

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Public Art Policy	<i>POLICY NUMBER:</i> 7.3.70	<i>EFFECTIVE DATE:</i> October 8, 2019
<i>ORIGIN:</i> Community Services Committee	<i>ADOPTED BY COUNCIL ON:</i> October 7, 2019	<i>DATE AMENDED:</i>

1.0 **PURPOSE**

- 1.1 To provide a standardized and transparent process for the adjudication, acquisition, placement, maintenance, relocation and decommissioning of Public Art in the City.
- 1.2 To provide a sustainable model for the management of Public Art in Melfort.
- 1.3 To ensure that the design, placement and appearance of Public Art is consistent with the community interest.
- 1.4 To establish the submission procedure and evaluation parameters for Public Art.

2.0 **DEFINITIONS**

“Acquisition” refers to the process of accepting an artistic work into the City’s collection of Public Art through purchase, commission, donation or third-party agreements.

“Artist” means an individual recognized by his/her peers, critics and other art professionals as committed to creating works of art.

“Committee” means the Art Advisory Committee appointed by City Council to adjudicate and advise on aspect of public art on behalf of Administration and City Council.

“City” means the City of Melfort

“Copyright” in accordance with the Copyright Act, the City acknowledges the artist as full owner of copyright including moral rights and will negotiate the transfer of certain rights through individual artist contracts.

“Decommission” means the process to permanently remove an object form the City Public Art collection.

“Public Art” means an artwork created by an artist and acquired by the City with the specific intention of being sited on or stage in the municipally owned public space, or public spaces indoors and outdoors. Public Art includes but is not limited to; sculptures, murals, painting, drawings, textiles, sound and light installations and may be permanent acquisitions or functional items such as street furniture or utility covers but shall exclude temporary installations or art exhibitions.

3.0 POLICY

- 3.1 The City recognizes the benefits of a Public Art Policy to address the acquisition and management of Public Art in public spaces.
- 3.2 Public Art contributes to building a visually rich environment, inspiring community belonging and memory, enhancing the quality of life and place.
- 3.3 Public Art provides an engaging opportunity to commemorate individuals, groups or events and a creative opportunity for Local, Provincial, National and International Artists.
- 3.4 Public Art can serve as a catalyst for economic development and tourism; attracting, nurturing and retaining creative businesses, workers and artists.
- 3.5 Public Art is freely accessible to all and encourages public involvement, connection and appreciation of arts and cultural interaction.
- 3.6 Public Art encourages citizens to interact with public spaces and provides educational opportunities.

4.0 RESPONSIBILITY

- 4.1 Art Advisory Committee is responsible to;
- 4.2 Adjudicate and recommend works of art, for which the City Council has already approved funding.
- 4.3 Provide advice to City Council on the purchase of works of art.
- 4.4 Review offers of donations of works of art or third-party Public Art initiatives and make recommendation to City Council for approval.
- 4.5 Solicit donations, fundraise or access available grants for works of art solely for City approved projects.
- 4.6 Provide recommendations to City Council for consideration for capital budget request for major public art commission, community based public art project or to purchase an existing work.
- 4.7 Provide recommendations to City Council on the relocation or decommissioning of Public Art when deemed necessary.
- 4.8 The Committee may request advice from a non-voting art-specific outside expert or peer jury depending on the Public Art being adjudicated.
- 4.9 Assist in promoting and educating the public about the City's Public Art Collection and the Public Art Policy purpose and goals.
- 4.10 Review and when necessary propose amendments to this policy.

- 4.11 City Council is responsible to;
- 4.12 Approve this policy and any future amendments.
- 4.13 Appoint the members of the Art Advisory Committee annually comprising of the following:
 - 4.13.1 1 City Councilor from Community Services Committee to act as Chairperson,
 - 4.13.2 1 Member of Melfort Beautification Committee,
 - 4.13.3 1 Member of Heritage Committee,
 - 4.13.4 1 Member of local artist community,
 - 4.13.5 1 Community member at large,
 - 4.13.6 1 Representative of the Multicultural Community
 - 4.13.7 1 Youth representative (ages 18-29)

Plus, Administrative staff including;

 - 4.13.8 Director of Community Services
 - 4.13.9 KVC Gallery Manager,
 - 4.13.10 Museum Curator and,
 - 4.13.11 Facility Manager.
- 4.14 Receive recommendations from the Committee on the acquisition, relocation or decommissioning of Public Art for consideration of City Council.
- 4.15 Approve budgets for the acquisition or maintenance of Public Art.
- 4.16 Approve donations of Public Art to the City.
- 4.17 Review recommendations from the Committee for amendments to this policy.
- 4.18 Community Services Department and other Civic Departments;
- 4.19 While Public Art affects several civic departments, it is the Community Services Department that takes the lead role in administering the Public Art Policy.
- 4.20 Liaise with; other civic departments, the Committee, artists and stakeholders to facilitate all aspects of the Public Art Policy.
- 4.21 Negotiate and draft agreements for Public Art on behalf on the City.
- 4.22 Project management of individual art commissions and installations.
- 4.23 Consider recommendations of the Committee as they relate to the Official Community Plan and report to City Council.
- 4.24 Bring forward requests for funding in the City's annual operating budget for maintenance and conservation of Public Art by the City.

5.0 PROCESS

- 5.1 In response to a significant community event or anniversary, the City Council may consider a capital budget request for major public art commission, community based public art project or to purchase an existing work.

- 5.2 Donations of Public Art or funds for Public Art may be accepted subject to adjudication and recommendation by the Committee after consultation with City Departments and final approval of City Council.
- 5.3 Private sector Public Art initiatives are encouraged to support integration of public artwork into the community. This may be accomplished through gifts, sponsorships and partnerships. Care and maintenance of private artwork is the responsibility of the owner. Joint private and public projects may be considered.
- 5.4 The Committee is responsible to adjudicate all Public Art submissions and provide recommendations to City Council ensuring an open, fair, objective and credible process when acquiring art.
- 5.5 All acquisition of Public Art is subject to final approval of City Council.
- 5.6 Public Art submissions will be adjudicated by the Committee on the following basis:
 - 5.6.1 artistic excellence;
 - 5.6.2 response to project terms of reference;
 - 5.6.3 artists capacity;
 - 5.6.4 proposed timeline
 - 5.6.5 responsiveness to the site and community
 - 5.6.6 artist's connection to the community;
 - 5.6.7 technical feasibility and probability of success
 - 5.6.8 durability of materials
 - 5.6.9 safety
 - 5.6.10 access
 - 5.6.11 ongoing maintenance
- 5.7 Donors will be recognized appropriately and are eligible to receive a charitable tax receipt for the fair market value of the artwork, as determined by a qualified independent appraiser at the expense of the donor.
- 5.8 The City reserves the right to remove or relocate Public Art for whatever reason deemed necessary. The City will seek the advice of the Committee before relocating or decommissioning an artwork whenever practical.
- 5.9 Decommissioning Public Art whenever possible should include the following steps;
 - i) Consider removal and storage for future use,
 - ii) Attempt to notify the artist or donor of the intention to decommission and offer the opportunity for retrieval at their sole cost,
 - iii) Offer for sale by public tender if practical,
 - iv) Destroy the piece.

6.0 LOCATION

- 6.1 Public Art should be situated where it has the greatest benefit to the community and where opportunities for funding exist.
- 6.2 Major civic capital projects should consider the potential for building art as either physically embedded into the building, structure space, or as a standalone artwork that complements the project.

- 6.3 Where artwork is not integrated into the construction of a civic capital project, the Committee in consultation with the Community Services Department will evaluate and identify site options based on the physical need and thematic opportunities with emphasis placed on the fit, finish, scale and context for a Public Art installation.
- 6.4 Where Public Art is to be placed inside a civic facility the Committee will work with the artist and City staff operating the facility to determine the most appropriate public location.

7.0 LIFECYCLE MANAGEMENT

- 7.1 Public Art will be maintained as a cultural asset of the City. The City will be responsible for insuring, monitoring and maintaining the artwork including; cleaning, repairs and minor restoration to conserve the integrity of the artwork.
- 7.2 Maintenance and lifecycle costs should be identified and planned for at the time of acquisition.



Public Art Submission Form

202 Burrows Avenue West
P. O. Box 2230
Melfort, SK S0E 1A0
Phone: (306)752-5911
Fax: (306)752-5556
E-mail: city@melfort.ca
Web: www.melfort.ca

Date: _____

CONTACT INFORMATION *Please Print*

Name: _____
(last name) (first name) (middle/initial)

Address: _____
(mailing address – box number or street address)

(city) (province) (postal code)

Home Phone #: _____ **Work Phone #:** _____ **Cell #:** _____

E-mail Address: _____

DESCRIPTION OF ARTWORK

Describe in detail the artwork you wish install. Include information on the dimensions, materials, theme and size of the artwork. Please **submit a picture or conceptual drawing of the artwork** with this application.

REQUESTED LOCATION FOR PLACEMENT

Indicate the preferred location for the artwork and attach a site plan or floor plan showing the location. Please note the City reserves the right to determine the final location.

COMMEMORATION

If applicable, indicate the individual, event, group, facility, locale, etc. that this artwork will commemorate.

FINANCIAL

Identify any costs to be incurred by the City for the acquisition, installation or future maintenance of the artwork.

OTHER

You may be requested to provide additional information for the evaluation of this submission. Please include any other information that may be important.

CERTIFIED CORRECT

Please sign below to indicate that the preceding information is correct and complete.

Signature

Date

OFFICE USE ONLY

Date Application Received: _____

Committee Review Date: _____

Council Ratification Date: _____