



11.4.

MEMORANDUM

Date: January 10, 2025 File: 0282-01
To: Mayor & Council
From: Sue Ketler, Deputy Municipal Manager / Director, Parks, Culture & Community Services
Re: **Community Grants Framework Policy and Procedure; and
Municipal Art Collection Policy and Procedures**

RECOMMENDATION:

THAT

1. Community Grants Framework Policy 0121 (Version 1) be rescinded;
2. Community Grants Framework Policy 0121 (Version 2) be approved; and
3. Community Grants Framework Procedure 0186 (Version 1) be approved.

THAT

1. Municipal Art Collection Policy 0081 (Version 1) be rescinded;
 2. Municipal Art Collection Policy 0081 (Version 2) be approved;
 3. Municipal Art Collection Public Art Procedure 0184 (Version 1) be approved; and
 4. Municipal Art Collection Art Museum Procedure 0185 (Version 1) be approved.
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The purpose of this memorandum is to request Council approval of the revised Community Grants Framework Policy 0121 and Municipal Art Collection Policy 0081; and to approve related procedure documents that complement existing Council policies.

Revisions to the two subject policies are limited to including reference to the proposed procedure documents, under section 6. Related Policies or Procedures.

The procedure documents were previously Administrative Procedures, approved by the Municipal Manager. The procedure documents required updating, and are being brought forward for consideration of approval by Council to complement the associated policy.

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The Community Grants Advisory Committee endorsed Community Grants Framework Procedure 0154 at its October 12, 2023 meeting. No further changes were made since that date. Procedure 0186 contains minor housekeeping updates and is being brought forward for Council approval.

The Art Museum Advisory Committee endorsed Municipal Art Collection Art Museum Procedure 0162 at its November 28, 2023 meeting. No further changes were made since that date. Procedure 0185 contains minor housekeeping updates and is being brought forward for Council approval.

The Public Art Advisory Committee endorsed Municipal Art Collection Public Art Procedure 0082 at its November 15, 2023 meeting. Proposed additions set out in Procedure 0184 under the Community Public Art programs section are outlined below to enable the District of West Vancouver (District) to propose temporary public art projects or public art murals on District property for review and approval by the advisory panel.

Additions:

- **Temporary Public Art**
3.18.2. (e) The District may initiate proposals to install temporary art installations on District property for review by the advisory panel.
- **Public Art Murals**
3.19.6. The District may initiate proposals to produce art murals on District property for review by the advisory panel.

Appendices

- Appendix A: Community Grants Framework Policy 0121 (Version 2)
Appendix B: Community Grants Framework Procedure 0186 (Version 1)
Appendix C: Municipal Art Collection Policy 0081 (Version 2)
Appendix D: Municipal Art Collection Public Art Procedure 0184 (Version 1)
Appendix E: Municipal Art Collection Art Museum Procedure 0185 (Version 1)

District of West Vancouver POLICY

Title: Community Grants Framework
Division: Parks, Culture & Community Services
Policy Number: 0121
File Number: 0282-20-0121

1. Purpose

- 1.1. To support the delivery of cultural and community services in, or for citizens of, West Vancouver; support fair and consistent review of all applications for the Community Grants Program; and set out the requirements for grant recipients.

2. Scope

- 2.1. This policy applies to the District of West Vancouver's Community Grants Program and any other community grants programs established by Council.

3. Definitions

- 3.1. "Advisory Panel" is a community-based advisory panel that works with staff to provide community input into operational matters.
- 3.2. "Community Grants Program" is a funding program to support youth and not-for-profit organizations that deliver important social, arts, cultural and community services in or for the citizens of West Vancouver.
- 3.3. "District" means Council and/or authorized staff.
- 3.4. "Local to Global Youth Initiatives Grants" empower young people to impact their communities by investing in individuals, as well as grassroots community projects. The purpose of grants from this fund is to provide support for participation and event costs.

4. Policy Statement

- 4.1. The Community Grants Framework Policy supports the delivery of cultural and community services in, or for citizens of, West Vancouver.
- 4.2. The Community Grants Framework Policy benefits residents of West Vancouver by:
 - supporting diverse organizations and youth that respond to a broad spectrum of community needs and interests;
 - providing local government sponsorship for community organizations to attract funding from senior levels of government, donors, and foundations; and
 - encouraging civic engagement, service, and volunteerism.

5. Authority

- 5.1. Council determines the budget for the Community Grants Program through the District’s annual budget process and approves the annual grants awards.
- 5.2. An advisory panel works with staff to oversee the Community Grants Program and provide independence in the adjudication process. The advisory panel makes funding recommendations which are forwarded to the Arts & Culture Advisory Committee prior to Council approval. The Local to Global Youth Initiatives Grants are reviewed by the advisory panel and staff, with recommendations forwarded to the Director of Parks, Culture & Community Services for final approval.
- 5.3. District staff is responsible for the collection, analysis and presentation of the Community Grants Program applications and other relevant information to the advisory panel.

6. Related Policies or Procedures

- 6.1. Community Grants Framework Procedure 0186

7. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2023/11/20	
Council minutes eDocs # (Council Policies only)	5681307	
Council report eDocs # (Council Policies only)	5665530	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		

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Replacement Description	
Signature	

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0186)	<input type="checkbox"/> No
Date of last review	2024	

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District of West Vancouver PROCEDURE

Title: Community Grants Framework
Division: Parks, Culture & Community Services
Procedure Number: 0186
File Number: 0282-20-0186

1. Governing Policy

- 1.1. This procedure is associated with the Community Grants Framework Policy 0121.

2. Scope/Application

- 2.1. This procedure applies to the District of West Vancouver's Community Grants Program and any other community grants program established by Council.

3. Procedure

3.1. Community Grants Program Streams

- 3.1.1. There are currently four distinct streams within the Community Grants Program:

- a) Arts, Culture & Heritage;
- b) Community & Social Services;
- c) Community Vitality & Environment; and
- d) Local to Global Youth Initiatives.

Arts, Culture & Heritage grants support the development of the cultural sector in West Vancouver for all categories of arts.

Community & Social Services grants support organizations working to address and find solutions to community social issues that impact residents. This includes meeting the needs of vulnerable populations, respecting social diversity, and promoting social integration and inclusion.

Community Vitality & Environment grants support organizations working on one-time projects to improve or enhance a sense of community, green and healthy environments, and engagement of West Vancouver residents through community initiatives.

Local to Global Youth Initiatives grants empower young people to impact their communities by investing in individuals, as well as grassroots community projects. The grant recognizes individual youth who act as ambassadors of West Vancouver by participating in competitions, tournaments, competitive festivals, workshops, conferences, or leadership initiatives that are regional, provincial, national or international in scope. The grant can also assist groups who wish to create these types of opportunities in West Vancouver for youth. The purpose of grants from this fund is to provide one-time support for organization, participation and/or event costs.

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3.2. Types of Community Grants

- 3.2.1. *Operating grants* support organizations for services provided on an ongoing basis, or to organizations that provide a single service, whether ongoing throughout the year or recurring annually. Only applications to the Arts, Culture & Heritage stream and the Community & Social Services stream are eligible for operating grants.
- 3.2.2. *Project grants* support organizations to implement specific programs or projects with an identifiable end date. Applications to all stream categories (Arts, Culture & Heritage; Community & Social Services; Community Vitality & Environment; and Local to Global Youth Initiatives) are eligible for project grants. Project grants are generally not multi-year in nature.

Some organizations apply for funding for a variety of distinctly different services. An organization submitting more than one project grant application must be able to distinguish and differentiate all the required elements of each project.

A maximum of two project grants may be submitted for any one funding cycle if an operating grant is also submitted.

A maximum of three project grants may be submitted for any one funding cycle if no operating grant is submitted.

3.3. Grant Adjudication Process

- 3.3.1. Organizations seeking grants must meet the specific eligibility criteria and additionally provide complete information set out in the application form. During the grant adjudication process, other information may be requested to fully consider the application.
- 3.3.2. Grant applications are reviewed by an advisory panel to provide an independent adjudication process and funding recommendations are forwarded to the Arts & Culture Advisory Committee for review prior to Council approval.
- 3.3.3. Applications for grants from the Local to Global Youth Initiatives stream are received, adjudicated and funded throughout the year; the advisory panel makes recommendations to the Director of Parks, Culture & Community Services for approval.

3.4. Eligibility for Operating and Project Grants

- 3.4.1. With the exception of applications for the Local to Global Youth Initiatives, all applicants must be not-for-profit organizations in good standing and currently incorporated as a “society” under the BC Societies Act.
- 3.4.2. A group of individuals with support from a not-for-profit organization may apply for a project grant. If approved, the grant will be issued to the not-for-profit organization and that organization will be entirely responsible for all accountability requirements.
- 3.4.3. Organizations seeking grants must meet specific eligibility criteria and provide complete information set out in the application form. During the grant adjudication process, other information may be requested to fully consider the application.

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3.4.4. The Community Grants Program does not fund:

- individuals or businesses (except Local to Global Youth Initiatives grants);
- fundraising projects or programs;
- projects or applications that provide flow-through funds or grants to other organizations;
- endowment funds, capital costs or start-up costs;
- 100% of any operating or project costs;
- debt retirement or reserves; mortgage pay-downs;
- expenses incurred prior to the application date;
- activities and events by religious, ethnic, cultural or political organizations that primarily serve their membership and/or their direct purposes;
- groups that disparage others;
- organizations that do not demonstrate financial need; and
- services provided by or contracted by other levels of government including medical treatment or rehabilitation programs that are funded by the Medical Services Plan of BC.

3.5. Criteria for Operating and Project Grants

3.5.1. Grant applications are adjudicated considering the following criteria:

- Organizations must be in good standing and currently incorporated as a “society” under the BC Societies Act.
- Services and programs to be funded must be aligned with the purpose of the Community Grants Program.
- Applicants must show evidence of a need for the service provided to the community. The advisory panel reviews the applicant organization’s annual budget and/or program budget, its diversified funding base including grants, earned revenues and community support through sponsorships and donations (cash and in-kind), and any unallocated reserves held by the organization.
- Organizations must demonstrate that the activities within their application meet the needs of West Vancouver residents and/or enhance residents’ quality of life.
- Applicants must identify the number of West Vancouver residents served and/or the impact of the service on meeting residents’ needs.
- Volunteer base.
- The ability of the organization to implement the program or service.
- The annual Community Grants Program budget available and number of applications received.

3.5.2. In adjudicating applications, the advisory panel may take into consideration other benefits received by the applicant from the District, such as use of municipal facilities, receipt of services without charge or below ordinary cost, and benefits derived through Permissive Tax Exemptions.

3.5.3. Operating grants may be up to a maximum of \$15,000 annually.

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- 3.5.4 Project grants may be up to a maximum of \$10,000 annually.
- 3.5.5. If the project or program is north shore-wide, a West Vancouver component must be clearly identified.
- 3.5.6. Festivals, special events, tournaments, and anniversary celebrations will be considered for project grants.
- 3.5.7. Special events that build awareness of an organization's activity will be considered for project grant funding. If the event is to be repeated, or become annual, it should be incorporated within the operating activities of the organization and an application should be made for an operating grant.
- 3.5.8. Other funding sources for project grants should be sought and identified in the application.

3.6. Criteria for Local to Global Youth Initiatives Grant

- 3.6.1 Individuals or groups of youth may apply.
- 3.6.2. Applications from groups must be for initiatives held in West Vancouver or be able to demonstrate a significant benefit to West Vancouver's youth.
- 3.6.3. Individual applicants must be West Vancouver residents aged 25 or younger at the time of the event.
- 3.6.4. Each application is considered on a first-come, first-serve basis. Should the Local to Global Youth Initiatives stream be exhausted in a given year, remaining applications that are eligible and would otherwise be recommended will be placed in sequence for review and consideration in the following fiscal year. In this event, such applicants do not need to re-submit their application.

3.7. Multi-Year Funding

- 3.7.1. Operating grants may be given on a multi-year basis with three years being the maximum. Multi-year funding is exceptional, is not guaranteed for any applicant, and is dependent on funds available in the Community Grants Program. The intent of multi-year funding is to provide the organization with some certainty for planning, budgeting and attracting other sources of funding. Multi-year funding is subject to performance and may be withdrawn if the applicant does not perform or fails to provide documents to evidence performance. A request for multi-year funding must be submitted in an accompanying letter along with the grant application form outlining the need for multi-year funding and a two to three-year budget estimate.

3.8. Funding Acknowledgement and Reporting

- 3.8.1. Organizations receiving a Community Grant must acknowledge funding assistance on all appropriate print and web-based material relating to the organization with the following: *We gratefully acknowledge the support of the District of West Vancouver through their Community Grants Program.*
- 3.8.2. Organizations receiving a Community Grant must submit a completed annual Accountability Form for each grant received. Failure to submit an Accountability

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Form will affect the organization’s eligibility to access funds from the Community Grants Program in future.

3.9. Annual Allocation of Program Funding

- 3.9.1. Council determines the budget for the Community Grants Program through the District’s annual budget process.
- 3.9.2 The budget for the Community Grants Program (except Local to Global Youth Initiatives) is separated into different program streams reviewed annually by an advisory panel and approved by the Director of Parks, Culture & Community Services based on the number of applications received and amount of funding requested in each stream for:
 - a) Arts, Culture & Heritage;
 - b) Community & Social Services; and
 - c) Community Vitality & Environment.

Based on the approved funding for each program stream, grant adjudication is conducted by the advisory panel. Recommendations by the advisory panel are reviewed by the Arts & Culture Advisory Committee and forwarded to Council for final consideration and approval.
- 3.9.3. The Local to Global Youth Initiatives program stream is reviewed annually in January and budget allocation is approved by the Director of Parks, Culture & Community Services. Based on the approved funding for this program stream, grant adjudication is conducted by the advisory panel and forwarded to the Director of Parks, Culture & Community Services for final consideration and approval.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date		
Council minutes eDocs # (Council Procedures only)		
Council report eDocs # (Council Procedures only)		
Signature		

5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2024	

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District of West Vancouver POLICY

Title: Municipal Art Collection
Division: Parks, Culture & Community Services
Policy Number: 0081
File Number: 0282-20-0081

1. Purpose

- 1.1. To provide framework and guide recommendations and decisions for the Municipal Art Collection.
- 1.2. Implementation of this policy is outlined in the related procedures.

2. Scope

- 2.1. This policy addresses definitions, enrolment criteria, quality assessment, relevance, site and display, donations, purchase, commissioning, safety and maintenance, deaccessioning, and management of the Municipal Art Collection.
- 2.2. This policy does not incorporate the policy and procedure of the West Vancouver Memorial Library's collection.

3. Definitions

- 3.1. **Acquisition** means the process of accepting artistic work whether by commissioning, purchase, gift, or other means, into the Municipal Art Collection.
- 3.2. **Advisory Panel** means a community-based advisory panel that works with staff to provide community input into operational matters.
- 3.3. **Charitable Tax Receipt** means a receipt issued for income tax purposes in compliance with Canada Revenue Agency regulations.
- 3.4. **Deaccessioning** means the process of removing an artistic work from the Municipal Art Collection.
- 3.5. **District** means the District of West Vancouver.
- 3.6. **Donation** means goods given to the District with no expectation of reciprocal provision of goods and services to the donor, other than recognition mutually agreed. Donations do not constitute a business relationship since no reciprocal consideration exists. Donations are given voluntarily and without compensation or non-monetary considerations such as advertising, promotion, production, or services.
- 3.7. **Municipal Art Collection** means works of art owned by the District of West Vancouver that meet stated criteria. The Municipal Art Collection is recognized as an important

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element of West Vancouver's cultural heritage and is a significant legacy for future generations.

- 3.8. Municipal Art Collections Database** is the unified online database of collections from the West Vancouver Art Museum, Archives, and public art that is publicly searchable.
- 3.9. Public Art** means a work(s) of art located in a public space accessible to the public. This definition covers a wide range of art forms including but not limited to: temporary and portable, permanently situated and/or integrated three-dimensional and two-dimensional works such as paintings, prints, sculptures, murals, mosaics, unique street furniture elements, projection works, lighting, multi-media and any of the above created as memorials. Not all works of public art will be enrolled in the Municipal Art Collection (example: temporary public art).
- 3.10. Public Art Reserve Fund** was established in 2016. The District's Public Art Reserve Fund receives a minimum annual contribution of \$50,000 for public art to enable the commissioning or preservation of public art and furthering the goals of the District's Public Art Program and policy as approved by Council as outlined in Public Art Reserve Fund Bylaw No. 4912, 2016. Additionally, one percent (1%) of the unrestricted Community Amenity Contributions received are allocated to the Public Art Reserve Fund to support the provision of public art. Additional contributions may also be received from donations or proceeds from the sales of District owned public art.
- 3.11. Preventative Conservation** means the treatment of a deteriorated or damaged work of art to restore it as accurately as possible to its original condition.

4. Policy Statement

- 4.1** The District of West Vancouver (District) will:
- a) Celebrate and promote its art.
 - b) Acquire art and facilitate the creation of art that expresses the spirit, values, or vision of our community and incorporate these works into the Municipal Art Collection.
 - c) Display, maintain, insure, and protect the Municipal Art Collection.
 - d) Work with the Squamish Nation, Tsleil-Waututh Nation, and Musqueam Nation and its contexts within the community to interpret First Nations culture and history with full respect of the peoples concerned and in accordance with the Truth and Reconciliation Commission of Canada: Calls to Action.
 - e) Include and fund public art through voluntary Community Amenity Contributions as part of rezoning applications and that the public art be commensurate with the size and scope of the project but be no less than one percent (1%) of the total value of the Community Amenity Contributions.
 - f) Commit to public art in suitable municipal capital projects commensurate with the size and scope of the project.

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- g) Look for opportunities to integrate public art into the concept and planning stage of all significant District of West Vancouver capital projects.
- h) Enhance existing Development Permits guidelines for local commercial areas by encouraging the provision of public art.
- i) Accept donations of works of art provided they meet the criteria established for the Municipal Art Collection or with the express purpose of selling them to support the Municipal Art Collection.
- j) Encourage and accept donations of funds for the purchase of art and/or the creation of public art.
- k) Involve art professionals, historians, artists, experts and interested individuals in the community as juries, advisory groups, or panels on an “as needed basis” for projects of public art and donations of art to the municipality.
- l) Consider a variety of funding options for acquiring art and the creation of public art including collaboration with private individuals, community organizations and business.
- m) Retain a public art reserve fund that will hold donated, earned or allocated funds for the acquisition, commission or care of public art and the Municipal Art Collection. The District may also seek additional outside funding for public art projects.
- n) Establish and continue to foster a public art program that will be evaluated as needed, so that changes may be recommended for Council consideration.
- o) Provide adequate care and maintenance of all artworks in the Municipal Art Collection. Conservation and restoration assessments will be carried out by professionals, and regular assessments of artwork conditions will be conducted. Annual funds will be allocated for maintenance and restoration purposes. The artist/maker of the artwork may be involved in the assessment and repair process.

4.2 Purchase of Art

- p) The District will purchase portable works of art when resources are available.
- q) Works considered for purchase may show preference to West Vancouver artists, defined by birth, residency or prolonged commitment to the District.
- r) Selection of created works of art for purchase will be through a convened advisory panel.
- s) Funds will be allocated for the purchase for portable works of art through the municipal capital budget process, the Public Art Reserve Fund or a directed donation.

4.3 Commissioned Public Art

- t) Works of public art commissioned and created for West Vancouver will be considered enrolled into the Municipal Art Collection, unless otherwise specified.
- u) Commissioning of public art will be a fair and equitable process.

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4.4 Donation of Art

- a) Potential donations will be assessed on their artistic, cultural, historical and social merits before being accepted into the District's inventory; the availability of a suitable location; and available funds for the ongoing maintenance and conservation of the work.
- b) All donations of art will be reviewed by District staff and when deemed necessary, by a convened advisory panel in accordance with the criteria of the Municipal Art Collection. The District has no obligation to accept any donation proposed by a donor.
- c) Donations of art will also be aligned with the requirements of the Donations to the District Policy 0125.
- d) Evaluation of works for a municipal tax receipt must be done by an independent art assessor and may be at a cost of the donor.
- e) The District reserves the right not to hold a donated work of art in perpetuity.

4.5 Deaccessioning

The District shall consider works for deaccessioning that no longer contribute to the Municipal Art Program. A record of deaccessioned works shall be maintained by the District.

Deaccession Evaluation Criteria

- Works that are not relevant or significant to West Vancouver and/or for which documentation that illustrates relevancy cannot be secured;
- Works that are not relevant or useful to the purposes and activities of the District;
- Works which cannot be preserved properly;
- Works that are deteriorated beyond usefulness and/or become an encumbrance;
- The need of the District to improve or strengthen another area in order to further the goals of the District.

4.6 Repatriation of Indigenous Cultural Material

- a) The Municipal Art Collection may include Indigenous cultural material defined as objects with provenance to Indigenous peoples including cultural belongings, as well as archival records, tapes, films and photographs that depict Indigenous people or aspects of their culture. The District recognizes that Indigenous peoples may wish to reclaim material of Indigenous cultural patrimony that are currently part of the Municipal Art Collection. The District recognizes the importance of the cultural materials to Indigenous peoples and will work collaboratively toward repatriation or collaborative decision-making agreements as applicable and on a case-by-case basis guided by the Indigenous community.
- b) This Policy is informed by the recommendations of UNDRIP, which the provincial government passed legislation to implement in November 2019, and the Truth and Reconciliation Commission of Canada: Calls to Action. It also aligns with the applicable policies of the Royal BC Museum's Indigenous Collections and Repatriation Policy (March 2019).

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- c) The District and/or Indigenous peoples may initiate conversations with the other party about repatriation, determining provenance, and related options with respect to Indigenous cultural material in the District's Municipal Art Collection. Staff will be expected to support the District as necessary in terms of providing documentation and other information pertaining to the artifacts in their collections.
- d) Existing Indigenous cultural material at the District is a historic legacy to the District and its Municipal Art Collection. While the District has an obligation to care for and protect its collections including the Indigenous cultural material, there is no necessity for the District to manage Indigenous cultural material when an Indigenous community has a specific interest in caring for that material.
- e) The District is committed to providing Indigenous peoples with access to information pertaining to Indigenous cultural materials (taking into account the restrictions of the Freedom of Information and Protection of Privacy Act) including photographs of artifacts and other applicable documents.

4.7 Collection Management

- a) The Municipal Art Collection will be managed by the Cultural Services Department of the District.
- b) District staff will maintain an electronic inventory of the District's Municipal Art Collection and ensure that information is available to the public through the District's online Municipal Art Collections Database.
- c) District staff will identify and oversee any maintenance required on existing pieces of work.
- d) Staff and resources will be assigned to this work as needed through the annual operating and capital budget process.

5. Authority

- 5.1. Donated, purchased, or commissioned individual works including 2-dimensional prints, paintings, temporary and permanent structures in public places valued at or under \$10,000 may be approved by the Director, Parks, Culture & Community Services.
- 5.2. Donated, purchased, or commissioned individual works not including permanent structures in public places valued at or under \$25,000 may be approved by the Municipal Manager.
- 5.3. Donated, purchased, or commissioned individual permanent works in public places valued over \$10,000 require approval of Council.
- 5.4. Donated, purchased or commissioned individual works that are a permanent asset for the District (including 2-dimensional prints, paintings, sculptures and permanent public works in public places) valued over \$25,000 require approval of Council. Permanent structures in public places valued over \$25,000 may be referred to a public consultation process.

6. Related Policies or Procedures

- 6.1. Municipal Art Collection Public Art Procedure 0184
- 6.2. Municipal Art Collection Art Museum Procedure 0185
- 6.3. Donations to the District Policy 0125

7. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2024/04/08	
Council minutes eDocs # (Council Policies only)	5718248	
Council report eDocs # (Council Policies only)	5715048	
Signature	<i>[Original signed by Mayor]</i> _____ MAYOR	

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Replacement Description		
Signature		

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0184 and 0282-20-0185)	<input type="checkbox"/> No
Date of last review	2024	

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PROCEDURE

Title: Municipal Art Collection Public Art
Division: Parks, Culture & Community Services
Procedure Number: 0184
File Number: 0282-20-0184

1. Governing Policy

- 1.1. This procedure is associated with Municipal Art Collection Policy 0081.

2. Scope/Application

- 2.1. This procedure guides staff in collection development and care of the Municipal Public Art Collection. The Municipal Public Art Collection encompasses works of public art owned by the District of West Vancouver (District) that are not in the collection of the West Vancouver Art Museum but part of the Municipal Art Collection.
- 2.2. The Municipal Public Art Collection strives to:
- (a) Encourage community participation in creating public spaces and take pride in public cultural expression;
 - (b) Encourage public dialogue about art and issues of interest to residents;
 - (c) Increase public awareness, understanding and enjoyment of the arts in everyday life;
 - (d) Create opportunities for the community and artists to participate in the design of the public realm;
 - (e) Select art through a process that incorporates professional and community input that ensures the quality of art and its relevance to the community and site;
 - (f) Develop programs and procedures that include permanent, temporary and community public art as well as murals to create opportunities for community engagement. Programs are developed from time to time to address emerging trends and community needs to advance the Program. Programs may be funded from the Public Art Reserve Fund, community partnerships, grants, sponsorships, or donations; and
 - (g) Integrate public art into the concept and planning stage of all significant District of West Vancouver capital and landscape planning processes.

3. Procedure

3.1. Advisory Panel

- 3.1.1.** A Public Art Advisory Panel (advisory panel) will be formed and may be composed of representatives of Council committees, professional artists, architects, designers, landscape architects, engineers, and other interested individuals in the community.
- 3.1.2.** The advisory panel will convene as needed to support the process of selection, assessment, purchase, placement, and maintenance of works of art offered as a donation or acquired through the public art program.
- 3.1.3.** Different groups may be convened for different tasks but will include a member of the Public Art Advisory Panel.

Permanent Public Art

3.2. Enrolment of Public Art

- 3.2.1.** Enrolment to the Municipal Public Art Collection will be considered by the advisory panel based on Section 3.3 at the call of Cultural Services staff.
- 3.2.2.** Professional standards of collection, cataloguing, care, and preservation will be applied through the enrolment process to the Municipal Public Art Collection.
- 3.2.3.** Artwork approved for enrolment into the public art inventory will be added to the Municipal Art Collections Database. Documentation related to the artwork including photographs, insurance appraisals, condition, and signed deeds or gift documents will be stored by District staff electronically and/or at the offices of Parks, Culture & Community Services Division of the District.

3.3. Quality

The District will enrol a work of art into the Municipal Public Art Collection if it meets the following criteria:

3.3.1. Quality Assessment

- (a) The work has a strong inherent aesthetic quality as assessed by two independent art curators/consultants or a convened jury of art experts.
- (b) The District reserves the right to pass judgement on whether the theme or content of the work is acceptable to the community.

3.3.2. Relevance

- (a) The work of art should have relevance to the residents of West Vancouver through natural history, heritage, culture, or cultural diversity.
- (b) Preference may be given to a work by a West Vancouver artist defined by birth, residency, or prolonged commitment in the municipality.

3.3.3. Value Assessment

- (a) The value of the work is assessed by one independent art curator/consultant or the number required by the Canada Revenue

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Agency or the District's finance policies, for the provision of a charitable donation receipt. This may be at the cost to the donor if the work is donated.

- (b) The value of the work may be assessed through the purchase price where a receipt can be presented and the work can be shown to be within the typical values of the artist.
- (c) The work must be in good repair and in a stable condition.
- (d) The work does not become a financial liability or burden for future generations.

3.3.4. Rights and Responsibilities

- (a) The work becomes the sole property of the District.
- (b) The "exhibition" rights for the work must be provided to the District by the artist and/or donor.
- (c) The District has the rights to lend or store the work.
- (d) The work will be accompanied where appropriate by an information plaque. The plaque will include the name of the artist, the donor if appropriate, date of the execution, media employed, and title of the work if titled.
- (e) Release of the copyright for reproducing the work must be granted to the District. This will allow the District to use the image for municipal publications, for purposes of promotion or representing the municipality as long as no direct financial benefit issues to the District.

3.3.5. Additional Requirements for Public Art Whether Donated, Purchased, or Commissioned

- (a) Site and Display of Public Art
 - A public location suitable to the District must be available with which the work will be visually compatible. The aim is to assure that the work is in scale and integrated into the environment or setting.
 - The theme of the work and how this theme fits the proposed location will be taken into consideration.
 - Density of other works and/or memorials in the proposed location will be taken into consideration.
 - Work must be appropriate in the District's opinion in relation to programs and activities occurring in and around the proposed location. The work must take into consideration the people using the area and the security and safety of the work. It must not hinder circulation or flexibility of uses of the site.
- (b) Safety and Maintenance
 - The work must not endanger the public (e.g. solidly mounted).
 - The work shall not require any unreasonable maintenance.

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- The work must be as much as possible vandal resistant.
- The work can be easily and efficiently protected and preserved.

3.4. Donations of Public Art

3.4.1. Types of Donations

(a) Portable Existing Works of Art

Artworks of a scale appropriate for rotation through public spaces belonging to the District. Works include paintings, prints, and small sculptures. The placement of portable works may not be stipulated as a condition of the donation.

(b) Non-Portable Existing Works of Art

Artworks of a scale larger than would be appropriate for the portable collection and would require a semi-permanent or permanent site.

(c) Commissioned Works of Art

Commissioned gifts to the District that usually require a specific and permanent site.

- 3.4.2.** Prior to a donation being considered, a proposal must be submitted to Cultural Services with the following information: photographs, correctly scaled sketches or other clear representation of the artwork being donated, name of the artist, media, size, date of creation, copyright information, and history if known.
- 3.4.3.** Staff will convene the advisory panel to review the donation within the criteria of the Municipal Public Art Collection. If the proposed donation is a memorial, it must also follow a review process for placing memorials in public spaces.
- 3.4.4.** Upon a positive recommendation by staff and the advisory panel, the value assessment by independent assessor(s) will be requested of the donor if the work exists. If the donation is a commission for the work to be created, the value for income tax receipts will be based on the creation costs of the work.
- 3.4.5.** A maintenance fund may be required of the donor prior to acceptance of the work.
- 3.4.6.** Works outside the Municipal Public Art Collection criteria may be accepted as donations on the understanding that these works may be sold to support the care, exhibition, and maintenance of the Municipal Public Art Collection.
- 3.4.7.** With acceptance of the art, the District will provide an income tax receipt if requested for the value assessed by the independent assessor(s) or from the value of the held receipts for its creation. The District follows current Canada Revenue Agency guidelines and procedures for issuing charitable tax receipts.
- 3.4.8.** Gifts of State may be presented to the District by visiting dignitaries or representative of other countries and governments. The review procedures do not apply to gifts of state.

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3.5. Commissions of Public Art

3.5.1. Sponsors, whether donors or staff, should work with the advisory panel that will provide skilled assistance on selection procedures, technical and budgetary concerns; and on the uses, appropriateness, quality, and variety of art options for the commission. Relevant divisions of the District including Planning & Development Services, Engineering & Transportation Services, and Parks, Culture & Community Services will also be consulted as appropriate.

3.5.2. The goals of a selection process are to:

- (a) implement the agreed upon goals of the project;
- (b) ensure quality and integrity in the artwork; and
- (c) choose an artist or artwork that best responds to the distinctive characteristics of a site or facility.

3.5.3. Commissioned works will go through a two-phase review process:

- (a) The first “in-concept” phase identifies the concept, location, and budget. The District may call upon public input during the “in-concept” phase.
- (b) The second phase occurs when the design has been developed in detail with construction, installation, and maintenance issues addressed.

Sponsors of donations are encouraged not to commit to specific designs prior to the approval of the “in-concept” proposal and site.

3.5.4. Once a commissioned work of art is completed, it will either be accepted into the Municipal Public Art Collection or remain as a temporary work in the public domain. Final acceptance into the Municipal Public Art Collection will not be granted prior to establishment of required maintenance provisions.

3.6. Selection Process for Commissioning of Public Art

3.6.1. An artist is:

- (a) a practitioner in the visual arts;
- (b) generally recognized by critics and peers as a professional of serious intent; and
- (c) of recognized ability who produces works of art.

3.6.2. Any of the following methods of selecting an artist(s) is possible although they are not exclusive.

(a) Open Competition

A request for proposals (RFP) inviting artists to submit resumes, slides and a short concept proposal is widely distributed. When the selection is narrowed to at least two finalists, the artists will be commissioned to produce models or working drawings that specifically address suggested materials, construction, and placement on the site. A final decision is made after review of the models and drawings. The District will pay honorariums to selected finalists for the development of detailed designs, models, and drawings of a selected concept proposal.

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(b) Limited Competition

A request to participate is sent to a selected list of artists requesting that they submit resumes, slides, and a short proposal for a project. A short list of at least two is selected from the responding artists and the finalists are commissioned to develop their concept through models and working drawings specifically using the materials, process of construction and placement on the site. A final selection is made after review of models and drawings. The District will pay an honorarium to the finalists for the detail development of a concept.

(c) Invitation

An artist (or group of artists) is directly chosen for a specific project and invited to submit a proposal. The artist(s) may be commissioned to produce models or working drawings that specifically address suggested material, construction, and placement on the site.

(d) Direct Purchase

A completed work of art is selected for a site. The artist(s) may be required to provide pictures of the completed work showing it in its proposed site. The District should enter into a written contract with the artist(s) who produced the work.

3.7. Bequests for Public Art

3.7.1. Bequests for commissioning a work of art should go through the process outlined above and may require provisions for the administration of the commission as well as the future maintenance of the work of art, as part of the bequest.

3.7.2. Bequests may be made to the District's Public Art Reserve Fund for future projects that can vary in scope from being general gifts to unspecified creation or purchase of art or to gifts that are of a specified scope. A stipulation may be acceptable if it falls within the policy criteria, for example, the donor could stipulate that the bequest be used to purchase portable works by Indigenous artists.

3.8. Bequests or Donations for Water Features Including Fountains, or Park Amenities

Definitions:

- (a) Fountains may be fairly simple or large and complex. They are considered as a separate category because of the additional infrastructure required and maintenance implied. (e.g. Eye of the Mountain Bear).
- (b) Park accessories and typical park amenities such as park furniture and street mosaics may fall within the public art definition if they are not prefabricated, and factory manufactured. For unique, one-of-a-kind creations these amenities must be considered for acceptance through an advisory panel in the planning process and may be considered for enrolment to the Municipal Public Art Collection.

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3.9. Approval Criteria for Bequests or Donations for Water Features Including Fountains, or Park Amenities

- 3.9.1.** Bequests or donations can vary greatly in scope and the impact they have upon a facility, park or public open space. Therefore, the review and process for allowing them to occur must be addressed uniquely and reflect those potential differences.
- 3.9.2.** All bequests or donations that are of a significant size and are referred to the advisory panel for consideration should be judged for appropriateness according to the following criteria. These criteria are intended to serve as guidelines for the reviewing body.
- (a) If an individual or event is being honoured, Council determines if the person or event is deemed significant enough to merit such an honour. The person honoured shall have been deceased for a minimum of two years. The event or organization has community relevance.
 - (b) The bequest represents broad community values.
 - (c) The bequest has timeless qualities and makes a statement of significance to future generations.
 - (d) The location under consideration is an appropriate setting for the bequest; in general, there should be some specific geographic justification for the memorial being located in that spot.
 - (e) The location of the bequest will not interfere with existing and proposed circulation and use patterns of the facility, park or open space.
 - (f) The bequest is compatible with the facility, park or open space character and design intentions.
 - (g) The quality, scale, and character of the bequest are at a level commensurate with the particular setting.
 - (h) The donation contributes to the setting from a functional or design standpoint.
 - (i) Donated funds should pay for the design, installation, manufacture, and maintenance of the bequest. This should be specified in an agreement with the donor.
 - (j) If the bequest also meets the Municipal Art Collection criteria, it will be enrolled.
 - (k) If there is a plaque, the District has final approval over wording and content.

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3.10. Water Features Including Fountains

Fountains are in a separate category because of the added complexity of utilities necessary for installation and ongoing maintenance. As these proposals are more complex, where the Fountain is a donation, the donor is required to go through a two-phase process: once at a conceptual level and again when the design is developed in detail.

- (a) The intention to install or donate a fountain will be submitted in writing to the District. Projects with initial capital costs of over \$75,000 will follow the District's Framework for Evaluating Community Group Proposals for New, Upgraded or Enhanced Facilities, Infrastructure and Equipment. The proposal should include as much detail as possible, including size, preferred location, time frame, and materials. The donor is required to go through the design review process with schematic designs for the fountain. If the design is conceptually approved, the donor will be required to provide a site plan and detailed design drawings.
- (b) The donor will also research utility hook-up necessary for installation of the fountain and be responsible for permits and hook-up fees. This will be specified in an agreement with the party.
- (c) The Parks Department will review the fountain proposal for concurrence with the location's master plan whether parks staff maintain the grounds. If no current master plan exists, or if there is some reason to question the suggested location in light of circulation or use patterns, the proposal will be delayed until an analysis can be done. Where a master plan exists and the proposed fountain is a variance to the master plan, the proposal will be processed as an amendment to the master plan.
- (d) The Parks Department will review the proposal with the Cultural Services Department. Cultural Services staff will convene an advisory panel to review the criteria for acceptance of the fountain if it includes artwork that is donated to the District. They will also advise the Parks Department as to suggested procedures for commissioning artwork if appropriate and gaining approval from Council.
- (e) The proposal will be reviewed by park operations, and modifications to the proposal will be suggested if necessary. The proposal, with suggested modifications, will be reviewed by the Director of Parks, Culture & Community Services and the Senior Management Team.
- (f) The Parks Department will also review the proposal in consideration of water conservation. Fountains must use a recirculating system for the water.
- (g) If the fountain proposal is accepted, the proposal with suggested modifications will be reviewed with the donor, and a standard form agreement on maintenance should be prepared.
- (h) The proposal will be recommended for approval to Council who will make the final decision.

3.11. Maintenance of Major Bequests

- 3.11.1. In general, it is recommended that any proposed bequest should be backed by an endowment fund and an adequate maintenance schedule by the donor

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to ensure its care so that the gift will remain in a condition satisfactory to the donor and the District.

- 3.11.2. The endowment fund should also cover costs of installation and/or removal. If the maintenance cost is in excess of the revenue generated by the endowment the District reserves the right to remove or modify the bequest or a portion of the bequest.
- 3.11.3. When the District is not able to maintain the bequest at the level agreed or at a level satisfactory to the donor, the donor will have the opportunity to supplement maintenance as required.

3.12. Appeals Process

- 3.12.1. If the donor's proposal is not acceptable, the donor has the right after the review process is complete to appeal to Council for a reconsideration of the proposal.
- 3.12.2. The decision of Council shall be final and binding upon the appellant.

3.13. Park Amenities

- 3.13.1. The District provides opportunities for residents to donate park amenities and each has its own policy and procedure. These include the Tribute Tree program and the Tribute Bench program.
- 3.13.2. Basic park amenities (such as benches, trees, and park furniture) that meet park standards and are prefabricated or manufactured do not require an extensive review process. Although they may recognize the donor and/or an individual or family, they are not considered memorials nor public art works within this policy criteria.
- 3.13.3. If the donor requests materials and/or design that are not standard, the donor may be asked to agree to maintenance responsibilities.

3.14. Deaccessioning Process

- 3.14.1. District staff will evaluate a work's potential for deaccession according to the criteria listed in the Municipal Art Collection Policy 0081. Recommendations for deaccessioning shall be forwarded to the advisory panel and, upon endorsement, to the Director of Parks, Culture & Community Services for final approval, and shall follow the process listed below.
 - (a) If sale of a work is recommended, final approval for this action rests with Council. Benefit of the sale will be to the Public Art Reserve Fund.
 - (b) Works that have seriously deteriorated beyond their usefulness may be destroyed or disposed of outright.
 - (c) Works may not be returned to a donor who has received a tax receipt, although as a courtesy they will be notified of the pending deaccession.
 - (d) Works stolen or lost shall be recorded as deaccessioned.
- 3.14.2. District staff will make reasonable effort to notify any living artist whose work is being considered for deaccessioning. The District has no obligation to replace the work.

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3.15. Repatriation Process

- 3.15.1.** The following procedures provide some basic guidance to staff regarding repatriation requests for Indigenous cultural material. The procedures apply only in the absence of other agreements or memoranda of understanding.
- 3.15.2.** Council or the Municipal Manager may request staff to work with representatives of an Indigenous community to explore the intent and scope of repatriation requests and to carry out repatriation procedures as directed.
- (a) Repatriation requests might come in different forms and will be considered on a case-by-case basis recognizing the need for a collaborative approach based on criteria that follow all applicable provincial, federal, and international legal requirements.
 - (b) The District encourages respect, openness and transparency in relationships between the District and Indigenous peoples regarding its Collections and their associated information.
 - (c) The District is responsible for working with Indigenous peoples to determine the provenance of Indigenous cultural material. This may require contracting Indigenous cultural experts and could include engaging with multiple Indigenous communities. Conflicting claims will be addressed on a case-by-case basis. The resulting information will be provided to the advisory panel.
 - (d) Staff is responsible for keeping an updated inventory of all Indigenous cultural material in the Municipal Public Art Collection and their provenance and ensuring this information is updated on the Municipal Art Collections Database and available upon request by Indigenous peoples.
 - (e) Staff must notify the Municipal Manager of any requests or inquiries related to repatriation and should provide the Municipal Manager with copies of the communication with the requestor, photos of the materials requested as well as any background information about the materials from the Municipal Art Collections Database.
 - (f) When a repatriation request is received from an Indigenous community, members of the advisory panel will work with representatives from the Indigenous community and District staff to make recommendations on the repatriation request.
 - (g) Alternatives to repatriation may be discussed, such as renewable loans, special access to collections, collaboration for the display of collections, custodial agreements, memoranda of understanding or shared stewardship arrangements.
 - (h) The recommendation of the advisory panel shall be documented and saved as District records.
 - (i) Final agreements about repatriation, including lists of materials to be repatriated and arrangements for custody and transfer, will be recorded in legal documents that will be signed by representatives of the District and Indigenous community.

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- (j) All repatriated material will be documented by District staff prior to transfer to the Indigenous community as agreed upon by the advisory panel. The documentation may consist of updated condition information at the time of transfer and photographs. The agreed upon documentation must be saved as District records.

3.16. Public Art on Private Property

- 3.16.1.** The District's Planning Department determines if public art is appropriate for a private development or redevelopment project based on the location of the development, size, and scale of development. A developer may also propose public art as part of a development or redevelopment proposal.
- 3.16.2.** Public art proposals as part of a development or redevelopment proposal will be reviewed by an advisory panel for input.
- 3.16.3.** Public art on private property is not enrolled in the Municipal Public Art Collection inventory as they are not owned by the District.
- 3.16.4.** Public art on private property is not the responsibility of the District for ongoing maintenance, repair or decommissioning.
- 3.16.5.** The District may wish to include public art on all public and private property in marketing materials to highlight public art locations in the District.

Community Public Art

3.17. Public Art Programs

- 3.17.1.** The District may develop programs that include temporary and community public art as well as art murals to create opportunities for community engagement.
- 3.17.2.** Goals:
 - (a) Create programs and processes for supporting community initiatives related to temporary works of public art and street murals.
 - (b) Provide programs that enable community groups to receive support for projects through the District's Public Art Reserve Fund.
 - (c) An amount of up to \$25,000 will be transferred annually from the Public Art Reserve Fund to a Community Public Art & Murals Program operating fund for District staff and the advisory panel to oversee projects.
 - (d) Annually, there will be a Call for Submissions from community groups for Community Public Art projects that are temporary in nature. Proposals will be reviewed by District staff and an advisory panel.

3.18. Temporary Public Art

- 3.18.1.** The Temporary Public Art Program seeks to support community participation in the animation of public spaces. The Temporary Public Art Program supports art projects between community groups and an artist or artists which engages community members in the creation of a temporary work. Temporary works of art can explore issues, ideas, voice community identity, express historical and cultural spirit and create dialogue through art.

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- 3.18.2.** An exhibition lasting fewer than 12 months, which may consist of one or more works of art which are not for sale, is considered a temporary installation.
- (a) Temporary works of art may be produced by a professional artist or a community initiative involving a professional artist or facilitator.
 - (b) Temporary works of art should be accessible to the public and located on public property such as District-owned or controlled parks, streets and buildings. Sites owned by the federal or provincial governments can also be considered.
 - (c) For public spaces such as parks, temporary art installations will require approval from the District's Parks Department through the Cultural Services Department before being considered by the advisory panel. Projects may be restricted or limited based on available public space due to public use.
 - (d) Projects will be proposed through an application process using a standard form made available through Cultural Services. Applications must be received from an organization or a group, individuals are not eligible to apply.
 - (e) The District may initiate proposals to install temporary art installations on District property for review by the advisory panel.
 - (f) Completed application forms outline the time frame for the work to be in place, location, installation process and guidelines, artist involvement, insurance coverage, maintenance requirements and responsibilities assigned for the dismantling and removal of the installation. Project budgets will also be included in the application process identifying sources of revenues other than the District and all project costs.
 - (g) Proposals for temporary works of art are reviewed by Cultural Services staff and the advisory panel.
 - (h) The District's Public Art Reserve Fund may or may not support temporary works of art with funding. If District funding is requested, staff and the advisory panel will review proposals and determine if funding is warranted. Funding would generally be between \$1,000 to \$5,000 CAD depending on size and duration of project, artist fees, cost of supplies, project coordination. A maximum amount for any one project would be \$10,000 CAD.
 - (i) To be eligible for funding support from the District, projects must either be led by a local community organization, involve local artists and/or have involvement from the local community in the case of a community public art project.
 - (j) Community partners are encouraged to provide matching funds where possible or contribute through an equivalent amount of contributions in-kind.
 - (k) Temporary artworks do not require Council approval.

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3.19. Public Art Murals

- 3.19.1. A mural is either a painting on a wall surface, a digitally produced image printed on a substrate, a mosaic or a bas relief that is applied directly to a wall and that is visible from the public right-of-way. Murals can add vibrancy to highly visible public spaces, foster community identity and civic pride, engage youth and deter graffiti.
- 3.19.2. The lifespan of a mural is typically between three to five years. After this, the mural may be removed or decommissioned. If maintenance or repair is required within the lifespan of the mural, this work should be carried out by the original artist if possible. Budgets for repairs will be allocated from the annual Public Art Maintenance budget and is dependent on available funds.
- 3.19.3. Murals are not considered a sign or incorporate anything that is a sign, as regulated by Sign Bylaw No. 4499, 2007.
- 3.19.4. Murals shall not promote goods and services of any business and shall not violate any federal, provincial, or local laws. The artwork shall not convey partisan politics, negative imagery, religious and/or sexual content.
- 3.19.5. Proposals to produce a mural on District-owned public buildings or infrastructure must make an application using a standardized form reviewed by Cultural Services and the advisory panel. Proposals must be received from an organization or a group, individuals are not eligible to apply.
- 3.19.6. The District may initiate proposals to produce art murals on District property for review by the advisory panel.
- 3.19.7. The District's Public Art Reserve Fund may or may not support a mural project with funding support depending on location and building ownership. If District funding is requested, staff and the advisory panel will review proposals and determine if funding support is warranted. Funding would generally be between \$5,000 to \$20,000 CAD for artist fees, cost of supplies, insurance, project coordination. The project applicant may also fundraise, or finance privately additional costs required for a mural.

4. Delegation of Authority

- 4.1. Community Public Art Projects that are temporary are reviewed and recommended by staff with the advisory panel with final approval by the Director of Parks, Culture & Community Services.
- 4.2. Art murals are reviewed and recommended by staff with the advisory panel with final approval from:
 - (a) Director, Parks, Culture & Community Services;
 - (b) Director, Community Relations & Communications; and
 - (c) Director, Engineering & Transportation Services.
- 4.3. Sculpture and other permanent works as memorials including fountains require review and pre-approval by staff and an advisory panel. Recommendations are

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reviewed by the Arts & Culture Advisory Committee and forwarded to Council for final consideration and approval.

5. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Procedures only)		
Council report eDocs # (Council Procedures only)		
Signature		

6. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2024	

PROCEDURE

Title: Municipal Art Collection Art Museum

Division: Parks, Culture & Community Services

Procedure Number: 0185

File Number: 0282-20-0185

1. Governing Policy

- 1.1. This procedure is associated with Municipal Art Collection Policy 0081.

2. Scope/Application

- 2.1. The West Vancouver Art Museum (WVAM) Collection is a part of the Municipal Art Collection and held in trust by the District of West Vancouver (District) for the public of West Vancouver. The WVAM Collection is managed by a professional Administrator/Curator under direction of the Senior Manager, Cultural Services in the Parks, Culture & Community Services Division.
- 2.2. This procedure guides the WVAM in collection development and care. Periodically and/or during times of significant operational change, the procedure should be revisited and revised according to the evolving mandate of the institution.
- 2.3. The WVAM utilizes this procedure to increase understanding and appreciation of the WVAM Collection, and related contextual information, through programs, exhibitions, and publications.

3. Procedure

3.1. Scope of the WVAM Collection

3.1.1. Range

The WVAM primarily collects artworks and other design-related items from/or significant to West Vancouver. The WVAM may also collect artworks and other design-related items created in or derived from other regions if they are significant or relevant to West Vancouver.

3.1.2. Types of Collections

The WVAM Collection is primarily comprised of artworks (e.g. paintings, drawings, prints, photographs, sculptures, ceramics, etc.) and other design-related items (e.g. architectural drawings and photographs, furniture, etc.). The WVAM also houses a collection of historical objects related to the development of West Vancouver. In addition, the WVAM has a small teaching collection used specifically for education purposes.

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(a) Art/Design

Comprised of artworks (e.g. paintings, drawings, prints, photographs, sculptures, ceramics, artworks in other media, etc.) and other design-related items (e.g. architectural drawings and photographs, furniture, etc.).

(b) Historical objects

Comprised of historical objects (excluding artworks and design-related items) related to the development of West Vancouver.

(c) Teaching

Comprised of artworks/objects that have been acquired specifically for the education program. They may be commissioned, contemporary reproductions or duplicate artworks/objects. These items are managed within the general inventory of the WVAM Collection.

(d) Agreements with Local First Nations

The WVAM works with the Squamish Nation, Tsleil-Waututh Nation, and Musqueam Nation, within whose territory the WVAM falls, to preserve and interpret First Nations history with full respect of the peoples concerned and in accordance with the Truth and Reconciliation Commission of Canada: Calls to Action and the Canadian Museums Association/Assembly of First Nations *Task Force Report Recommendations on Museums and First Nations*, and does not collect historical First Nations materials without the participation of the appropriate First Nation. Upon request by a First Nation, and where appropriate, the WVAM may work with a First Nation to acquire, store, and preserve historical First Nations materials.

3.2. Acquisition

3.2.1. Means of Acquisition

Artworks and design-related items are added to the WVAM Collection by means of a gift, bequest, purchase, exchange, commission, or any other transaction by which legal title is passed to the WVAM. The WVAM accepts only items to which clear title is known and transferred to the WVAM without restriction or condition imposed by a donor. A bequest does not presuppose automatic acceptance; artworks/objects bequeathed to the WVAM are subject to the same process as regular donations.

3.2.2. Acquisition Process

When an artwork or design-related item is offered to the WVAM, or becomes available, WVAM staff shall strive to determine the provenance, history, and condition. Based on the criteria listed in section 3.2.4, the WVAM shall only evaluate and recommend artworks or design-related items which are deemed significant.

3.2.3. Acquisition into the WVAM Collection

The WVAM operates according to professional gallery/museum standards of practice, and the laws of West Vancouver, British Columbia, and Canada. WVAM acquisitions shall be made in accordance with these laws and international agreements between Canada and other countries, such as, the Canadian Cultural Property Export and Import Act (CPEIA), the UNESCO Convention of 1970 regarding illegal importation of foreign cultural property, and

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the Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES).

The WVAM Administrator/Curator and an advisory panel evaluate potential donations based on the criteria stated in section 3.2.4. Procedure restrictions on the acquisition of artworks and design-related items and/or other objects endeavour to ensure the long-range viability of the WVAM Collection. The WVAM must be assiduous in its selection of artworks/objects for its Collection and must ensure that it collects only significant artworks/objects for which it can guarantee future resources for their care and preservation.

3.2.4. Acquisition Evaluation Criteria

The acquisition evaluation criteria is as follows:

- (a) Consistency with the goals and mission/mandate of the WVAM.
- (b) Significance to West Vancouver.
- (c) Relation to other artworks/objects currently held or potentially available.
- (d) Availability of resources, storage capacity and staff time, to ensure the proper care and preservation of the artwork/object.
- (e) Condition of the artwork/object is acceptable so as to not place undue strain on the current or future resources available for care and preservation of the WVAM Collection as a whole.
- (f) Significant possibilities for use of the artwork/object in the future.
- (g) Provenance of the artwork/object is reasonably known and documented.
- (h) Artwork/object is free of any restrictions for care and display that may impact the WVAM, including but not limited to; copyright, physical hazards, or sacred nature of the artwork/object.
- (i) Artwork/object is free of encumbrances and conditions imposed by the donor.

3.2.5. Exceptions

Exceptions to the above procedure and acquisition criteria must be approved by the WVAM Administrator/Curator and Council through a separate motion which identifies the artworks/objects in question and the special circumstances surrounding its acquisition.

3.2.6. Found and Abandoned Artworks/Objects

In the case of 'found' artworks/objects—those being ones that have been abandoned or left at the WVAM through whatever means and do not have provenance or appropriate title documentation—the WVAM shall attempt to find the original owner/donor through requests and notices to networks, collectors, and other galleries/museums as appropriate. The WVAM shall allow a period of one year from the first attempt at locating the owner/donor, after which time staff shall evaluate if the artwork/object should remain in the WVAM Collection or be deaccessioned.

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3.3. Documentation

3.3.1. Records

The WVAM shall endeavor to maintain complete, up-to-date written records of all activities affecting its Collection. A backup list of the inventories and catalogue records shall be stored electronically and/or off-site at the offices of the Parks, Culture & Community Services Division of the District.

The WVAM Collection records shall include:

(a) Accession Numbers

Individual numbers assigned to each object that links it to its documentation and provides the means to track and locate it within the WVAM. The numbering system shall follow standard museum practices and shall be applied to the object in such a way as to remain in perpetuity, without damaging the integrity of the object.

(b) Accession Register

Records all accessions by the WVAM.

(c) Signed Deed of Gift Forms

Documents the legal transfer of title to the WVAM.

(d) Cataloging Records

Documents what the object is, its provenance, history of use, value, condition, and activity since arrival at the WVAM.

(e) Tax Receipts

A record of tax receipts.

(f) Insurance

Insurance appraisals and documentation.

(g) Insurance Updates

Insurance updates and correspondence with insurers.

(h) Deaccession Register

Documents the transfer or disposal of artworks/objects.

(i) Digital Inventory

A digital inventory that is updated as needed.

3.3.2. Insurance

The WVAM Collection is covered under the insurance policy of the District. All artworks/objects coming into the WVAM are covered by the District's insurance policy for the duration of its time at the WVAM. A record of movement of artworks/objects in and out of the WVAM shall be forwarded to the District's Insurance Advisor for notification to the District's insurers. This shall include artworks/objects on loan to the WVAM, which shall be covered by the District's insurance policy.

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3.3.3. Appraisals

The WVAM follows current Canada Revenue Agency guidelines and procedures for issuing charitable tax receipts. Generally, if fair market value of a donation is at or less than \$1,000 CAD, staff may determine its value. For artworks/objects expected to be valued over \$1,000 CAD a third-party appraisal is required, and the name and address of the appraiser must be included on the official donation receipt. The WVAM may request donors obtain an appraisal. The appraisal can be completed by a commercial gallery or certified appraiser. If the individual artwork/object is believed to be valued at or more \$10,000 CAD, then a third-party appraisal must be obtained by a certified appraiser.

3.4. Collections Care

3.4.1. Standard of Care

The WVAM shall endeavor to provide for the care and storage of artworks/objects in its Collection that follow standard museums practices. This shall include:

- (a) a safe and secure storage area;
- (b) stable environmental conditions;
- (c) periodic comprehensive inventories; and
- (d) trained staff and volunteers involved in the handling of collections.

3.5. Deaccessioning

3.5.1. Deaccessioning Process

The WVAM Administrator/Curator will research the known information about the artwork/object and evaluate its potential for deaccession according to the criteria listed in the Municipal Art Collection Policy 0081. Recommendations for deaccessioning shall be forwarded to an advisory panel and, upon endorsement, to the Director, Parks, Culture & Community Services for final approval, and shall follow the process listed below.

- (a) Artworks/objects shall be disposed of by exchange, donation, or sale; with preference going to exchange or transfer with another public gallery/museum;
- (b) Disposal by sale will require that artworks/objects go to public auction. Municipal employees and members of the advisory panel involved in the review process shall be precluded from purchasing deaccessioned artworks/objects. Funds from the sale of artworks/objects shall be set aside for acquisition or care and management of the existing Collection;
- (c) Artworks/objects that have seriously deteriorated beyond their usefulness may be transferred to the Teaching Collection, destroyed, or disposed of outright;
- (d) Artworks/objects may not be returned to a donor who has received a tax receipt, although as a courtesy they will be notified of the pending deaccession;
- (e) Artworks/objects stolen or lost shall be recorded as deaccessioned; and

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- (f) Artworks/objects may be transferred to the District's Municipal Public Art Collection if appropriate.

3.6. Repatriation

3.6.1. Repatriation Process

The following procedures provide some basic guidance to staff regarding repatriation requests for Indigenous cultural material. The procedures apply only in the absence of other agreements or memoranda of understanding.

Council or the Municipal Manager may request staff to work with representatives of an Indigenous community to explore the intent and scope of repatriation requests and to carry out repatriation procedures as directed.

- (a) Repatriation requests might come in different forms and will be considered on a case-by-case basis.
- (b) The District encourages respect, openness and transparency in relationships between the District and Indigenous peoples regarding its Collections and their associated information.
- (c) The District is responsible for working with Indigenous peoples to determine the provenance of Indigenous cultural material. This may require contracting Indigenous cultural experts and could include engaging with multiple Indigenous communities. Conflicting claims will be addressed on a case-by-case basis. The resulting information will be provided to the advisory panel.
- (d) Staff is responsible for keeping an updated inventory of all Indigenous cultural material in the WVAM Collection and their provenance and ensuring this information is updated on the Municipal Art Collections Database and available upon request by Indigenous peoples.
- (e) Staff must notify the Municipal Manager of any requests or inquiries related to repatriation and should provide the Municipal Manager with copies of the communication with the requestor, a list of all applicable accession numbers and photos of the materials requested as well as any background information about the materials from the Municipal Art Collections Database and any other files.
- (f) When a repatriation request is received from an Indigenous community, members of the advisory group will work with representatives from the Indigenous community and the District to make recommendations on the repatriation request.
- (g) Alternatives to repatriation may be discussed, such as renewable loans, special access to collections, collaboration for the display of collections, custodial agreements, memoranda of understanding or shared stewardship arrangements.
- (h) The recommendation of the advisory panel shall be documented, and a copy placed in the cataloging records and in the Municipal Art Collections Database.
- (i) Final agreements about repatriation, including lists of materials to be repatriated and arrangements for custody and transfer, will be recorded in

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legal documents that will be signed by representatives of the District and Indigenous community. Copies of these documents will form part of the cataloging records.

- (j) All repatriated material will be documented by District staff prior to transfer to the Indigenous community as agreed upon by the working group. The documentation may consist of accession records, updated condition information at the time of transfer and museum quality photographs. The agreed upon documentation must be uploaded to the Municipal Art Collections Database and kept in the cataloging records.

3.7. Loans

3.7.1. Permanent Loans

The loan of an artwork/object involves the temporary transfer of the item(s) to or from the WVAM that does not involve a change in ownership. The WVAM shall not enter into permanent loan arrangements.

3.7.2. Incoming Loans

The WVAM engages in the short-term loan of artworks/objects for the purposes of exhibition or research. Loans are the responsibility of the WVAM Administrator/Curator and shall be documented through a WVAM Incoming Loan Agreement. All incoming loans shall be given the same consideration of care as applied to the WVAM Collection. Loans requiring unusual restrictions and requirements by the Lender shall be evaluated by the WVAM Administrator/Curator.

3.7.3. Outgoing Loans

The WVAM shall consider the loan of artworks/objects from the WVAM Collection upon request by a Gallery/Museum or official community group for the purposes of exhibition and education. Loan requests are the responsibility of the WVAM Administrator/Curator to evaluate and manage. Loans shall only be made where the safety and preservation of the object can be guaranteed for the duration of the loan. A written statement, or standard facility report, that outlines the type of conditions the borrower can provide shall be required and evaluated by the WVAM Administrator/Curator prior to the loan. Loan transactions shall be documented through a WVAM Outgoing Loan Agreement, or a similar form from the borrowing institution, to which the borrowing organization must sign and agree to all stipulated conditions.

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3.8. Access

3.8.1. Provisions for Public Access

Access to the WVAM Collection shall be provided to researchers and interested public within the operations, safety, and resources of the WVAM. Provisions for access, both physical and intellectual, shall be governed by the Freedom of Information and Protection of Privacy Act applicable to the District.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Procedures only)		
Council report eDocs # (Council Procedures only)		
Signature		

5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2024	