



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

**Council Chambers, City Hall
6911 No. 3 Road**

**Tuesday, February 28, 2023
4:00 p.m.**

Pg. # ITEM

MINUTES

PRCS-3 *Motion to adopt the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on January 31, 2023.*



NEXT COMMITTEE MEETING DATE

March 28, 2023, (tentative date) at 4:00 p.m. in the Council Chambers.

COMMUNITY SERVICES DIVISION

- 1. STEVESTON COMMUNITY CENTRE AND LIBRARY SIGNATURE
OUTDOOR ARTWORK TERMS OF REFERENCE**
(File Ref. No. 11-7000-09-20-334) (REDMS No. 6966795)

PRCS-8

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

Designated Speaker: Biliana Velkova

STAFF RECOMMENDATION

That the Terms of Reference for the Steveston Community Centre and Library Signature Outdoor Artwork as presented in the report titled, "Steveston Community Centre and Library Signature Outdoor Artwork Terms of Reference," dated January 18, 2023, from the Director, Arts, Culture and Heritage Services, be approved.



Parks, Recreation and Cultural Services Committee Agenda
Tuesday, February 28, 2023

Pg. #

ITEM

2. **RICHMOND PUBLIC ART PROGRAM 2022 ANNUAL HIGHLIGHTS AND PUBLIC ART ADVISORY COMMITTEE 2023 WORK PLAN**
(File Ref. No. 11-7000-09-01) (REDMS No. 7085185)

PRCS-23

See Page **PRCS-23** for full report

Designated Speaker: Biliana Velkova

STAFF RECOMMENDATION

That the Richmond Public Art Advisory Committee 2023 Work Plan, as presented in the staff report titled “Richmond Public Art Program 2022 Annual Highlights and Public Art Advisory Committee 2023 Work Plan”, dated January 18, 2023, from the Director, Arts, Culture and Heritage Services, be approved.

☐

3. **TREE, BENCH AND PICNIC TABLE DEDICATION PROGRAM UPDATE**
(File Ref. No. 11-7200-20-MBEN1) (REDMS No. 7107193)

PRCS-31

See Page **PRCS-31** for full report

Designated Speakers: Magnus Sinclair & Alex Kurnicki

STAFF RECOMMENDATION

That the Report titled “Tree, Bench and Picnic Table Dedication Program Update” dated February 01, 2023 from the Director, Parks Services, be received for information.

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4. **MANAGER’S REPORT**

ADJOURNMENT

☐



Parks, Recreation and Cultural Services Committee

Date: Tuesday, January 31, 2023

Place: Council Chambers
Richmond City Hall

Present: Councillor Chak Au, Chair
Councillor Michael Wolfe
Councillor Laura Gillanders
Councillor Andy Hobbs
Councillor Bill McNulty

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 21, 2022, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

February 28, 2023, (tentative date) at 4:00 p.m. in Council Chambers.

Elizabeth Ayers, General Manager, Community Services, introduced Keith Miller the new Director for Recreation and Sport Services. She highlighted that Mr. Miller previously worked in the District of West Vancouver and comes with many years of experience.

Parks, Recreation & Cultural Services Committee
Tuesday, January 31, 2023

PRESENTATION

1. Rebecca Clarke, Manager, Museum and Heritage Services, presented the Richmond History Film Series Launch and highlighted that (i) this video is the first in a collection of 10 videos, (ii) the videos will give a sense of Richmond's history and heritage, and (iii) the videos will be launched over the next few months in conjunction with various anniversaries and commemorations appropriate to the video theme.

In reply to queries from Committee, staff advised that (i) this video will be available on the city's YouTube channel and on the Richmond Museum's website, (ii) the other videos will be shown in person at different locations, (iii) the Richmond Museum will display all 10 videos once launched, (iv) the Richmond Museum is liaising with the Richmond School District to develop support materials to connect the videos to curriculum and grade levels, and (v) displaying the videos at City Hall can be explored.

COMMUNITY SERVICES DIVISION

2. **2023 COMMUNITY MURAL PROGRAM PROJECTS**
(File Ref. No. 11-7000-09-20-255) (REDMS No. 7065973)

It was moved and seconded

That the 2023 Community Mural Program Projects as presented in the staff report titled "2023 Community Mural Program Projects", dated December 9, 2022, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2023-2027) is adopted by Council.

The question on the motion was not called as in reply to a query from Committee, staff advised that every year there is a new call for artists.

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

3. **APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 6511 DYKE ROAD (LONDON FARM)**
(File Ref. No. HA 22-025867) (REDMS No. 7084243)

In reply to queries from Committee, staff advised that (i) the sign that was proposed was developed in cooperation with the London Heritage Farm Society and due to time constraints further consultation was not possible, (ii) grant funding was from the Federal Government, and (iii) replacing the bulrushes will not affect the birds as it is outside of nesting season.

Parks, Recreation & Cultural Services Committee
Tuesday, January 31, 2023

It was moved and seconded

That a Heritage Alteration Permit be issued which will permit the addition of a new pond boardwalk and replacement orientation sign at London Farm, 6511 Dyke Road, as outlined in the staff report titled "Application by the City of Richmond for a Heritage Alteration Permit at 6511 Dyke Road (London Farm)", dated January 3, 2023, from the Director, Parks Services, and Director, Arts, Culture and Heritage Services.

CARRIED

4. **APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 5180 WESTWATER DRIVE (BRITANNIA SHIPYARDS)**

(File Ref. No. HA 22- 026415) (REDMS No. 7091474)

In reply to queries from Committee, advised that (i) the roof material will continue to be cedar shingles, (ii) the current plan is to not remove the skylights, and (iii) previously the water was manually removed, now a system is being developed to address water ingress.

It was moved and seconded

That a Heritage Alteration Permit be issued to authorize alterations to the landside buildings at Britannia Shipyards, 5180 Westwater Drive, as outlined in the staff report titled, "Application by the City of Richmond for a Heritage Alteration Permit at 5180 Westwater Drive (Britannia Shipyards)", dated January 3, 2023, from the Director Arts, Culture and Heritage Services and the Director, Facilities and Project Development.

CARRIED

5. **STEVESTON HERITAGE SITES GOVERNANCE**

(File Ref. No. 11-7000-01) (REDMS No. 7089711)

In reply to queries from Committee, staff advised that (i) this report is in response to a Council referral from 2019, (ii) the Scotch Pond Heritage Cooperative is active but do not have regular meetings, (iii) a report with regards to Scotch Pond dredging will be brought forward this year, and (iv) ongoing discussions are taking place with stakeholders.

It was moved and seconded

That the staff report titled "Steveston Heritage Sites Governance", dated December 20, 2022, from the Director, Arts, Culture and Heritage Services, be received for information.

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, January 31, 2023

6. MANAGER'S REPORT

(i) Neighbourhood Celebration Grant Program

Staff highlighted that the 2023 Neighbourhood Celebration Grant Program has launched and the program is designed to provide up to \$2,000 in funding support for groups of neighbours, not-for-profit organizations, school-based groups, and local artists to submit proposals for shared experiences that can be delivered between June 1, 2023 and December 31, 2023. It was highlighted that the link for application submission can be found on the City's website at www.richmond.ca/celebrationgrant.

(ii) Grant Applications

Staff highlighted various grants awarded to Richmond organizations including South Arm Community Association, City Centre Community Association, Steveston Community Society and the Richmond Curling Club.

(iii) Family Day

Staff highlighted various Family Day activities taking place during Family Day weekend and a full list of activities will be available on the City's website at www.richmond.ca and through social media.

(iv) Signage

In response to a query from Committee, staff advised that some signage was posted along water access and further information can be provided.

(v) Covered Multi-Sport Court

In response to a query from Committee, staff advised that under the Sport Facility Needs Assessment a covered court has been requested and is being examined.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:39 p.m.).

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, January 31, 2023

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 31, 2023.

Councillor Chak Au
Chair

Sarah Goddard
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: January 18, 2023
File: 11-7000-09-20-334/Vol 01
Re: **Steveston Community Centre and Library Signature Outdoor Artwork Terms of Reference**

Staff Recommendation

That the Terms of Reference for the Steveston Community Centre and Library Signature Outdoor Artwork as presented in the report titled, "Steveston Community Centre and Library Signature Outdoor Artwork Terms of Reference," dated January 18, 2023, 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		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
Facility Services & Project Development	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Library	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

On September 23, 2019, Council approved the 60,350 sq. ft. program for the Steveston Community Centre and Library. The new facility will host a wide range of recreation, sport, wellness and library programs as well as regional tournaments and events.

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. The one per cent public art contribution for this project is \$450,000.

On December 21, 2022, Council approved the Steveston Community Centre and Library Public Art Plan. The Plan recommends a large-scale signature artwork to be located in the outdoor plaza as well as additional artworks for the interior of the facility.

This report presents the proposed Terms of Reference for a signature outdoor artwork at Steveston Community Centre and Library for Council's consideration.

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.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

Analysis

Steveston Community Centre and Library Background

The Steveston Community Centre and Library is envisioned to be the heart of the Steveston community, where residents will come to recreate, learn, play and connect in a welcoming and accessible environment. With the goal to serve the community into the future, the new 60,350 square foot three-storey facility will include: two gymnasiums, a fitness centre, community "living room," library and study areas, as well as several multipurpose rooms for community use. In addition to community centre and library programs, the facility will host local and regional tournaments and events.

The form and character of the building draws inspiration from various buildings and landmarks around the Steveston area, reflecting elements such as the platforms and docks at the Steveston waterfront, canopies and fascia trims from the Steveston Tram building, the traditional Japanese curved roof form of the Martial Arts Centre, as well as materials and patterns from the surrounding industrial buildings. All these elements are cohesively incorporated to form a modern contemporary design.

Steveston Community Centre and Library Signature Outdoor Artwork Opportunity

The artwork will be an outdoor sculptural work of scale to support wayfinding and create a sense of arrival and welcome for community members, visitors and staff.

Staff worked with members of the Steveston Community Society and Richmond Public Library Board to inform the Terms of Reference for this public art opportunity.

The corresponding Terms of Reference for an Artist Call is provided in Attachment 1. It reflects the collective perspective of the community members who participated in the process.

The Public Art Advisory Committee endorsed the Terms of Reference at its meeting on January 17, 2023.

Proposed Location

The public artwork will be located at the entrance plaza to the west of the facility. This is a high profile site, visible from Moncton Street, situated in historic Steveston Village.

A landmark, signature artwork at this location is anticipated to attract people to gather, pose for photos and create a sense of place and arrival. The artwork may be a single, stand-alone artwork, or series of sequential pieces.

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 British Columbia.

Following the selection process, the preferred artwork concept proposal will be brought forward to Council for endorsement in the third quarter of 2023, in order to proceed with the detailed design and installation phases of the artwork in 2025/2026.

Financial Impact

The total budget for the Steveston Community Centre and Library Signature Outdoor Artwork is \$250,000. The budget will cover all implementation expenses including design, production, fabrication, taxes and other associated costs to deliver a completed artwork on site.

The Steveston Community Centre and Library Signature Outdoor Artwork is funded from the approved Steveston Community Centre and Library capital project. Any maintenance and repairs

required to the artwork will be the responsibility of the Public Art Program and will be included as part of the future OBI submission for the facility.

The remaining Steveston Community Centre and Library public art budget of \$200,000 is allocated for the integrated and installed artwork in the interior of the facility as per the Steveston Community Centre and Library Public Art Plan, subject to future Reports to Council.

Conclusion

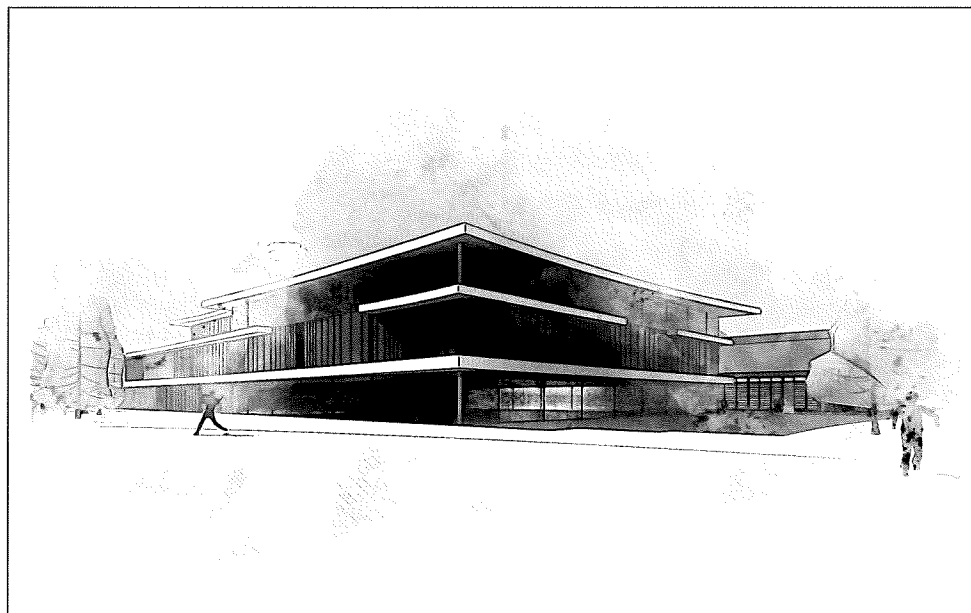
The Steveston Community Centre and Library Signature Outdoor Artwork supports the approved Steveston Community Centre and Library Public Art Plan. A signature outdoor artwork at this location will contribute to the neighbourhood character and foster a sense of identity and belonging for residents and visitors. The artwork will create a sense of arrival and welcome for community members, visitors and staff and will enhance the community connection to the facility.



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

Att. 1: Steveston Community Centre and Library Signature Outdoor Artwork Terms of Reference

call to artists



Steveston Community Centre and Library Signature Outdoor Artwork

City of Richmond

Request for Qualifications (RFQ)

January 2023

Figure 1. Steveston Community Centre and Library Rendering

OPPORTUNITY

The Richmond Public Art Program is seeking an artist or artist team to create a landmark signature artwork for the new Steveston Community Centre and Library in Richmond, BC. The public artwork will be located at the entrance plaza of the facility to function as a wayfinding feature that creates a sense of arrival and welcome to the site. All information about the project is described below.

This is a two-stage open artist call. Following review of the submitted artists' statements of interest and their qualifications, up to five artists will be shortlisted by the selection panel and invited to attend a site orientation before preparing a concept proposal for presentation with an interview.

Budget: \$250,000 CAD

Eligibility Requirements: Open to professional artists and artist teams residing in British Columbia.

Deadline for Submissions: TBC

Installation: 2025/2026

call to artists

BACKGROUND

A replacement facility for the Steveston Community Centre and Library was approved by Richmond City Council in its priority list of major facility projects for 2016-2026. Following extensive community consultation, Council approved the program for a new facility in September 2019, and the site for this facility in December 2020.

The Steveston Community Centre and Library is envisioned to be the heart of the Steveston community, where residents will come to recreate, learn, play and connect in a welcoming and accessible environment. With the goal to serve the community into the future, the new 60,350 square foot three-storey facility will include: two gymnasiums, a fitness centre, community “living room”, library and study areas, as well as several multipurpose rooms for community use. In addition to community centre and library programs, the facility will host local and regional tournaments and events.

STEVESTON VILLAGE

Steveston is a historic fishing village located in the southwest corner of Richmond, BC. Known for its rich ecology at the mouth of the Fraser River, it was a place where Indigenous Peoples fished and gathered food for generations. Settled in the second half of the 1800s, early Steveston supported robust canning, fishing, and boatbuilding industries. Fishing industries drew workers from near and far, especially Indigenous Peoples of coastal BC, Japan, China, and Europe. After many prosperous years, Steveston was challenged by a number of tragic events—a drastic decline in salmon stocks, a devastating fire in the village, the Great Depression, and the internment of its large Japanese population in 1942. Despite these challenges, Steveston continued to thrive as a fishing village throughout the 20th century and is still home to the largest fishing harbour in Canada. In recent decades, Steveston has undergone significant growth and development, but retains its small town feel, historic character and fishing traditions.

STEVESTON COMMUNITY CENTRE AND LIBRARY BUILDING

The 60,350 square foot facility -- with a 36,000 square foot footprint -- will be a three-storey building plus one level of underground parking. The designs will follow a balanced approach where program synergies are realized, impacts on green space and trees are minimized, and views and connections to the park are achieved from many of the program spaces.

The form and character of the building draws inspiration from various buildings and landmarks around the Steveston area, reflecting elements such as the platforms and docks at the Steveston waterfront, canopies and fascia trims from the Steveston Tram Shed, the traditional Japanese curved roof form of the Martial Arts Centre, as well as materiality and patterns from the surrounding industrial buildings. All these elements are cohesively incorporated to form a modern contemporary design.

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PUBLIC ART
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LOCATION

The public artwork will be located at the entrance plaza to the west of the facility. This is a high profile site, visible from Moncton Road, situated in historic Steveston Village with close proximity to the mouth of the Fraser River. See Site Plan in Appendix 1.

A landmark, signature artwork at this location is anticipated to attract people to gather, pose for photos and create a sense of place and arrival. The siting of the proposed artwork should not impede on future programming and community access at the entrance plaza.

The artwork may be a single stand-alone artwork, or series of sequential pieces, to further address the themes mentioned below.

BUDGET

The total budget for this project is \$250,000 CAD. The budget includes (but is not limited to) artist fees, design, travel, permitting as needed, engineering fees, fabrication, installation, administration, photography, insurance and all taxes (GST excluded).

ARTIST ELIGIBILITY

This opportunity is open to artists or artist teams residing in British Columbia, Canada. Qualified artists will have proven experience developing artworks, specifically for civic projects. City of Richmond staff and its Public Art Advisory Committee members, selection panel members, project personnel, and immediate family members of all of the above are not eligible. Richmond-based artists are urged to consider this opportunity.

Artists that are currently under contract with the City in a public art project are ineligible for other projects until the current contract is deemed complete.

THEMES

Artists are encouraged to explore any of the following themes for the Steveston Community Centre and Library while ensuring room for artistic expression, enjoyment, play, colour and interactivity. The artwork should appeal to all ages and engage the community.

Indigenous Culture

For generations, Indigenous Peoples were drawn to the area's rich natural resources. Local Indigenous groups used the area to harvest its bounty including fish, shellfish, berries and crabapples.

Steveston Fishing Industry

Fishing has been the central driver of settlement in the Steveston area, which has served as a base for fishers to collect and process their harvest for hundreds of years. It is inherent to the long traditions of Indigenous Peoples fishing the Fraser River and Salish Sea. The early fishing industry served as

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the foundation upon which the community was built and it remains true for the more than 500 commercial vessels in Steveston Harbour today.

Japanese Canadian History

Canadians of Japanese descent have been fundamental to the development and growth of Steveston. In the early 20th century, Steveston was home to a vibrant Japanese Canadian (Nikkei) culture, which included the Steveston Japanese School, Japanese Hospital, boatworks buildings, kendo club and a significant wooden boat fishing fleet.

Fraser River and Local Ecology

Steveston exists in its current state in large part because of its physical and natural environment at the mouth of the Fraser River. Significant natural heritage can be found in the ecology of the tidal marshes, sloughs and mud flats. While many of the original natural features have been lost, traces of native vegetation, shoreline wildlife, marshes and sloughs are still present.

SELECTION PROCESS

A selection panel will recommend the artist or artist team to City Council at the conclusion of a two-stage open call process.

A selection panel comprised of two art or design professionals and three representatives from the Steveston Community Society and Richmond Public Library Board will review the applicants' submissions. Representatives from the Parks, Recreation and Sport, and Engineering Departments will serve as advisors to the panel. Based on the selection criteria listed below, the panel will select up to five finalists to develop their concept proposals and attend an interview. A fee of \$2,000 will be paid to each of the shortlisted artists or artist teams.

Stage 1

- Artists submit a written Statement of Interest, Approach to the Site and their Qualifications in the format outlined in the Submission Requirements below.
- Selection Panel to shortlist up to five artists or artist teams for Stage 2.

Stage 2

- Shortlisted artists enter into an Agreement with the City to prepare a Detailed Concept Proposal based on their initial Approach.
- Artists to be provided with detailed site information and responses to questions about the site from City staff.
- Shortlisted artists to attend an interview (in-person or virtual) with the selection panel to present a Detailed Concept Proposal.
- Selection panel to recommend one artist or artist team to Council for endorsement. Selection panel reserves the right to make no recommendations from the submitted applications and artist interviews.

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ARTIST SELECTION CRITERIA

Stage One: Selection Criteria

- Artistic merit of artist statement of interest.
- Experience in producing work that reflects community identity and assists in building meaningful cultural places.
- Understanding of the relevance of the site and its histories.
- Potential for making engaging artwork, suitable for multiple audiences.
- Demonstrated capacity to complete work within established project schedules and timelines.
- Demonstrated ability to work with multiple project stakeholders.

Stage Two: Selection Criteria

- Ability of concept proposal to reflect arrival and welcome, community identity and contribute to building the character and identity of the neighbourhood.
- Ability of the 3D artist visualizations (such as digital renderings, maquettes or models) to communicate the concept and how it responds to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics and design parameters of the location.
- Appropriateness of the proposed project budget including, but not limited to: artist fees, materials, fabrication, administration, insurance, installation, documentation and consultant fees.
- Concept proposal sensitivity to durability, life span and environmental concerns with respect to artwork materials, method of fabrication, installation and maintenance.
- Artist response to any feedback and follow-up questions from Selection Panel regarding artistic merit of the concept proposal in response to project opportunity.
- Appropriateness of the proposal to the City of Richmond's [Public Art Program Goals](#).

SUBMISSION REQUIREMENTS

Email all documentation as one (1) PDF document, not to exceed a file size of 5 MB to publicart@richmond.ca.

Stage One

- ☐ **INFORMATION FORM:** please complete the information form attached to this document.
- ☐ **STATEMENT OF INTEREST:** no more than 300 words, describing artist or creative practice and experience of work and themes/topics of interest you would like to explore for this opportunity. Please consider

call to artists

and reference the Stage One Selection Criteria (above) in your Statement. Please do not include text descriptions of a concept proposal. This information will not be accepted and will be removed by staff prior to review with the Selection Panel.

- ☐ **ARTIST CV:** two-page maximum. If submitting as an artist team, please submit maximum one pages per team member.
- ☐ **WORK SAMPLES:** up to ten (10) supporting image examples of previous work. One image per page. Please include artist name(s), title, year, location and medium information to be on each image page.
- ☐ **REFERENCES:** three (3) references who can speak to your skills and experience. Please only provide the names, titles and Email and/or telephone contact information for each individual. Only references for shortlisted artists will be contacted.

Stage Two (shortlisted artists ONLY)

- ☐ **CONCEPT PROPOSAL:** no more than 500 words, describing concept, rationale in response to the public art opportunity, materials and location/site.
- ☐ **CONCEPT VISUALIZATION:** may include digital artist renderings, maquettes/models to fully communicate dimensions, scale, colour, viewer experience, materials and relationship to site features.
- ☐ **PROJECT BUDGET:** to outline the allocation for expenses, including but not limited to artist fee, administration, materials, production, fabrication, installation, insurance, documentation, engineering design fees, and other consultant fees.

PRESENTATION/INTERVIEW: 15–20 minute artist presentation to the Selection Panel followed by a Q+A to present the concept proposal for consideration.

PROJECT TIMELINE

Submission Deadline:	TBC
Finalist Notifications:	TBC
Shortlisted Artist Interviews:	TBC
Installation:	2025/2026

*All applicants are asked to reserve this date on their calendars.

SOURCES FOR ADDITIONAL INFORMATION

[Richmond Public Art Program](#)

[City of Richmond Archives](#)

[Museums and Heritage Sites](#)

[Steveston Village Conservation Program](#)

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SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to these guidelines and submission requirements (above) or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages, portrait format.
3. Submission files must be 5 MB or smaller.
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)
5. All documents must be sent by email to: PublicArt@Richmond.ca

ADDITIONAL INFORMATION

1. The selected artist will be required to show proof of WCB coverage and \$5,000,000 general liability insurance.
2. 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 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.
4. Submissions must be received by TBC. Extensions to this 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.
5. If an artist requires accessibility support, please contact the Richmond Public Art Program.

ACCESSIBILITY SUPPORT

The City of Richmond strives to create artist opportunities that are inclusive and accessible. If you require assistance in completing the written application for any reason, please contact: PublicArt@Richmond.ca or Tel: 604-204-8671

QUESTIONS

Please contact the Richmond Public Art Program:
PublicArt@Richmond.ca or Tel: 604-204-8671

SUBMISSION DEADLINE

TBC

SUBMISSION ADDRESS

PublicArt@Richmond.ca

call to artists

APPENDIX 1 STEVESTON COMMUNITY CENTRE AND LIBRARY LOCATION

Steveston has many significant human history and natural attractions that give the community a distinct sense of place, and the Steveston Community Centre and Library site is at the geographic centre of it all. The Gulf of Georgia Cannery, Garry Point Park, Imperial Landing Waterfront Park, and other major community amenities are within a short walking distance of Steveston Park. (Figure 2)



Figure 2. Steveston Context

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The Steveston Community Centre and Library is ideally located to be the epicentre of social life in Steveston. The site is within easy walking distance for most residents of Steveston. (Figure 3).

1. New Steveston Community Centre & Branch Library
2. Existing Steveston Community Centre & Branch Library (to be demolished)
3. 177 Surface Parking Stalls & Plaza
4. Steveston Martial Arts Centre
5. Net Shed Building
6. Steveston Outdoor Pool
7. Japanese Canadian Cultural Centre
8. Festival Storage
9. Caretaker Building
10. Community Police Station
11. Steveston Interurban Tram Building
12. Playground
13. Waterplay Area
14. Fast Pitch Diamond
15. Sherwood Forest
16. Off Leash Dog Area
17. Slow Pitch Diamond
18. Outdoor Tennis Courts
19. Lacrosse Box
20. Steveston Community Park Boundary Line

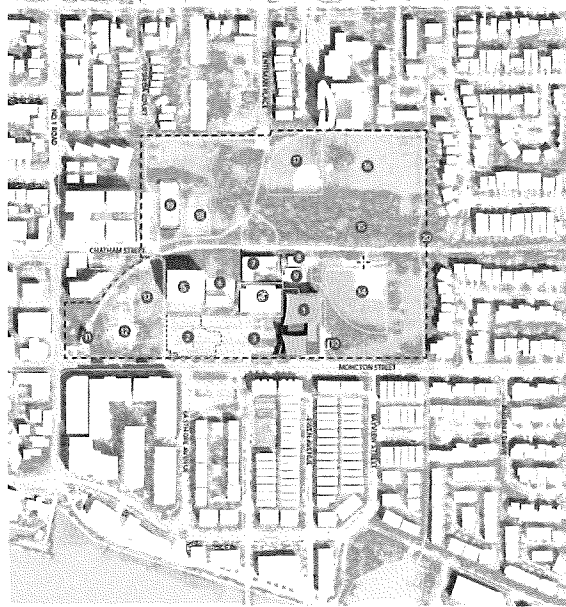


Figure 3. Steveston Community Centre and Library site plan

call to artists

The artwork will be located at the entrance plaza to the West of the Steveston Community Centre and Library. (Figures 4 and 5).

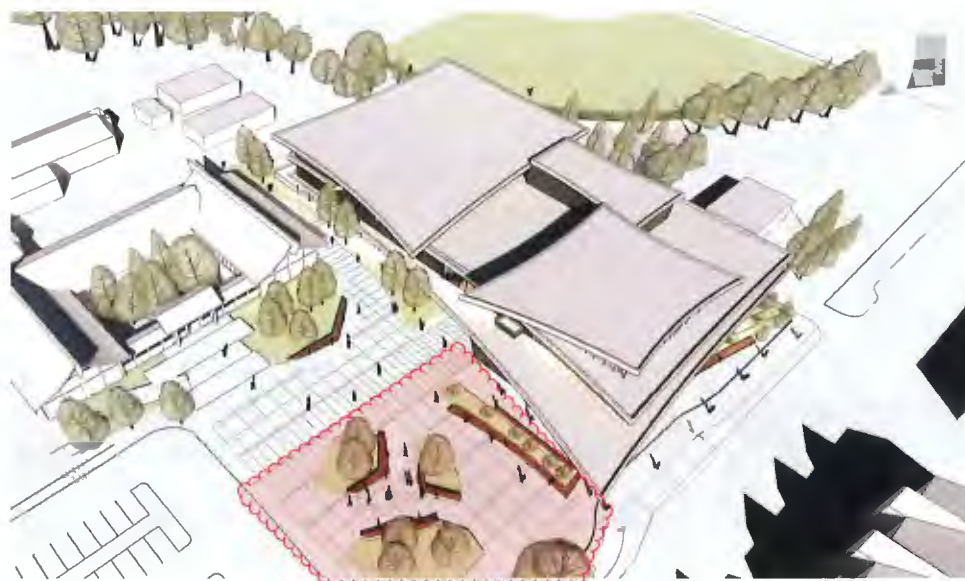


Figure 4. Steveston Community Centre and Library public artwork location

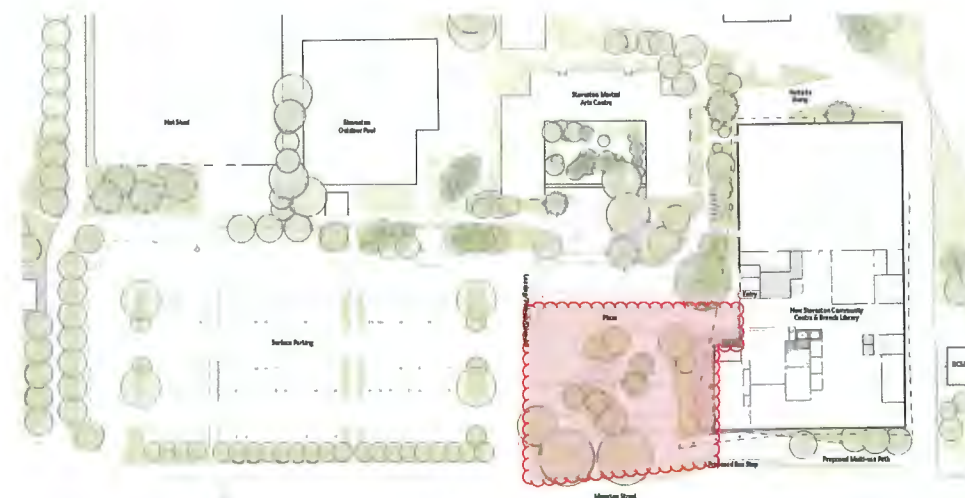


Figure 5. Steveston Community Centre and Library public artwork location

call to artists

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RFQ: Steveston Community Centre and Library Signature Outdoor Artwork

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

Name: _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ 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 Submission Requirements will not be reviewed.

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:

If applicable, please indicate additional members of your artist team:

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/RFP, as required. All submissions to this EOI/RFP 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: January 18, 2023
File: 11-7000-09-01/2022-Vol 01
Re: **Richmond Public Art Program 2022 Annual Highlights and Public Art Advisory Committee 2023 Work Plan**

Staff Recommendation

That the Richmond Public Art Advisory Committee 2023 Work Plan, as presented in the staff report titled "Richmond Public Art Program 2022 Annual Highlights and Public Art Advisory Committee 2023 Work Plan", dated January 18, 2023, from the Director, Arts, Culture and Heritage Services, be approved.

MFenwick

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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER <i>[Signature]</i>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>[Signature]</i>
APPROVED BY CAO <i>[Signature]</i>	

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 2022 highlights of the Richmond Public Art Program to Council for information and the proposed RPAAC 2023 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 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 344 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 Richmond residents in art making, discussions and public events. The Public Art Education Program provides learning opportunities for both the general public and emerging, professional artists.

2022 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 2022:

- Through the Richmond Community Mural Program, five new murals were completed throughout Richmond:
 - *Facets of Byng*, by Erica and Maddy Phillips at Lord Byng Elementary School;
 - *Our Trees the Friends* by Jean Bradbury at Maple Lane Elementary School;
 - *A Fisherman's Dream* by Carolyn Wong at Steveston Harbor Authority;
 - *Cause & Effect* by Dolores Altin and Elvira Monteforte at Hayer Demolition; and
 - *Garden City School Mural* by Atheana Picha at Garden City Elementary School.
- Public Art partnered with the Richmond Arts Centre and Children's Art Festival to present a self-guided outdoor art activity with free tote bag activity kits.
- Works by three Richmond artists were featured at the No. 3 Road Art Columns located at Aberdeen and Lansdowne Canada Line Stations.
- The following works were commissioned through the Civic Public Art Program:
 - *Pergola Garden* by Nicholas Croft and Michaela MacLeod at Alexandra Park; and
 - *Wake* by Aaron and Christian Huizenga at Tait Waterfront Park.
- Three community engagement projects were completed as part of the Engaging Artists in Community Program:
 - *Art Cultivation from Nature* by Edward Fu-Chen Juan with Urban Bounty;
 - *Walk Listen Record* by Sebnem Ozpeta with Walk Richmond; and
 - *Wayfinding Art Studio* by Mickey L.D. Morgan in partnership with Richmond Emergency Response Centre operated by Turning Point Recovery Society.
- Two new works were installed through the Private Development Public Art Program:
 - *Cascade* by Marie Khouri; and
 - *Sea to Sky* by Thomas Cannell.
- There were three Public Art walking tours:
 - Capstan Village Public Art Tour during Doors Open;
 - Richmond Public Art Self-Guided Mural Tour during Culture Days; and
 - Capstan Village Public Art Tour led by Richmond Public Art Advisory Committee member during Culture Days.
- In partnership with Parks Services and Transportation, two traffic cabinets and two utility boxes were wrapped with works by Richmond artists.

- Two photo-based works at Lansdowne and Aberdeen Canada Line stations were installed as part of the Capture Photography Festival in partnership with Richmond Art Gallery.
- As part of the Art at Work professional development program, a cohort of ten artists took part in a series of three in-person workshops on how to apply to Public Art calls.
- Through the Mural and Engaging Arts in Community programs, Public Art collaborated with nine community groups to inform and create public art projects.

2022 Richmond Public Art Advisory Committee Highlights

In 2022, the Richmond Public Art Advisory Committee (RPAAC) provided informed advice to staff and Council on a range of projects. Highlights included:

- Nine monthly meetings with high attendance;
- Participation in educational opportunities and public events, such as the annual RPAAC Public Art Tour and unveiling of public art works;
- Reviews and recommendations on private development public art project plans and monthly updates on Advisory Design Panel reviews;
- Input to staff on civic Artist Calls;
- Observing roles at civic and private public art selection panel meetings; and
- Advice on Public Art Policy.

2023 Richmond Public Art Advisory Committee Work Plan

The Richmond Public Art Advisory Committee's 2023 Work Plan (Attachment 1) outlines the proposed activities for the volunteer committee in 2023. The Work Plan was reviewed by the Richmond Public Art Advisory Committee on January 17, 2023.

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 2023 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; and
- Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan.

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 2022 highlights of the Richmond Public Art Program and proposed Public Art Advisory Committee 2023 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 2023 Work Plan

Richmond Public Art Advisory Committee 2023 Work Plan

The RPAAC 2023 Work Plan is based on the Terms of Reference for the Committee and is proposed as follows:

Strategy/Initiative	RPAAC Actions/Steps	Expected Outcome of RPAAC Actions	Indicator of RPAAC Success	Stakeholders
1. Raise awareness and understanding of the importance of public art in the City				
a. Public involvement in the selection process for public art	Encourage community members to participate on public art selection panels through an open call for volunteers	Richmond residents are involved in civic and community cultural life	Community support of the public art selection process	Community members who live or work in Richmond
b. Education and professional development for RPAAC members (workshops, bus tours, local conferences and symposiums)	Identify and register for professional development opportunities and City programs (such as Art at Work)	Develop and expand knowledge of best practices	Greater confidence in best practice advice to staff and Council	Creative City Network of Canada, Alliance for the Arts, Canadian Artists' Representation/Le Front des artistes canadiens (CARFAC)
c. Guest speakers for RPAAC meetings	Identify key guest speakers for RPAAC meetings for 2023	RPAAC members better informed on public art issues and equipped to share this information with Council, as and when directed	Guest speaker series for 2023 devised and implemented	Kwantlen Polytechnic University, Emily Carr University of Art + Design, other universities, artists, consultants and conservators
d. Support public art communication platforms	Promote existing and future platforms (mobile, print and web) that showcase the Public Art Collection	Public better informed about the public art collection, location, and artists	Increased public awareness of public art throughout the community	Residents, tourists, Community Centre Associations and Tourism Richmond

Strategy/Initiative	RPAAC Actions/Steps	Expected Outcome of RPAAC Actions	Indicator of RPAAC Success	Stakeholders
2. Advise on strategies, policies and programs to achieve excellence in art in the public realm				
a. Program Policy and Best Practices	Participate in review processes and, as needed, identify and prioritize potential research on policy and administration	Policy and administrative procedures are reviewed	Policy and administrative procedures are updated	City Council
b. Terms of Reference (TOR) and Selected Artworks for Civic Projects	Provide advice and recommendations to staff regarding Terms of Reference and selected artworks	TOR and selected artworks are reviewed by RPAAC prior to Council review and endorsement	Council endorses Terms of Reference and selected artworks as per Policy	City Council
c. Community Public Art Programs	Advise on development and implementation of the Community Public Art Programs	Promote the Community Public Art Program	Continuous development of the Community Public Art Program	Community Centre Associations and community organizations
d. Artwork conservation, de-commissioning and maintenance of the Civic Public Art Collection	Review as required	Review priorities for conservation and maintenance as required	Public Art collection is well maintained	Artists, fabricators, art conservators, City of Richmond staff.
e. RPAAC representation on public art juries for Civic projects	Represent RPAAC on public art juries for Civic projects as observers	Policy and administrative procedures are followed	Public Art selection process is transparent and follows policy and administrative procedures	Artists and community partners

Strategy/Initiative	RPAAC Actions/Steps	Expected Outcome of RPAAC Actions	Indicator of RPAAC Success	Stakeholders
3. Support City programs, initiatives and events that advance public art in the City				
a. Promote public art	Encourage community members to participate in City programs (such as Culture Days, Doors Open, etc.)	Develop community connection and awareness of public art	Increased attendance and appreciation of the arts	Community members who live or work in Richmond, artists, general public
4. Review and submit recommendations on private development public art plans				
a. Private Development Public Art Plans including Terms of Reference for public art projects	Review private development public art plans	Provide advice and recommendations to consultants and staff	Public Art collection is growing, making Richmond a more vibrant, and connected City	Artists, community partners, private developers
b. RPAAC representation on public art juries for private projects	Represent RPAAC on public art juries for private projects as observers	Policy and administrative procedures are followed	Public Art selection process is transparent and follows policy and administrative procedures	Artists, community partners, private developers
5. Provide input to staff in the development of an annual Public Art Program shared with Council, including an RPAAC annual work plan				
a. 2023 RPAAC Annual Work Plan to City Council	Advise as required prior to sharing with Council	RPAAC Work Plan is shared with Council and the public	Public Art contributes to making Richmond a more vibrant, active and connected City	Council, community partners, private developers



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: February 1, 2023

From: Todd Gross
Director, Parks Services

File: 11-7200-20-
MBEN1/2023-Vol 01

Re: Tree, Bench and Picnic Table Dedication Program Update

Staff Recommendation

That the Report titled "Tree, Bench and Picnic Table Dedication Program Update" dated February 01, 2023 from the Director, Parks Services, be received for information.

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

Att. 2

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

Staff Report

Origin

This report informs Mayor and Councillors on the progress of the Tree, Bench and Picnic Table Dedication Program and also provides information on program updates taking place in 2023.

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

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

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

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:

5.1 Maintain a strong and robust financial position.

Analysis

Background

The City of Richmond's Tree, Bench and Picnic Table Dedication Program (Program) was introduced in February 1991. The Program was initiated to provide a funding source for trees, benches and picnic tables along Richmond's waterfront and high-use parks and trails. The Program was immediately popular as a means to recognize friends, family members, or important events through plaques placed on park benches and picnic tables or through the planting of trees in select parks or along trails.

The City conducted the first Program review and in March 2003, the original Policy 7004 "Tree and Bench Donation" was repealed and replaced with Policy 7019 "Tree, Bench and Picnic Table Dedication" (Attachment 1). This new policy included an updated fee structure for the Program to account for maintenance and replacement costs, and established a 10-year term associated with each bench and picnic table dedication.

The original 357 program participants were provided an extension through a 10 year dedication term that commenced April 14, 2003. All program participants on file were mailed a letter informing them of this update to the Council policy, and notification that in 10 years there would be an opportunity to renew their dedication at current day costs. During that period, the City would maintain and replace the assets as needed through existing operating or capital budgets.

In 2018, staff conducted another program review. It became apparent that a significant number of those enrolled in the Program did not receive the updated Council Policy in 2003 and neither maintained nor updated their contact information with the City throughout their dedication term. As

a result, staff brought forward a report to Council in 2019 which resulted in a number of approved changes to the Tree, Bench and Picnic Table Dedication Policy 7019 (Attachment 1) including:

1. Clarification of the 10 year dedication period;
2. The option to install additional plaques on tables and benches (collectively referred to as assets); and
3. A 10-year exemption for dedications made prior to 2003, with the new dedication period ending in 2029.

Since that time, staff have been administering the Program in compliance with the Council approved Policy updates. Additional information regarding the current Program can be found at www.richmond.ca/parks/about/programs/dedicate.

Program Updates

Between 2020 and 2022 staff successfully completed GIS mapping of all 904 assets (benches and picnic tables), of which 538 have been dedicated. There are 366 remaining assets available to residents for dedication. The following table provides a summary of the current status of the Program:

Dedication Program Assets	Benches	Tables	Total
Total Program-wide Assets:	714	190	904
Total Dedicated Assets:	469	69	538
Total Available Assets:	245	121	366
Waitlist: (awaiting specific locations currently dedicated)			105

As shown in the above table, the number of available assets significantly exceeds the number of residents on the waitlist. Residents interested in dedicating an asset are primarily focused on high-profile locations such as waterfront parks and trails and some of the City's larger parks, where many of the assets are already dedicated. While staff are working to identify new bench location opportunities at these high-demand locations, a balance needs to be struck with park planning and design considerations and other infrastructure needs.

All of these assets can now be viewed on the City's GIS mapping network which is publicly accessible for viewing on the Bench and Picnic Table Dedication Program Interactive Map (Attachment 2) via the City's website (<https://maps.richmond.ca/parks/dedicationprogram/>).

The information for each asset includes the location, the type of asset (i.e. bench or picnic table) and whether the asset is "available for dedication" or "already dedicated".

To better serve residents and more efficiently administer the Program, staff are utilizing Xplor, the City's program registration and facility booking software to on-board new Program registrants (i.e. dedicators) as well as transition existing dedications onto the platform. Dedicators can now access

their dedication information online through MyRichmond. The transition of dedication information to Xplor also increases administrative efficiencies for staff as they can quickly access dedication information and statuses, and offer a more streamlined method for dedicators to update their contact information as needed.

Tree Dedications

Tree dedications allow residents to contribute financially to a tree that is identified for planting through the City's Urban Forestry Management Strategy. In order to ensure that the tree location, species, and maintenance plan aligns with the overarching Urban Forestry Management Strategy, Parks Programs staff work collaboratively with tree dedicators and park planners to fulfill the dedication request. Similar to the mapping process staff implemented to locate all dedicated bench and picnic table assets, staff are currently conducting an inventory of all dedicated trees.

While there are no memorial plaques identifying tree dedications, the dedication is made on behalf of the dedicator for the lifespan of the tree. Memorial plaques are not installed on living assets as they can negatively impact the health of the tree. Similarly, fixtures are not installed around the tree as they can jeopardize the root structure of the tree. Further, if a tree dedicator chooses to exit the Program, the tree may be critically damaged during the process of removing the structure on which the plaque was installed.

Dedicators' Missing Information

Of the 538 dedicated assets, the City has outdated contact information for 114 dedications, a majority of whom are pre-2003 registrants. In an attempt to update the Program contact information for these 114 dedications, staff have reviewed existing program and recreation registration records, completed internal searches, and reached out to numerous City networks. In order to ensure that the City exhausts all options in an effort to contact the 114 dedicators in question, staff will engage in a final two-fold process:

1. Implement a comprehensive and wide-ranging digital communication plan which would utilize the City's social media accounts, website, a media news release, posters at local community centres and other applicable means to ask residents to contact the City if they have not renewed their existing dedication; and
2. While the outreach campaign is under way, the following steps will be taken:
 - a. The plaques would be replaced with a generic, temporary plaque containing messaging requesting that the dedicator contact City staff with their updated contact information. This temporary plaque would be in place for a 12-month period.
 - b. If the dedicator contacts staff within that 12-month period, staff would collect the dedicator's renewal application and reinstall the original plaque which would remain in place for the duration of their dedication.
 - c. If staff are not contacted by the original dedicator within the 12-month waiting period, the asset would become available for a new dedication. The 'archived' original, bronze dedication plaque, which was formerly affixed to the asset, would be stored for a duration of six (6) years (the remaining duration of the grandfathered term through 2029) in the event that someone comes forward to claim it.

- d. If someone comes forward to claim the “archived” dedication plaque and would like to be reinstated into the Program, staff would work with them to identify available locations and reinstall their plaque.

The primary purpose of this exhaustive search and proposed extended timeline to identify missing dedicator contact information is to ensure that the City has explored all means possible to contact dedicators who have not maintained their records, and provide ample time for them to contact staff regarding amenity renewals. If at the end of this extended timeline the City has not received updated information for any of the 114 assets, new dedicators would be provided the opportunity to enter the Program, including the 105 community members on the Program waitlist.

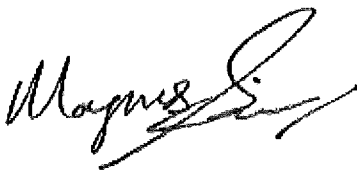
Ensuring that the City has current contact information for dedicators is crucial to the overall successful administration of the Program. The removal of the original bronze plaques from benches ensures that the finite number of dedicated assets in Richmond are made available to all members of the community. Increasing the available number of dedication assets for new families and individuals builds upon Richmond’s legacy of community connectedness and ensures equitable access to all.

Financial Impact

None.

Conclusion

The City of Richmond’s Tree, Bench and Picnic Table Dedication Program provides unique opportunities for residents to recognize friends, family members or important events. The continual improvement of the Program, such as transitioning existing dedicators to the Xplor platform, enables residents to stay informed and connected with dedications and enables staff to more efficiently and efficiently administer the Program. The current policy along with the updates to the Program ensures that these limited dedication assets remain accessible to a wide range of community members, providing the opportunity to maintain up-to-date dedicator contact information and further enhancing the customer service experience for members enrolled in the Program, as well as community members seeking to enter the Program.



Magnus Sinclair
Coordinator, Parks Programs
(604-247-4453)



Alexander Kurnicki
Manager, Parks Programs
(604-276-4099)

- Att. 1: Tree, Bench and Picnic Table Dedication Policy 7019
2: Dedication Bench and Picnic Table Interactive Map



Page 1 of 1	Tree, Bench and Picnic Table Dedication	Policy 7019
	Adopted by Council: April 14, 2003 Amended by Council: March 12, 2018; July 8, 2019	

POLICY 7019:

It is Council policy that:

1. The cost of the purchase and planting of the tree shall be charged to the dedicator. This is to be based on the average cost for purchase and installation by City forces of a seven-centimetre calliper tree, subject to annual review.
2. The City shall have final approval of the tree type and planting location. All requests for special tree species/varieties or particular planting areas shall be accommodated, whenever possible. Higher costs incurred by these requests shall be charged to the dedicator.
3. The City shall include the tree in its normal schedule of care or maintenance.
4. The cost of the purchase, installation and maintenance of the bench or picnic table shall be charged to the dedicator. This is to be based on the average cost for purchase, installation and maintenance by City forces of a standard City bench or picnic table for a 10-year period. City staff will review costs annually and will adjust accordingly. The maintenance funding is placed into a tree, bench, and picnic table reserve account.
5. City Staff will acknowledge the bench or picnic table dedication for a period of 10 years from the date of installation.
6. Dedicators will have the opportunity to continue their sponsorship of the bench or picnic table after the 10-year dedication period by paying the current fee for replacement of the bench or picnic table. If the dedicator is not interested in continuing the dedication or cannot be contacted (within six months of the 10-year term expiring), the plaque will be removed and the site will become available for a new dedication. It will be the responsibility of the dedicator to keep their contact information current with the City of Richmond.
7. The City shall have final approval of the location and style of the bench or picnic table.
8. The City shall have final approval of plaque size, style, and wording. A maximum of up to three plaques per bench is permitted. A maximum of up to eight plaques per picnic table is permitted. The maximum number of plaques is subject to vary depending on the style of bench or picnic table that is installed.
9. The tree, bench and picnic table shall become City property. Staff reserves the right to relocate or remove the tree, bench, or picnic table whenever necessary. A reasonable effort shall be made to notify the dedicator if their tree, bench, or picnic table is affected.
10. A tree, bench, and picnic table dedication account shall be established for those unable to purchase a whole tree, bench, or picnic table, but who wish to contribute funds. No plaques shall be permitted in this case, but City recognition of some type shall be considered.
11. A City record will be established to record all commemorative trees and contributions.
12. Placement of memorial wreaths, flowers, or other items or any modifications to the tree, bench, or picnic table will not be permitted.

Bench and Picnic Table Dedication Program Interactive Map

