



The City of North Vancouver

PUBLIC ART PROGRAM



POLICY & PROCEDURE MANUAL 2009



City of North Vancouver
Public Art Program

PUBLIC ART POLICY

Section A **PROGRAM POLICY**

Section B **ADMINISTRTION POLICY**

PUBLIC ART PROCEDURES

Section C **ANNUAL CIVIC PUBLIC ART PROGRAM**

Section D **ANNUAL COMMUNITY PUBLIC ART PROGRAM**

Section E **CIVIC BUILDINGS & MAJOR NEW PROJECTS**

Section F **PRIVATE SECTOR GUIDELINES**

Section G **TEMPORARY PUBLIC ART PROJECTS**

Section H **OFFERS OF ARTWORK TO THE CITY**

Section I **DE-ACCESSIONING**

Section J **INSURANCE**

Section K **INVENTORY**

Section L **CONTROVERSY**

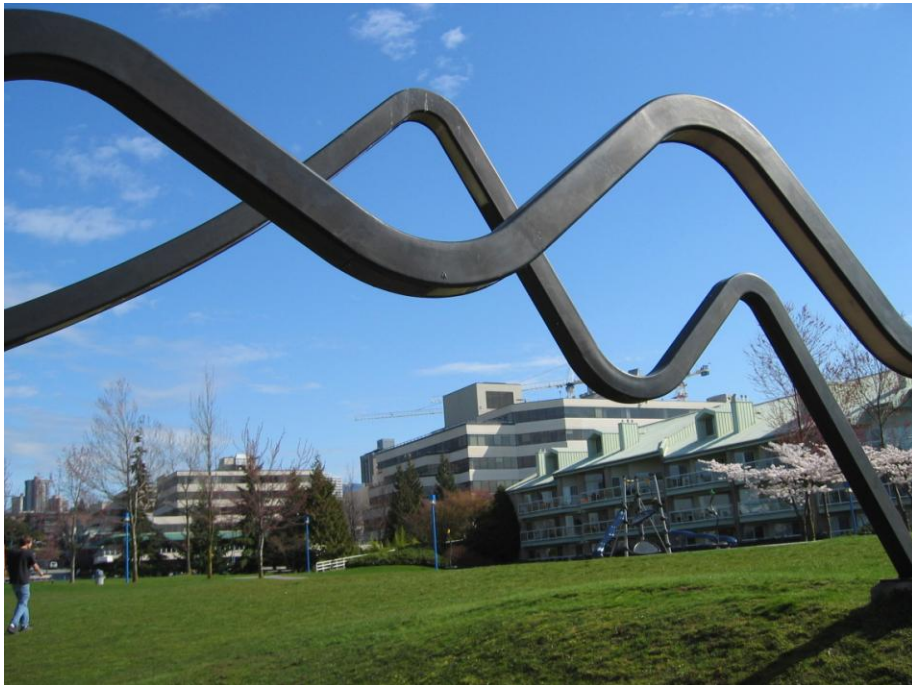
Section M **MAINTENANCE**

Section N **COMMUNITY EDUCATION**

Section O **APPENDIX**

Cover Artwork : Mosaic @ Harry Jerome by Glen Anderson;
Timekeepers by Elizabeth Roy; Witness Hatchcover, Katherine Kerr

SECTION A
CNV PUBLIC ART PROGRAM
PROGRAM POLICY



Cathedral
Douglas Senft

A.1.0 DEFINITION OF PUBLIC ART

Public Art

Publicly accessible original art that enriches the City as it evokes meaning in the public realm.

It can take a variety of forms and takes into consideration the site, its location and context, and the audience. Public art may possess functional as well as aesthetic qualities. Public art can relate to the site in three different ways:

- Integrated
- semi-integrated
- discrete

Integrated Public Art:

Public Art that becomes part of the urban infrastructure of a City or a community. It reflects the social, cultural, architectural and historic nuances of the space thereby creating a sense of place.

Semi Integrated:

Public art that derives to some degree its conceptual inspiration from some aspect of the site and displays a heightened degree of physical and conceptual integration. These works may exist in a number of locations provided that all possess the same requisite physical and conceptual conditions, i.e. a piece which must be located in a windy open field condition could be located in any windy open field anywhere.

Discrete:

Public art that is not integrated with the site either in a physical or conceptual manner. Usually this type of public artwork only relates to the site from a location and scale point of view and is often created off site and moved into the place.

A.2.0 BENEFITS OF PUBLIC ART

The City believes that mature communities require public amenities such as parks, pathways, benches and street landscaping which enhance the quality of the built environment. Adding public art to these amenities not only invests a space with “place-making” qualities and culture, but also has the capacity to interpret the historic, social, cultural and narrative nuances that may exist in a functional urban environment. Successful public art programs can help communities interpret their environment and develop a sense of pride and ownership for their public “places” and their neighbourhoods.

The City of North Vancouver policy is based on the principle that the best possible and most successful public art projects are those which are "integrated" into the fabric of the community.

A.2.1 MISSION STATEMENT

To celebrate and stimulate the cultural spirit of the community through the creation of public art.

A.2.2 GUIDING PRINCIPLES

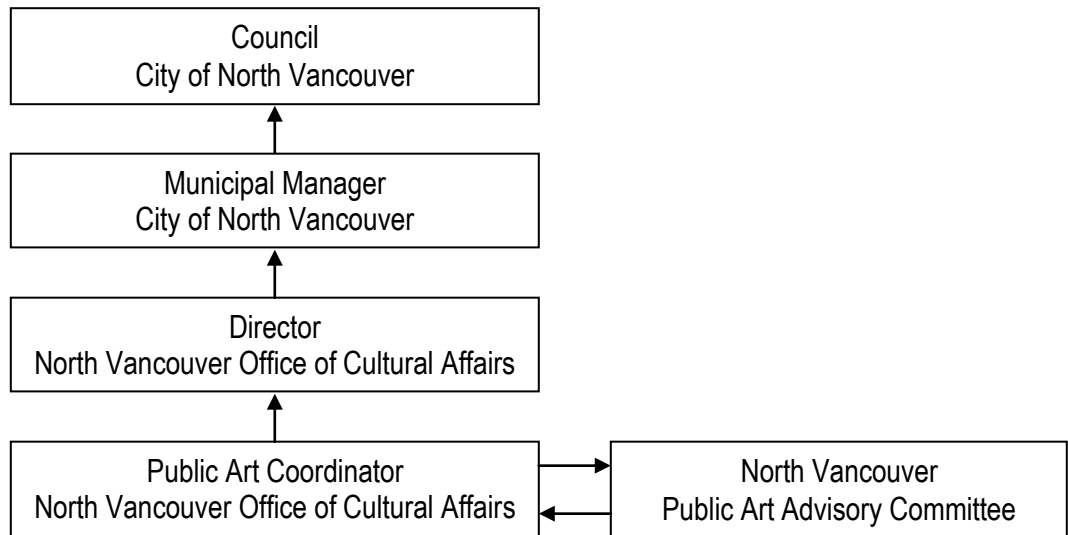
- Public art is an expression that is often diverse and innovative.
- Public art intends to reflect community values and community identity.
- Public art utilizes the creative energy of artists.
- Public art increases public awareness of the role of art in the community.
- Public art is a community resource.
- Public art contributes to the economic health of the community.
- Public art responds to the natural, social and built environment of North Vancouver.
- Public art is a collaboration between the public, municipal staff, public agencies, the private sector and the design community.

A.2.3 GOALS

1. Advance the City of North Vancouver as an arts and cultural destination.
2. Maintain the Public Art Master Plan and ensure that it is revisited every five years.
3. Support a funding strategy that ensures that resources for creation are available.
4. Support a funding strategy that ensures that resources for maintenance of public art are available.
5. Incorporate the ideas and work of various artistic disciplines (including visual, literary, performing) in the implementation of the public art policy.
6. Educate the community about public art.
7. Engage the public in the public art process.

A.3.0 ADMINISTRATION

The City of North Vancouver Public Art Program will be administered by the North Vancouver Office of Cultural Affairs, North Vancouver Public Art Advisory Committee (NVPAAC).



A.3.1 PUBLIC ART PROGRAM PROCEDURES

The Public Art Program shall be administered as per the Public Art Program Procedures document. These procedures will be established by the North Vancouver Public Art Advisory Committee in consultation with City staff and must conform to other City policies.

A.4.0 ANNUAL CIVIC PUBLIC ART PROGRAM

The annual Civic Public Art Program applies to the public realm, which includes but is not limited to, municipal infrastructure, existing civic buildings, parks, streets, plazas, and other civic areas. The North Vancouver Public Art Advisory Committee will propose an annual civic public art budget for council review during the annual financial deliberations. However, it is understood that expenditures funded by the City's Public Art Reserve Fund must be permanent in nature. The City's Public Art Reserve Fund does not support temporary works of art.

A.5.0 ANNUAL COMMUNITY PUBLIC ART PROGRAM

The goal of the community art process is to create artwork through the engagement of people in the community. Community Art projects may result in either temporary or permanent works of art.

The North Vancouver Public Art Advisory Committee may propose that additional funding from the City's Public Art Reserve Fund be added to supplement the municipal Community Art Program, if a permanent work of art will be created

The *North Vancouver Public Art Advisory Committee* may also seek additional outside funding to augment community public art projects budget.

A.6.0 NEW CIVIC BUILDINGS & MAJOR NEW PROJECTS

(the City has no official policy at this time)

The City will endeavour to incorporate integrated public art into new civic building and major new projects on a project by project basis.

A.7.0 VOLUNTARY PRIVATE SECTOR

The private sector is encouraged to contribute 1% of construction costs towards public art. Participation in the program by the development community is voluntary.

A.8.0 OFFERS TO THE CITY OF ARTWORK

All offers of artwork to the City, whether for sale, or in the form of a gift, donation, or bequest, will be reviewed by the North Vancouver Public Art Advisory Committee who will in turn make recommendation to Council.

A.9.0 DE-ACCESSIONING

Any proposed sale of, or removal of a public artwork from a public site will be referred to the North Vancouver Public Art Advisory Committee for review and recommendation to Council.

A.10.0 PUBLIC ART MASTERPLAN

The Public Art Masterplan is a document that outlines opportunities for public art within the City. When considering new public art placement, the Public Art Masterplan goals and objectives must be taken into consideration before final approval for the project is given.

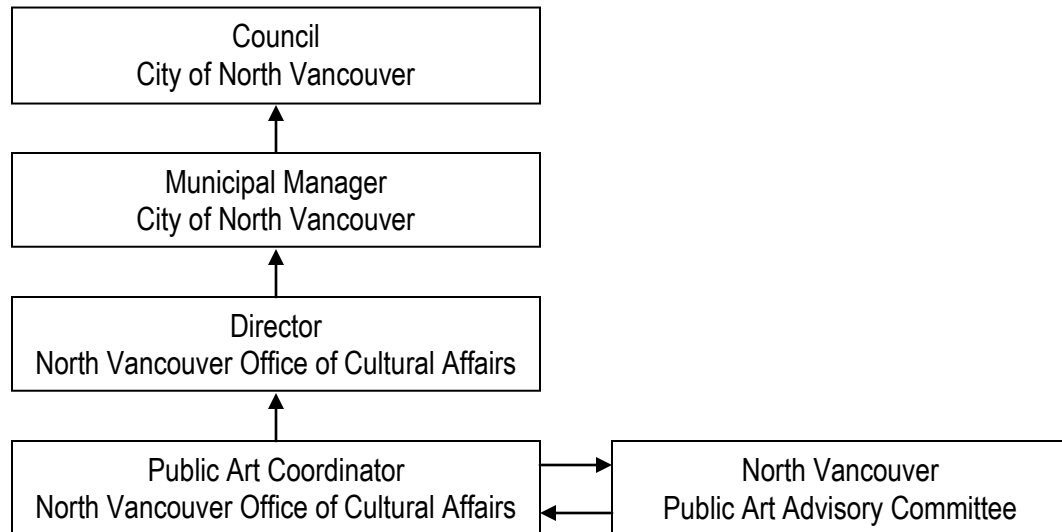
SECTION B CNV PUBLIC ART PROGRAM ADMINISTRATION POLICY



Timekeepers
Elizabeth Roy

B.1.0 NORTH VANCOUVER PUBLIC ART ADVISORY COMMITTEE TERMS OF REFERENCE

The City of North Vancouver Public Art Program will be administered by the North Vancouver Office of Cultural Affairs (NVOCA).



B.1.1 PURPOSE

The purpose of the North Vancouver Public Art Advisory Committee (NVPAAC) is to develop policy, procedures and recommendations for the implementation of a Public Art Program for the City of North Vancouver. The committee will advise Council, the NVOCA, city staff, artists and the public on the policies and procedures in terms of flexibility and adherence to accepted public art procedure. Accordingly, the Committee reviews and advises on all public art projects, proposed public art gifts, deaccessioning, inventory management, conservation, maintenance, repair or alteration of artworks in the municipal inventory.

B.1.2 COMPOSITION & RECRUITMENT

The NV Public Art Advisory Committee will be an expert voluntary body of nine members chosen for their background, knowledge and expertise in the area of public art, architecture, urban design, art history and residential development.

1. Artistic Community Member (artist, curator, educator)
2. Artistic Community Member (artist, curator, educator)
3. Urban Design Professional (architect, landscape architect, urban planner)
4. Urban Design Professional (architect, landscape architect, urban planner)
5. Developer
6. CNV Community Member
7. DNV Community Member
8. Member at large (NVOCA Rep, or specialized relevant experience)
9. A Member at Large (specialized relevant experience)

Members of the NVPAAC shall be recruited through an advertisement in the local media through the City Clerk's Department. Members of the NVPAAC shall show a keen interest in contemporary public art issues, have related professional skills and be members of the community. The majority of members will be North Vancouver residents and ideally there will be a 50/50 representation of City and District residents. At any given time, not more than two members may be non-North Vancouver residents.

B.1.3 TERMS OF APPOINTMENT

All members shall be appointed by the NV Office of Cultural Affairs for a two-year renewable term, up to a maximum of two consecutive terms. Appointments shall be made so that 50% of the terms expire each year. Employees of the North Vancouver Office of Cultural Affairs and the City of North Vancouver will be ineligible, but may attend meetings to present information regarding specific projects, budgets or other information pertinent to the Public Art Program. The NV Office of Cultural Affairs reserves the right to revoke and replace any member's appointment upon their absence at three or more consecutive committee meetings.

B.1.4 MEETING PROCEDURES

The North Vancouver Public Art Advisory Committee shall:

- Hold regular monthly meetings;
- At the first meeting of each year **elect** a Chair and Co-Chair to call and preside at meetings;
- Recognize that 50% of members of the NVPAAC shall constitute a quorum for the transaction of business;
- Acknowledge that all meetings shall be open to the public;

- Circulate meeting minutes to the North Vancouver Office of Cultural Affairs, municipal committee clerk & to Mayor and Council;

B.1.5 COMMITTEE ROLES & RESPONSIBILITIES

To ensure the success of the public art program the NVPAAC shall:

- **Be responsible for review of all public art matters under Council's jurisdiction or addressed by the Public Art Program, including but not limited to directing the review of proposed artworks and their placement in the municipality, art and artist selection processes, maintenance and public education;**
- Develop an annual work plan in conjunction with the budget review process to identify and prioritize appropriate projects and locations for public art;
- Advise Council on administration, management and disbursement of funds in the Public Art Reserve, and present an annual progress reports to Council;
- Administer the Community Public Art Program and recommend to Council, applicants who in the opinion of the Committee are deserving of receiving a municipal grant and the amount thereof;
- In consultation with municipal staff, oversee the implementation of developer initiated public art projects advising on adherence to public art policy, design, artist selection process, site relevance, maintenance and long term community benefit;
- Develop and recommend strategies for the progressive implementation of the Public Art Master Plan which identifies suitable projects and priorities for public art in North Vancouver;
- Recommend a communications and public information/education strategy, and advocate for public art;
- In consultation with municipal staff, analyze municipal public art policy, procedures, funding and master planning. Provide recommendations for improvement to ensure the program's relevance to the municipality's goals and objectives.

B.1.6 AUTHORITY

The NVPAAC makes recommendations to municipal Council through the North Vancouver Office of Cultural Affairs staff member appointed to act as official liaison.

B.1.7 CONFLICT OF INTEREST

The municipal conflict of interest policy for community committees will apply. Any participation in the City's public art processes, including staff, members of the Committee and their advisors or representatives must declare any direct or indirect benefit to themselves, or their respective employers, partners, families or associates which may arise from the municipality's acquisition or deaccession of any public artwork or related activities, and will be required to remove themselves from such processes.

B.2.0 PUBLIC ART STAFF

B.2.1 PUBLIC ART COORDINATOR

The Public Art Program is managed by a Public Art Coordinator (PAC). This position is administered through the North Vancouver Office of Cultural Affairs.

The Public Art Coordinator reports directly to the Director of the North Vancouver Office of Cultural Affairs.

The Public Art Coordinator (PAC) will have the pivotal role of guiding the municipality's public art process from selection of artists to installation. He/she synthesizes all the participants' needs and helps to identify the human factors, bearing in mind that the PAC is an agent of the City. The PAC will establish and maintain a positive climate for the program; expedite contract negotiations, fabrication, site planning and preparation, shipping, insurance and installation; and act as liaison between all process stakeholders. The PAC communicates with appropriate government agencies in the interests of each project.

Duties of the Public Art Coordinator include:

- **Manage three City Public Art Programs**
 - **Civic** - oversee all stages of the process including budgeting, scheduling, prospectus writing, promotion, artist selection, contracting negotiations and installation of commissioned artwork.
 - **Community** – work with special interest community groups and artists to ensure the effective implementation of the Community Public Art Grant Process.
 - **Private Developer** - together with the Community Planning Department oversee and guide all stages of the process to ensure that proposed artwork is in accordance with the municipality's public art policies and approved master plan. Ensure that all projects have been presented to the NVPAAC.
- **Facilitate the NVPAAC:** prepare meeting packages, define issues, and circulate minutes to municipal clerks and Council.
- **Develop Annual Public Art Work Plan & Budget** – together with the NV Public Art Advisory Committee and the Engineering Department, the coordinator develops an annual public art work plan and corresponding budget that utilizes the funding available in the Public Art Reserve Fund.
- **Prepare Reports** – writing reports for the NVPAAC, NVOCA and subsequently Council - attending, staff meetings and Council meetings as required.
- **Public Art Policy** – together with the NV Public Art Advisory Committee regularly review the municipality's Public Art Policies and Master Plan. Report policy recommendations back to Council, through the NVOCA.

- **Liaise with Municipal Staff** – meet regularly with planning, engineering and parks staff to ensure that all Public Art opportunities are being explored.
- **Public Art Inventory** - maintain an electronic inventory of the municipality's Public Art collection. Identifying and overseeing any maintenance required on existing pieces of artwork. Ensure that information regarding the inventory is available to the public through the NVOCA website and printed promotional materials.
- **Artists and Resources** - maintain a database of qualified public artists and support materials.

B.2.2 Contracted Staff (as needed)

Public Art Administrative Assistant

Duties would be determined by the Public Art Coordinator on a project by project basis with the expressed consent of the Director of the North Vancouver Office of Cultural Affairs.

B.3.0 CITY PROJECT MANAGER (CPM)

It is important to the success of the Public Art Program that the Public Art staff has the opportunity to work with City staff to ensure that inter-departmental issues are dealt with throughout the process. One person from the City will be identified as the project manager to work with Public Art Coordinator on each public art project. This staff person would be identified as the City Project Manager (CPM) for the specific project.

The CPM will be responsible for management/coordination within his or her Public Art Project. The CPM will ensure that the project is reviewed by all appropriate staff before the project is supported. Departments that may need representation on ad-hoc teams are as follows:

- Engineering
- Finance
- Parks / Maintenance
- Purchasing
- Administration