop Policy Options</b>	<b>Impact Assessment</b>	<b>Public Feedback</b>	<b>Revisions</b>	<b>Present to Council for Adoption</b>
<b>Policy Development Key Activities</b>	<ul style="list-style-type: none"> <li>• Review of other municipal pricing policy Guiding Principles</li> <li>• Draft Guiding Principles</li> <li>• Stakeholder feedback</li> <li>• Seek Council endorsement of Guiding Principles</li> </ul>	<ul style="list-style-type: none"> <li>• Review of other municipal pricing policies</li> <li>• Document and review of existing practices</li> <li>• Community demographics and future trends</li> <li>• Public engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Working Group to develop policy options based on background research</li> <li>• Stakeholder feedback</li> <li>• Public engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Working Group to examine financial and operating impact of policy options</li> <li>• Develop policy recommendations</li> <li>• Stakeholder feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Public feedback on draft Pricing Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis of public feedback</li> <li>• Revisions to Policy as needed</li> <li>• Working Group feedback</li> <li>• Stakeholder feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Seek Council adoption of Pricing Policy</li> </ul>
<b>Original Timeline</b>	December 2019 – January 2020	February 2020	March 2020	April 2020	May – June 2020	July – August 2020	September 2020
<b>Proposed Amended Timeline</b>	<b>December 2019 – January 2020</b>	<b>February – March 2020</b>	<b>April – June 2020</b>	<b>June – August 2020</b>	<b>September – October 2020</b>	<b>November – December 2020</b>	<b>January 2021</b>

The proposed plan for involving stakeholders includes two methods:

1. A Working Group that involves both staff and Community Association and Society board representatives that allows for in-depth involvement in identifying policy options and recommendations; and
2. Stakeholder Meetings that involve representatives from all Association and Society boards to provide feedback on the work of the Working Group at key junctures in the process.

At the first Stakeholder Meeting held on January 16, 2020, participants spoke favourably of the stakeholder engagement plan, but expressed concern about the timeline for reporting back by Q3 2020 to Council, as the current timeline would neither allow for the time needed to collaborate with stakeholders to develop the Pricing Policy, nor adequately engage the public.

Therefore, based on stakeholder feedback and staff analysis, an amended timeline is outlined in the table above that better accommodates the time required for meaningful stakeholder involvement and public feedback. Rather than Q3 2020, staff recommend reporting back in early Q1 2021.

### Guiding Principles

The first key step in the policy development process is to confirm a set of Guiding Principles for Richmond's Community Services Pricing Policy. Guiding principles are based on an organization or group's values and, in the context of developing a policy, they shape the policy content and focus all parties on a common understanding of what is important when prioritizing and decision-making.

Staff conducted a review of Guiding Principles from eight (8) other municipal pricing policies and drafted a preliminary set of principles for Richmond that align with objectives in City strategies, such as the Community Wellness Strategy and Seniors Service Plan, and reflect the unique and diverse needs of Richmond's community. The draft Guiding Principles were presented at the Stakeholder Meeting held on January 16, 2020 and stakeholder representatives engaged in discussion of how the set of principles reflected their organizations' needs. Key considerations that are important to Community Associations and Societies were identified, such as:

- environmental considerations in cost impact;
- consideration of market forces;
- the need to balance revenue generating programs with programs and services designed to support community needs; and
- the importance of ensuring participation in leisure activities for all residents, including the economically disadvantaged and people with extra support needs.

Ultimately, meeting participants felt the draft Guiding Principles adequately captured the considerations listed above that are important to their organizations, and confirmed their support of the draft principle statements.

It is proposed that the following Guiding Principles be used to inform the development of the Community Services Pricing Policy for programs, admissions and rentals (collectively referred to as 'programs and services') delivered by the City of Richmond and/or Community Associations and Societies in Community Services facilities and spaces.

Richmond's Community Services Pricing Policy will:

1. Ensure the economic viability of high-quality programs and services and sustainability of operations.
2. Recognize the individual and community benefits derived from participation in programs and services.
3. Ensure equitable access to programs and services while being responsive to current and future community needs and demographic trends.
4. Be designed to encourage maximum participation by ensuring fees do not preclude participation.
5. Provide a framework to transparently communicate the process for developing the pricing of programs and services.

Staff are seeking Council's endorsement of these principles to guide the next steps of Pricing Policy development.

### Next Steps

Moving forward, staff will continue to conduct background research that will inform the Working Group's activities, confirm Working Group membership, and prepare for the initial round of public engagement. Staff will continue to provide quarterly progress updates to Council via memoranda. As the process evolves, should opportunities arise to tighten the timeline, staff will endeavour to do so.

### **Financial Impact**

None.

### **Conclusion**

Richmond's Community Services Pricing Policy will provide a philosophical framework that will guide how fees for Community Services programs, admissions and rentals are established. The Guiding Principles state the values that are important collectively to the City and Community Association and Society boards in the development of the Pricing Policy, and will act as a 'compass' or 'guide post' in considering policy options and recommendations. The resulting Policy will enhance the ability of the City and Community Associations and Societies to articulate the set of factors considered in setting fees and how pricing decisions contribute to achieving strategic goals, such as community well-being and social connectedness.



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