

ART DEVELOPMENT

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| Policy Number: | 78/212.01 2019PO |
| Policy Review: | Every Five Years or upon Legislative Change |
| Policy Owner (Dept.): | Community Services Division |
| Reference(s): | 78/211.01.19AD Art Development Directive |

1. PURPOSE OF POLICY

- 1.1. To ensure the City includes funding for Public Art in operating and capital budgets.
- 1.2. To fund, manage, and maintain a Public Art Collection behalf of the citizens of Lacombe.
- 1.3. To provide visual enrichment, a welcoming environment in municipal facilities, and diverse educational and cultural experiences in the City of Lacombe through Art.
- 1.4. To provide an opportunity for local, regional, national, and international Artists and Artisans to have their work displayed in the public realm.

2. POLICY STATEMENTS

- 2.1. The public considers Public Art a key component in the attractiveness and identity of a city. The use of Public Art assists in the urban design objectives of municipal development, and also encourages the display of Art in private domains through public awareness and appreciation of the arts. Public support for the Arts demonstrates the character and progressiveness of a community, and art investment strengthens the local economy through tourism and arts-related business and events.
- 2.2. A Public Art Collection serves as a foundation for collective memory, community continuity, and social development. To support a diverse urban community that enjoys optimum social, economic, and aesthetic elements, the City of Lacombe will provide leadership and investment in a Public Art program and will provide space for Public Art exhibitions in suitable City-owned public areas and other approved venues.
- 2.3. The City of Lacombe will dedicate one percent of Qualifying Construction Budgets of every Eligible Capital Project to fund the purchase, installation, maintenance, and promotion of Public Art in municipal spaces.

3. APPLICABILITY

- 3.1. This Policy applies to the City of Lacombe Council, the Lacombe Art Collection Committee, City of Lacombe Administration, and exhibiting Artists and exhibition suppliers.
- 3.2. This Policy comes into effect upon approval of the Council.

4. NON-COMPLIANCE

- 4.1. Municipal support of the development of Public Art within a community has the direct result of furthering a community's recognition and reputation as a cultural centre in the province. Compliance with this Policy and its related directives and procedures is paramount in achieving this aim for the City of Lacombe.

5. DEFINITIONS

- 5.1. **Acquisition** - The process of achieving ownership and adding any Art piece or Collection of Art pieces into the Public Art collection.
- 5.2. **Administration** – Means the employees of the City of Lacombe.
- 5.3. **Art Bank** – Is a reserve maintained by City Administration for general Public Art Conservation and Arts programming, holding allocations of up to 20% of donations and the art budget from Eligible Capital Projects.
- 5.4. **Art Collection 10 Year Plan** - a revolving ten-year plan of goals and objectives for exhibiting Art exhibitions, acquiring and placing Public Art, preserving Public Art, and developing and maintaining active partnerships and marketing plans.
- 5.5. **Artisan** – A craftsperson who, through skill, experience, and talent, creates items with artistic qualities by hand.
- 5.6. **Artist** – Is a person, including a student, engaged in any of the creative fine arts such as visual arts, performing arts, and literary arts, who is achieving notable skill or accomplishment as a dedicated practitioner whether profiting from their activity or not.
- 5.7. **Art Professionals** – Are persons professionally associated with Art such as gallery owners, instructors and teachers, collectors, curators, museum and guild directors, etc.
- 5.8. **CAO** – Means the City of Lacombe's Chief Administrative Officer.
- 5.9. **Citizen Representative** – Means a person appointed by Council that does not represent a specific organization.
- 5.10. **City** - Means the City of Lacombe.
- 5.11. **Curation** - Means the research and selection or acquisition of Art for a Public Art Collection and the overseeing of interpretation, display, and exhibition of the pieces.
- 5.12. **Conservation** – Means work done to preserve or repair architecture, paintings, drawings, prints, sculptures, and other art pieces to reverse or slow damage due to vandalism, environmental impacts, deterioration, and decay.
- 5.13. **Council** - Means the Mayor and Council of the City of Lacombe.

- 5.14. **Deaccession** – Means the removal of an object from the Public Art Collection through a formal process and may include disposition by sale or gift.
- 5.15. **Eligible Capital Project** - Is any capitalized municipal project, whether new construction or renovation, resulting in an amenity that is accessible to the public including bridges and streetscapes; buildings, recreation, and culture facilities; sports facilities, playgrounds, plaza and square developments, but explicitly excluding roads, trails, sidewalks and their necessary appurtenances.
- 5.16. **Exhibition Space** – Is a designated area within a City-owned or leased property or other approved venues that are suitable for the display of Art.
- 5.17. **Lacombe Art Collection Committee** – Is a committee appointed by Council to manage the City's Public Art Collection in accordance with this Policy.
- 5.18. **Public Art** – Is any original work of Art or any numbered limited edition Art owned by the City that is or may be publicly displayed.
- 5.19. **Public Art Collection** – The body of Art owned by the City of Lacombe and catalogued as the Public Art Collection.
- 5.20. **Public Trust** - The obligation to preserve, develop, and manage the Public Art Collection on behalf of citizens.
- 5.21. **Qualifying Construction Budget** - The capitalized budget of an Eligible Capital Project including portions designated for design, contract project management, legal fees, and costs, environmental testing, construction, and finishing including landscaping, but excluding amounts for land acquisition costs, interest, advertising, and ineligible grant-funded portions.

6. ROLES AND RESPONSIBILITIES

6.1. Council

- 6.1.1. Adopts and supports this Policy.
- 6.1.2. Appoints Lacombe Art Collection Committee members per Section 7.
- 6.1.3. Provides funding for Public Art and Art Exhibition Spaces through the operating and capital budget approval processes.

6.2. Chief Administrative Officer

- 6.2.1. Advises Council on the development, implementation, and amendment of this Policy.
- 6.2.2. Ensures Administration complies with this Policy.
- 6.2.3. Reviews and approves amounts allocated for Public Art in Eligible Capital Projects.

6.3. Directors

6.3.1. Support compliance with the terms of this Policy.

6.4. Managers and Supervisors

6.4.1. Support compliance with the terms of this Policy.

6.5. Financial Services Division:

6.5.1. During the capital budget process, advises on the Qualifying Construction Budget of Eligible Capital Projects and the amount added for Public Art and notifies the Manager of Recreation & Culture Services of the funds available for Art in the year.

6.5.2. Supports oversight of asset management of the Public Art Collection.

6.5.3. Establishes and maintains the Art Bank, transfers funds into the Art Bank as per the Art Development Directive and makes Art Bank funds available when the Manager authorizes an expense.

6.5.4. At the request of the Lacombe Art Collection Committee, directs funds from the Deaccession and sale of Art to the Lacombe Arts Endowment Fund or the Art Bank.

6.6. Operations & Planning Division:

6.6.1. Adds one percent of the Qualifying Construction Budget of its Eligible Capital Projects, to the projects for Public Art.

6.6.2. Ensures exterior forms of artistic expression developed in the course of a project comply with existing municipal planning bylaws, policies, and regulations.

6.6.3. Updates the City's insurance policy following Art Acquisition or Deaccessions.

6.6.4. Assists as requested in the installation of Public Art and its interpretive enhancements

6.7. Community Economic Development Department:

6.7.1. Promotes Lacombe as a cultural community with an active Public Art Collection.

6.7.2. Assists to bring the arts and business communities together for shared opportunities in promotion, marketing, events, projects, sponsorship, and funding of Art.

6.7.3. Creates marketing materials for promoting awareness of and appreciation for the Public Art Collection.

6.7.4. Creates videos of Art commissions, Artists, installations, events, and exhibitions.

6.7.5. Promotes the Public Art Collection and cultural initiatives via social and other media.

6.8. Parks & Facilities Department:

- 6.8.1. Adds one percent of the Qualifying Construction Budget of its Eligible Capital Projects, to the projects for Public Art.
- 6.8.2. Assists as requested in the installation of Public Art and its interpretive enhancements.
- 6.8.3. On request, advises and assists the Committee in the maintenance needs of Public Art.

6.9. Recreation & Culture Department:

- 6.9.1. Oversees the support, orientation, and functioning of the Lacombe Art Collection Committee.
- 6.9.2. With the Committee, develops and follows best practices in the execution of all activities, including implementing the Art Collection 10 Year Plan, following administrative directives and procedures for Public Art and Exhibition Space.
- 6.9.3. With the Committee, maintains and manages the collection inventory, acquisition records, incident reports, condition reports, legal ownership documents and provenance, Artist biographies, location histories, and photographic images.
- 6.9.4. Reviews the capital budget to confirm the inclusion of budget for Public Art in Eligible Capital Projects and, where necessary, advises Administration on how to comply with this Policy when developing budgets for Eligible Capital Projects.
- 6.9.5. Manages Public Art projects funded through Eligible Capital Projects in collaboration with project managers, site supervisors, and consultants according to the Administrative procedures for Public Art.
- 6.9.6. Sits as a non-voting member of the Committee.
- 6.9.7. Reports to the Director of Community Services on the amounts, sources, and required uses of Art Bank funds and Eligible Capital Project allocations for Public Art.
- 6.9.8. Utilizes marketing and communications functions to promote awareness of and appreciation for the arts community and the Public Art Collection via social and other media.
- 6.9.9. Informs Operations & Planning of Public Art acquisitions or Deaccessions for insurance purposes.
- 6.9.10. Maintains a catalogue of the Public Art Collection.

6.10. City Employees

- 6.10.1. Comply with this Policy.

6.11. Lacombe Art Collection Committee

6.11.1. Fulfills their function as designated by their Terms of Reference.

6.11.2. Provides meeting minutes to City Administration.

6.12. Exhibiting Artists and Exhibition Suppliers

6.12.1. Complete the required forms to apply or register for Exhibition Space and follow procedures to exhibit.

6.12.2. Facilitate delivery, set up, and remove Art under the City agreements.

7. COMMITTEES TERMS OF REFERENCE

7.1. The Lacombe Art Collection Committee

7.1.1. Background:

In 2007, the City of Lacombe created a Public Art Collection Policy and established a Public Art Collection Committee, the purpose of which is to manage and maintain a Public Art Collection on behalf of the citizens of Lacombe. The Committee meets a minimum of two times per year or as needed for Public Art Collection projects such as a call to Artists and other Acquisitions, exhibition installations, Art rotations, etc.

Committee members with a conflict of interest related to the Acquisition or Deaccession of Art into or out of the Public Art Collection do not participate in the discussion of nor vote in any associated Committee motion.

7.1.2. Authority and Function:

While the Recreation & Culture Department oversees the City's Public Art Collection, the community-based Lacombe Art Collection Committee steers the management, growth, and use of the Collection. They execute Acquisitions, Deaccessions, Conservation, and Curation; develop Artist sub-collections; accept gifts of Art, and deploy City budgets for Art development. The Committee utilizes best practices and member expertise; the City contributes administrative support for this work.

The Committee's specific functions include:

1. Planning - Review, update, set goals, and work to achieve the mandate of the *Art Collection 10 Year Plan*.
2. Reporting / Accountability - Reports to the Manager of Recreation & Culture or designate, and fulfills the City's public trust as it relates to Public Art in Lacombe.
3. Collections Management: Develops and maintains the collections, exercises its responsibilities under the Art Development Policy and procedures relating to the care, handling, display, placement, and storage of Art.

4. Collections Documentation: Together with City Administration, maintains and manages the collection inventory, acquisition records, incident reports, condition reports, legal ownership documents and provenance, Artist biographies, location histories, and photographic images.
5. Art Conservation: Engages or consults a professional art conservator to provide assessments when necessary, and the conservator, technicians recommended by them, or City staff will treat, maintain, etc. the Art Collection.
6. Collection Growth: Following the Art Collection 10 Year Plan and utilizing donations and City budgeted funds, expand the Public Art Collection continuously.
7. Art Exhibition: Sets direction for and assists with an annual program of Art exhibition and events in municipal spaces and other approved venues, advises on the placement of un-sited Art from the Collection, and otherwise determines the placement of Public Art within the City.

7.1.3. Membership Composition and Terms

1. Three (3) Artists, Art Professionals, or members of the public interested in Public Art, as Citizen Representatives.
2. Until October 2020, two (2) members of the Arts Endowment Committee (including the Chairperson and the Councillor Representative), and after October 2020, one (1) member of the Arts Endowment Committee (the Chairperson).
3. After October 2020, one (1) Councilor Representative.
4. One (1) high school or post-secondary Art Student residing in the City or County of Lacombe.
5. One (1) delegate from the Lacombe and District Recreation, Parks, and Culture Board.
6. The City's Manager of Recreation & Culture or designate (non-voting).
7. The Member appointment term is three (3) years, with the option to be reappointed for one additional three-year term.
8. The Art Student's term is for a maximum of three years and is contingent on the student's enrollment in high school or a post-secondary institution.
9. The Art Student may apply for an additional three-year term as a Citizen Representative following the end of their student term, providing there is a position available.

7.2. The Arts Endowment Committee

7.2.1. Background:

In 2003 the City of Lacombe established a Cultural Development Reserve Fund to hold proceeds generated by the Palette Pleasers Café at the Lacombe Art Exhibit and Sale, and from an annual fundraising event for the arts. The volunteers organizing these two events were committed to the development of a fund that would provide a sustainable source of income for the advancement of the arts in Lacombe and Lacombe County.

Council endorsed establishing an endowed fund at the Red Deer & District Community Foundation, and the City transferred the balance from the existing fund into the new Arts Endowment Fund. The Committee meets at least twice per year or as required to accomplish its mandate, functions, and initiatives. Committee members with a conflict of interest related to the grant application from any individual or group, or the inclusion of Art or an Artist in any event, do not participate in the discussion of nor vote in any associated Committee motion.

7.2.2. Authority and Function:

While the Recreation & Culture Department oversees the Arts Endowment Fund, the community-based Arts Endowment Committee allocates the Fund's annual interest in grants to foster a vibrant and sustainable Arts community, and steers the fund growth. Art Endowment Committee grants develop literary, visual, and performing Artists, enriching the quality of life for residents of the City and County. The Committee grows the Endowment Fund through event proceeds, donations, legacy-giving, and sponsorships.

The Committee's specific functions include:

1. Review grant applications and approve grants.
2. Determine the maximum funding per applicant.
3. Fundraise to increase the Arts Endowment Fund balance, including hosting special events and promoting and marketing the Fund to donees, legacy-givers, and sponsors.

7.2.3. Membership Composition and Terms

1. Until October 2020, one (1) City of Lacombe Councillor and four (4) City of Lacombe or Lacombe County residents as Citizen Representatives; after October 2020, five (5) City of Lacombe or Lacombe County residents as Citizen Representatives; and
2. The City's Manager of Recreation & Culture or designate (non-voting).
3. The Member appointment term is three (3) years, with the option to be reappointed for one additional three-year term.

8. END OF POLICY

Original Signed

Signature of Mayor

Original Signed

Signature of CAO

August 10, 2020

Date

August 10, 2020

Date

POLICY RECORD

Approval and Amendment History

| Date of Council Meeting | Council Motion Number | Description |
|-------------------------|-----------------------|--|
| August 10, 2020 | | Approval of Policy and rescindment of 3 previous policies. |
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Review History

| Date of Policy Owner's Review | Description/Action Taken or Required |
|-------------------------------|---|
| August 10, 2020 | Rescinds: 78/210.02 (12) Percent for Art 78/210.01 (15) Public Art Collection Policy 78/148.01 2017PO Art Exhibitions in Public Spaces |