

**COUNCIL/CORPORATE POLICY MANUAL****C-30.130**      Use Of City Hall Public Spaces - Continued

While sales are not permitted in the Atrium, unless as part of a corporately sponsored charity event by the City, it is acceptable to have small signage available displaying prices etc. Business cards and informational pamphlets can be made available as an avenue to facilitate sales between the parties directly.

The Bowman Room and Atrium are available for government agencies/corporate or professional events, fundraising events for not-for-profit or charitable organizations or events open to the public as well as private business or social events.

**Arts Plaza, Civic Square Plaza, Wellington St. Plaza, Market Plaza and Civic Square Parking Lot**

These spaces are encouraged to be used for not-for-profit/charitable special events and small festivals which are free to the public. The Civic Square Parking Lot and the Market Plaza will not be booked for events on market days, without the consent of the Market Manager or their designate.

Requests may be made to have fundraising events by not-for-profit or charitable groups, and these uses may be granted without a booking fee, however, a fee may be applicable for set up costs and/or support services, as identified in the rate review.

Active solicitation is not permitted by groups/organizations using this space in that no member of the public will be directly approached to participate in a fundraising event.

The above plazas are not permitted to be used for commercial vendors, unless they are participating in an approved festival or special event.

**\* C-30.140**      Public Art Policy**1.      PURPOSE**

Art assists in creating a unique sense of place while adding vibrancy to public spaces. The Public Art Policy will provide direction for Council, staff, the arts and general community to enable the City of Cambridge to assess and acquire works of Public Art for placement on City owned property.

**2.      POLICY STATEMENT**

The City of Cambridge supports the inclusion of art in public places. The Public Art Policy will provide a plan and a definite course of action:

- 2.1      to make public art available and accessible
- 2.2      to display, store, protect and maintain public art
- 2.3      to ensure the process for acquiring public art is open, fair and equitable
- 2.4      to provide adequate funding to acquire and preserve public art
- 2.5      to build a collection representing works of the highest quality by professional artists and artisans as a lasting legacy for Cambridge citizens
- 2.6      to actively support and encourage artists and artisans, in recognition of the special dimension they contribute to community life
- 2.7      to establish a consolidated Public Art Reserve Fund account dedicated to the city's Collection of artwork

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- 2.8 to allocate one percent of the costs of approved civic capital projects with construction budgets of \$100,000 and over to a consolidated Public Art Reserve Fund account. The maximum amount transferred to the Fund will be \$200,000 from any single civic capital project.
- 2.9 when funds become available for public art projects, the Public Art Subcommittee, a subcommittee of the Arts and Culture Advisory Committee, will provide an acquisition plan to Council for approval
- 2.10 In construction projects for which the City has provided grants or loans to an outside agency, the terms of the loan or grant agreement include a requirement for public art to be included in that project. The grant or loan must be in excess of \$100,000. The one percent allocation will not exceed \$200,000.

**3. DEFINITIONS****3.1 Public Art:**

- the City's Collection is owned by the Citizens of Cambridge and is entrusted to the Corporation of the City of Cambridge who will be responsible for its immediate and long term care
- will be located in public spaces

**3.2 Public Art Reserve Fund:**

The Public Art Reserve Fund will be used to cover costs related to the following:

- acquisitions initiated within the guidelines of the Public Art Policy
- administration and promotion of the Public Art Policy
- maintenance and conservation of the artworks within the City's Collection

**3.3 Public Space:**

- municipally owned areas available and frequently used by the public and can include but are not limited to: parks, open space, civic plazas, trail systems, building exteriors, foyers, and accessible interior areas where the public can go unaccompanied.

**3.4 Professional Artist:**

- A professional artist is a person who creates within the context of fine art; is critically established as an artist within a recognizable discipline; possesses skill, mastery, training and/or experience in an artistic discipline; is active in and committed to his or her art practice; and has a documented record of producing and exhibiting public art.

**3.5 Accession:**

- a work of art acquired or added; the acquisition of property by addition to existing property; an inventory of works of art in the Collection

**3.6 De-accession:**

- the formal process to permanently eliminate or otherwise dispose of a work of art from the Public Art Collection inventory

**3.7 Applicable Civic Capital Projects:**

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- all new and renovation construction budgets for civic facilities will allocate 1% of their capital budgets towards the Public Art Reserve fund.

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- 3.8 Open Competition-generated Commission:
- the Corporation may commission a work of public art by competition that is open to all artists.
- 3.9 Invitation Competition-generated Commission:
- in some cases the Corporation may issue a direct invitation to one or more artists to undertake a commission of a work of public art.
- 3.10 Public Art Subcommittee:
- a subcommittee of the Cambridge Arts and Culture Advisory Committee (CACAC){see #9 Management for further information}
- 4. PROCESS FOR COLLECTING WORKS OF ART**
- 4.1 The Public Art Subcommittee of CACAC is responsible to Council for overseeing the collecting of new works of art. When a civic capital project is approved, CACAC will direct the Public Art Subcommittee to recommend an appropriate course of action and oversee the entire acquisition process.
- 4.2 Works of art may be acquired by any one of four methods:
- (a) Open Competition-generated Commission
  - (b) Invitational Competition-generated Commission
  - (c) Purchase directly from artists or through reputable dealers
  - (d) Donation

**5. CRITERIA FOR SELECTING WORKS OF ART**

The following criteria will apply to works of art considered for the Collection:

- Works of art will be original
- Will be the works of professional artists who are Canadian citizens or have Permanent Resident status
- Will be appropriate to the site
- Ongoing care, maintenance and storage of the artwork will be a consideration during the selection process
- If artifacts of historical significance not within the archival collection's mandate are being considered, the Public Art Subcommittee will consult with the City's archival staff.

**6. THE CARE OF WORKS OF ART**

The City will safeguard the Collection as a legacy by employing best practices under all circumstances. This will include conserving, maintaining and handling the works of art in the Collection with all due care. The Public Art Subcommittee and/or curator will work in consultation where appropriate with the artist and City Facility Manager.

The Public Art Subcommittee must be consulted prior to the temporary removal or relocation of existing artworks. If and when artworks are in jeopardy, staff may have to

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relocate art prior to consultation; however the Public Art Subcommittee will be kept informed. The artist must be informed and consulted if the artwork is altered or damaged.

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**6.1 Installing and Exhibiting**

All works of art will be installed using appropriate methods. The movement of artworks to and from their exhibition space will be done with care and consideration.

**6.2 Conservation and Storage**

Proper facilities will be provided for the safe, secure storing of artwork. All artworks in transit and in storage will be protected from damage, and properly handled, lit, transported and stored.

**6.3 Maintenance and Repair**

An annual condition report will be prepared to examine the artwork itself, its hanging conditions, frames, mat boards and mounting materials. This assessment will be undertaken by a qualified curator.

**6.4 Inventory Management**

Inventory management is crucial to the integrity and safeguarding of the Collection. An accession (or inventory) list will be compiled and will record, where the information is known, the name and location of the artist, the name of the artwork, the date of completion, the artwork's medium and dimensions, photographic documentation, its value, its whereabouts and any other pertinent details of provenance and acquisition.

**6.5 Copyright**

The City will honour current copyright regulations with artists whose work is in the Collection.

**7. DONATION OF WORKS OF ART**

Occasionally, the City may be offered artwork. Public space is a valuable commodity, and accepting art confers a measure of respect and importance on both donor and artwork. The Public Art Subcommittee will recommend to Council whether to accept existing or proposed works of art into the Collection.

The City reserves the right to decline a gift, donation or loan of artwork. Financial donations or bequests intended for artwork will be deposited into the Public Art Reserve Fund.

The Public Art Subcommittee will refer to criteria for acceptance found in the Procedures document.

The City will arrange for an independent appraisal if the donor requires a receipt. The Corporation of the City of Cambridge will issue a receipt based upon appraised value after the donation has been accepted.

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The Public Art Subcommittee will prepare a report for Council providing the justification for de-accessioning works of art from the Collection. The de-accessioning of public art will only be recommended after a comprehensive assessment is undertaken, and the artist is consulted, where appropriate. The report will include recommendations for disposal; if any monies are received through the sale of the work(s), those monies will be placed in the Public Art Reserve Fund.

In the event of accidental loss, theft or vandalism, the City retains the right to determine whether replacement or de-accessioning of the artwork is appropriate.

Works of art will not be acquired as investment or for profit at a later date.

**9. MANAGEMENT**

The Community Services Department (CSD) will be responsible for the implementation of the Public Art Policy in conjunction with the Cambridge Arts and Culture Advisory Committee (CACAC).

The CACAC will appoint a subcommittee known as the Public Art Subcommittee to provide advice and recommendations pertaining to artworks added to, de-accessioned from, and within The Collection. This subcommittee may be composed of one City of Cambridge staff to act as a liaison plus up to five Cambridge and area residents.

The CACAC, at their discretion, will call upon the advice and services of professional and/or contract consultants, including Cambridge Galleries' director and/or curators, city staff such as the Archivist, and/or CSD staff.

For Open competition-generated commissions or Invitational competition-generated commissions, a formal process and appointed jury must be approved by City Council. When a commission is approved by Council, resulting in the acquisition of artwork, the artist(s) will enter into a legal contract with the City of Cambridge.

**10. FUNDING**

The City of Cambridge will entrust the CACAC with the responsible stewardship and development of The Collection. The Public Art Reserve Fund will ensure the integrity of The Collection. The CACAC will report to council concerning the budget and any expenditure from the Fund.

The funding will specifically be used to cover the costs of:

- (a) the acquisition of works of art
- (b) costs related to administering a process of acquisition
- (c) maintenance, repair and preservation of public art
- (d) costs related to the acceptance, installation and maintenance of donated artwork.

Approved by Council May 31, 2010

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