

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

District of West Vancouver

POLICY

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.

District of West Vancouver

POLICY

- 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

- a) The District will purchase portable works of art when resources are available.
- b) Works considered for purchase may show preference to West Vancouver artists, defined by birth, residency or prolonged commitment to the District.
- c) Selection of created works of art for purchase will be through a convened advisory panel.
- d) 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

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

District of West Vancouver

POLICY

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.
- 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).

District of West Vancouver

POLICY

- 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	<u><i>[Original signed by Mayor]</i></u> Mayor	

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2025/01/27	
Council minutes eDocs # (Council Policies only)	5796554	
Council report eDocs # (Council Policies only)	5784320	
Replacement Description	To update the related procedures.	
Signature	<u><i>[Original signed by Mayor]</i></u> Mayor	

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	2025	