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Windsor, Ontario May 1, 2013

A meeting of the **Community Public Art Advisory Committee** is held this day commencing at 3:00 o'clock p.m. in Room 406, 400 City Hall Square East, there being present the following members:

Leisha Nazarewich, Chairperson  
Justin Langlois  
Dr. Terry Lawrence Tayler

**Guest in attendance:**

Laura Shintani, Artist regarding *Item 4.4*

**Also present are the following resource personnel:**

Mike Clement, Manager, Parks Development  
Madelyn Della Valle, Museum Curator  
Cathy Masterson, Manager of Cultural Affairs  
Karen Kadour, Committee Coordinator

1. **CALL TO ORDER**

The Chairperson calls the meeting to order at 3:02 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

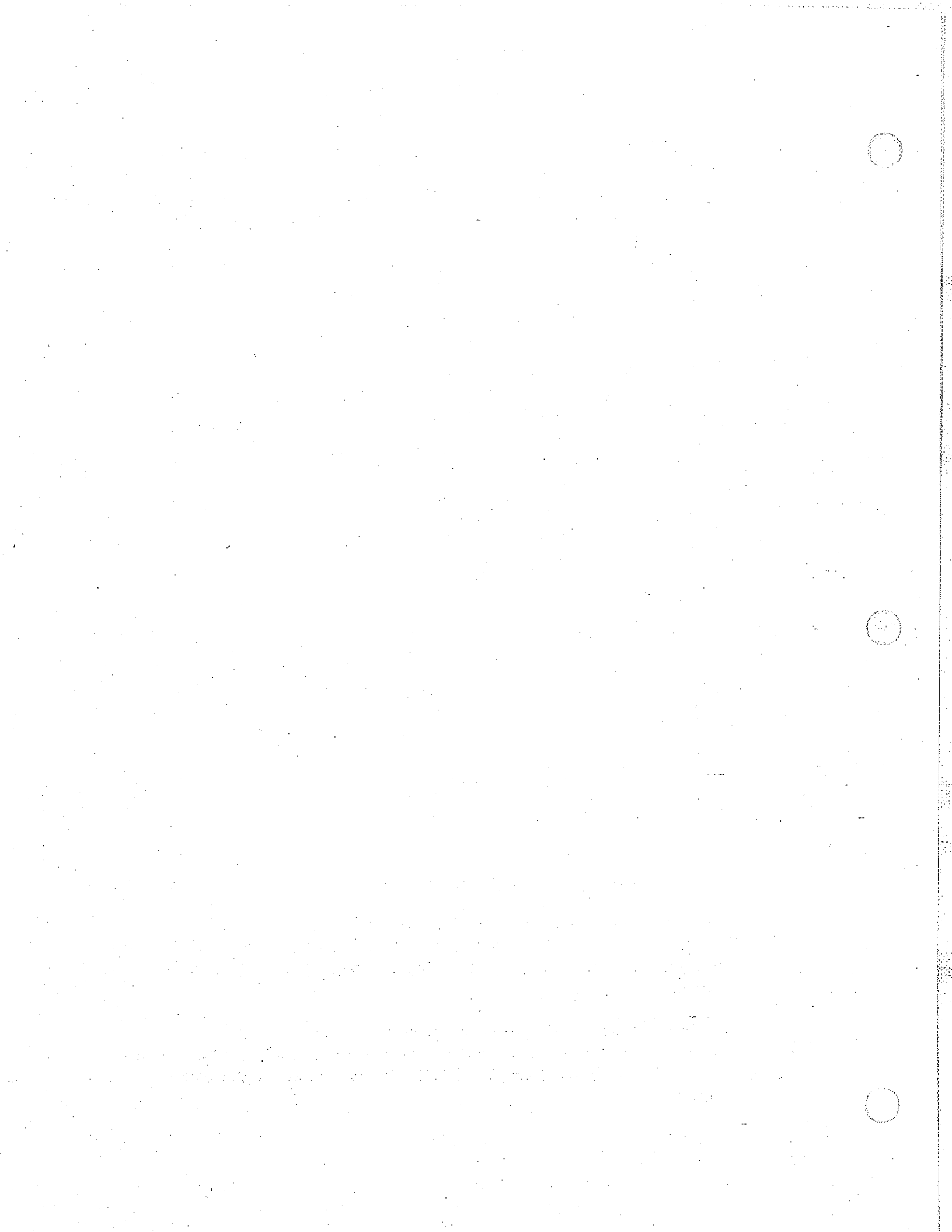
2. **DECLARATIONS OF CONFLICT**

None disclosed.

3. **ADOPTION OF THE MINUTES**

Moved by J. Langlois, seconded by T. Lawrence Tayler,  
That the minutes of the meeting of the Community Public Art Advisory  
Committee held November 27, 2012 **BE ADOPTED** as presented.  
Carried.

Moved by T. Lawrence Tayler, seconded by J. Langlois,  
That the minutes of the Community Public Art Advisory Committee – *Museum  
Subcommittee* at its meeting held January 25, 2013 **BE ADOPTED** as presented.  
Carried.



4. **BUSINESS ITEMS**

4.4 **You and Me Sculpture – Commissioned through the International Relations Committee**

Laura Shintani, is present to provide information relating to the “*You and Me*” commissioned sculpture proposal to be placed in Jackson Park. She succinctly provides the following description of the sculpture:

- The sculpture celebrates and memorializes the city’s relationships with its twelve sister cities on the occasion of the 2013 International Children’s Games.
- The sculpture will take the shape of a pair of seven foot tall “Windsor Chairs” which speaks to the twinning of the sister cities
- The chairs will rest on a broad near grade footing of granite cobblestones illuminated by appropriate outdoor lighting.
- The cobblestones made their way to Windsor as ballast in ships and became paving stones for the city’s early streets.
- The title *You and Me* also talks about the participation of Windsorites and special guests to the city in the creation of the sculpture.
- At a marquee unveiling of the full-scale models before the sculpture is transported to the foundry for casting in bronze, the artist will invite people “to leave a thoughtful impression” on the sculpture by pressing their fingers on its soft surface. The tactile gestures will appear on the bronze finish and evoke connection and continuity for present and future generations.
- In reference to the International Children’s Games, the scale of the chairs evokes a playful sensibility. In getting close to the sculpture, everybody becomes child-sized and may be moved to consider the effort that a very young child takes to mount a chair, perhaps compete in international games, and reach beyond *You and Me*.
- The path leading to the sculpture will be oval, welcoming and will create a sense of gathering.
- Over 2,000 fingerprints will be pressed into the Windsor Chairs.
- The cost of the sculpture is approximately \$250,000 – to be funded through fundraising efforts.
- The bronze sculpture will be unveiled in the summer of 2014.

Moved by J. Langlois, seconded by T. Lawrence Tayler,  
That the “*You and Me*” sculpture proposal by Laura Shintani to be placed in Jackson Park **BE APPROVED IN PRINCIPLE** subject to successful fundraising efforts to offset the cost of the sculpture.

Carried.

4.2 **Tall Ships Art Update**

C. Masterson provides the following information relating to the visit of the tall ships on Labour Day weekend:

- As many as 9 ships will be docked in Windsor, Kingsville, Pelee Island and Amherstburg from August 30 to September 2, 2013
- Signature events will be held in each community during the weekend
- Reenactment of the Battle of Lake Erie off Pelee Island
- Weekend boarding passes available for \$15 which will allow access to each of the tall ships
- Working with local musicians to provide concerts
- Poet Laureate to provide "poetry on the water" readings
- Art space will be available for artists to sell their wares
- Kids zone will be available
- Working with downtown food vendors to provide 1812 foodstuffs in Dieppe Park and at the Riverfront Festival Plaza.

#### 4.3 Loan of Carved Tecumseh to the Town of Tecumseh

C. Masterson advises the carved Chief Tecumseh is currently on display on the main floor of the City of Windsor City Hall located at 350 City Hall Square West. She notes the Town of Tecumseh has requested the loan of this art piece for Aboriginal Day and June 2013 and for a one year period.

#### 4.5 Flag Project

C. Masterson reports Peter Hrastovec, Solicitor has proposed the placement of a 150 foot flag pole on the riverfront. She notes a monument/memorial will be placed at the base of the structure.

#### 4.6 Windsor Star Murals Update

C. Masterson states there are currently two murals on the former Windsor Star Building. She notes the smaller mural will be incorporated into the design of the new Windsor Star location and the larger mural will be stored within one of the City of Windsor Parks Development buildings.

#### 4.7 Museum Update

Windsor City Council at its meeting held April 22, 2013 adopted the following:

**M150-2013** "That the report from the Manager of Cultural Affairs on the Museum Feasibility Study **BE RECEIVED** as information and further (upon completion of the negotiations between the Art Gallery of Windsor and the City to locate the Community Museum on the first floor of the Art Gallery Building) that Administration **BE DIRECTED** to report back with a detailed report on the recommendations with a capital and operating budget plan and next steps including funding specific and a business case; and

That the City Solicitor **BE DIRECTED** to provide Council with an update as to the status of the Chimczuk Estate Application to Court; and

That Council **BE PROVIDED** with a Library update in terms of the requirements since the initial discussions took place with the CEO of the Windsor Public Library.”  
Carried.

C. Masterson reports she is working with Administration to prepare a capital and operating budget plan.

#### **4.8 Arm's Length Funding Potential Opportunity**

C. Masterson advises the following motion was approved at the April 10, 2013 meeting of the Social Development, Health & Culture Standing Committee:

Moved by Councillor Gignac, seconded by Councillor Valentinis,

That the report from the Manager of Cultural Affairs outlining the proposed City of Windsor's Cultural Funding Program as suggested in the Municipal Master Plan Recommendation #7 (Establish an arm's length funding commission) **BE RECEIVED**, and

That the report **BE REFERRED** to Council for the 2014 Operating Budget, and further,

That City Council **ENDORSE** the establishment of an Arm's Length Grant Program as per Recommendation #7 from the Cultural Master Plan as a Pilot Project for 2013 at a cost of \$87,200 to be funded from the Budget Stabilization Reserve.  
Carried.

#### **4.9 Museum Policy Changes**

M. Della Valle indicates the Community Museum Operating Grant (CMOG) is an annual provincial grant and within the last few years, the province has issued questionnaires relating to museum practices and policies. Windsor's Community Museum received the evaluation of those questionnaires and the following changes were requested by the province:

- Revised mission statement for museum, and revision of exhibitions policy
- Development of process of evaluation for exhibits
- Creation of museum accessibility plan with timeline and responsibilities
- Revised collections policy
- Revised conservation policy
- Policies to be revised every three years

Moved by J. Langlois, seconded by T. Lawrence Tayler,

That the revisions to the exhibitions policy, collections policy and conservation policy **BE APPROVED**.

Carried.

**4.10 Minutes of the Museum Capital Fund Committee**

The minutes of the Museum Capital Fund Committee of its meetings held December 4, 2012 and March 5, 2013 are received for information.

**4.1 Public Art Policy Update**

The "Draft" Public Art Policy is distributed and attached as Appendix "A".

Moved by J. Langlois, seconded by T. Lawrence Tayler,  
That the Public Art Policy **BE APPROVED** and further, that the Manager of  
Cultural Affairs **BE DIRECTED** to develop procedures to support the Policy.  
Carried.

**5. DATE OF NEXT MEETING**

The next meeting will be held at the call of the Chair.

**6. ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:16 o'clock p.m.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
COMMITTEE COORDINATOR



**AGENDA**  
and Schedule "A"  
to the minutes of the  
**Community Public Art Advisory Committee**  
meeting held  
Wednesday, May 1, 2013  
at 3:00 o'clock p.m.  
Room 406, 400 City Hall Square East

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1. **CALL TO ORDER**

2. **DECLARATIONS OF CONFLICT**

3. **ADOPTION OF THE MINUTES**

- 3.1 Adoption of the minutes of the meeting of the Community Public Art Advisory Committee held November 27, 2012 *(attached)*
- 3.2 Adoption of the minutes of the Museum Subcommittee of the Public Arts Advisory Committee at its meeting held January 25, 2012 – *attached.*

4. **BUSINESS ITEMS**

- 4.1 **Public Art Policy Update**  
The City of Windsor Art Policy is *attached.*
- 4.2 **Tall Ships Art Update**
- 4.3 **Loan of Carved Tecumseh to the Town of Tecumseh**
- 4.4 **You and Me Sculpture - Commissioned through the International Relations Committee**  
Background information relating to the You and Me Sculpture by Laura Shintani – *attached.*
- 4.5 **Flag Project**
- 4.6 **Windsor Star Murals Update**
- 4.7 **Museum Update**
- 4.8 **Arm's Length Funding Potential Opportunity**
- 4.9 **Museum Policy Changes**
- 4.10 **Minutes of the Museum Capital Fund Committee**  
The minutes of the Museum Capital Fund Committee at its meetings held December 4, 2012 and March 5, 2013 – *attached* for information only.

5. **DATE OF NEXT MEETING**

To be determined.

6. **ADJOURNMENT**

# THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	<b>Social Development Health &amp; Culture</b>	Policy No.:	
Department:	<b>Culture</b>	Approval Date:	
Division:	<b>Recreation &amp; Culture</b>	Approved By:	
		Effective Date:	
Subject:	<b>Public Art Policy</b>	Procedure Ref.:	
		Pages:	Replaces: CR 679/2005
Prepared By:	<b>Anna Ciacelli/Cathy Masterson</b>		Date: November 7, 2005

## 1. POLICY

- 1.1 The Public Art Policy is a framework whereby public art is selected, showcased and maintained in specific areas around the City to promote the diverse culture and heritage of this area. This policy provides a vision and goal for the direction of public art in our community while maintaining integrity and a fair process for selection.
- 1.2 The City of Windsor is fortunate to have such a widely diverse collection of public art. Sculptures, monuments, murals, statues, fountains, and paintings dot the landscape along the riverfront and throughout the City in parks, buildings, and offices. This integration of art into the fabric of the City enriches our lives and contributes to the physical attractiveness of this area.

## 2. PURPOSE

- 2.1 The City of Windsor Public Art Policy has been established to:
  - 2.1.1 Guarantee an approved, fair and consistent public selection process of public art so that all the citizens of Windsor can access and participate in the cultural, economic, social, developmental and tourism opportunities afforded by public art;
  - 2.1.2 Provide stewardship for public art and municipal collections;
  - 2.1.3 Ensure that public art is included in the planning and design of publicly accessible spaces;
  - 2.1.4 Ensure that public art continues to make our environment visually engaging, while reflecting our heritage and cultural diversity;
  - 2.1.5 Recognize the importance of public art;
  - 2.1.6 Allows for the integration of public art into various parts of the City to be enjoyed by all;
  - 2.1.7 To support and promote the development and creativity of local artists by offering a venue to showcase works of art, encouraging civic pride;
  - 2.1.8 Provide an opportunity for the general public to enjoy and take pride in their community by providing/showcasing these visually appealing and often times significant works of art, presenting a positive image to visitors and potential investors;
  - 2.1.9 Determine appropriateness and method of placement of various works of art;

**APPENDIX "A"**

- 2.1.10 Promoting the City's creative appeal to residents and visitors;
  - 2.1.11 Increase public awareness regarding public art and the value it brings to the area;
  - 2.1.12 Interprets the City's collective values, social issues, political events and the cultural patterns that contribute to civic life.
- 2.2 The objectives of the Public Art Policy are:
- 2.2.1 To demonstrate through projects, that public art can significantly enhance the City;
  - 2.2.2 To ensure that through its selection process, qualified artists provide a variety of arts and cultural expressions that are compatible with development aspirations;
  - 2.2.3 To encourage community members to participate in developing the resources of public art to reflect the diverse cultural nature of the City of Windsor;
  - 2.2.4 To create a public education plan for learning and participation in arts, heritage and culture;
- 2.3 The guiding principles of the Public Art Policy ensure that public art activities will:
- 2.3.1 Be accessible to all citizens by providing opportunities for participation that are equitable and inclusive;
  - 2.3.2 Be flexible to encourage a wide variety of creative expression, art practice and art work;
  - 2.3.3 Be integral to the civic planning and development process;
  - 2.3.4 Be supported with adequate resources to create and preserve its significant public art works;
  - 2.3.5 Encourage excellence, quality and innovation;
  - 2.3.6 Demonstrate the significance of art in community life;
  - 2.3.7 Create cultural links through the promotion of opportunities for community development, community engagement and community partnerships.

#### 2.4 General Management of the Collection

With the establishment of a Public Arts Policy for Windsor, the City accepts and has consideration for the professional practice of art documentation through appropriate inventory, annual maintenance and long term care of works in public places. It is in the City's best interest to preserve the integrity and security of a work of art. As such, an inventory of current City owned public art works and significant private works placed at publicly accessible private sites will be created and maintained through the Public Art Policy. This inventory will provide information on materials, construction, location, and site conditions and other information about the artwork and artist.

The City will ensure the development of collection management systems and associated policies, with documentation standards and procedures modelled on museum practices and with an ongoing program of maintenance and inspection of works of art in public places through the professional practice of civic cultural staff and/or contract specialists as required.

The costs of maintenance and insurance of public art and privately owned art (in publicly accessible locations) will be incorporated into the purchase, donation, gifting, or legal agreements deemed appropriate to ensure the long-term maintenance of the public art work.

3. **SCOPE**

- 3.1 This policy applies to all pieces of public art, public art projects or private art works that are located on public property within the City of Windsor.
- 3.2 This policy applies to public art that is created for, facilitated, owned or maintained by the City of Windsor.
- 3.3 To ensure the fair and equitable treatment of all participants in the public art process, members of The Public Art Advisory Committee (PAAC) are disqualified from directly or indirectly benefiting from their participation in the Public Art Advisory Committee during their tenure. The City of Windsor Code of Conduct and Code of Ethics/Conflict of Interest policies will apply to all members.

4. **RESPONSIBILITY**

- 4.1 The Mayor and City Council will determine, from the qualifying pieces of art chosen as a result of the initial selection process completed by Administration and/or the PAAC Committee, which piece of public art will be selected for a specific area.
- 4.2 The Manager of Cultural Affairs will
  - 4.2.1 Advise Council on proposed artwork gifts, bequests and donations to the City of Windsor according to the established guidelines;
  - 4.2.2 Implement and maintain the Public Art Policy while working directly with the Public Art Advisory Committee (PAAC);
  - 4.2.3 Foster a relationship between the City, developers, and artists and provides consultation that is current, informed and professional;
  - 4.2.4 Ensure a fair and equitable process is in place for selection of public art and its location within the City;
  - 4.2.5 Advise Council and ensure that the proper maintenance program of public artworks is in place and practised;
  - 4.2.6 Develop and maintain an up to date inventory/cataloguing system to ensure current records exist of all pieces of Public Art and their location is documented and accessible to specific members of administration;
  - 4.2.7 Encourage the development of private sector public art and public-private partnerships for public art;
  - 4.2.8 Advise Council on the implementation of the accessioning and de-accessioning components of the Public Art Policy;
  - 4.2.9 Ensure the provision of opportunities for direct and informed public involvement in the direction and selection of art work;
  - 4.2.10 Manage the day to day internal support for civic capital projects;

- 4.2.11 Work in conjunction with the Parks Department to determine the feasibility of the site selection, the placement of public art and maintenance/repair concerns;
  - 4.2.12 Coordinate with the Parks Department as to specific installation sites;
  - 4.2.13 Ensure that Federal laws will apply including those regarding censorship and obscenity;
  - 4.2.14 Work in conjunction with the Finance Department to ensure that any gifts/bequests of public art made to the City of Windsor have been issued a proper tax receipt satisfactory to current Canada Revenue Agency guidelines;
  - 4.2.15 Work in conjunction with the Legal Department to ensure any agreements are executed in accordance with current legal practices;
- 4.3 With the assistance of City administration the Public Art Advisory Committee (PAAC) will:
- 4.3.1 Advise Council on all matters concerning public art including providing input and direction relating to the selection process;
  - 4.3.2 Review all proposed public art projects, and ensure the application of established procedures and guidelines on a project-by-project basis;
  - 4.3.3 Advise Council on communication and outreach to the community regarding public art;
  - 4.3.4 Report their findings to the Social Development Health and Culture Standing Committee through a Committee Report.
- 4.4 Any records produced as a result of the Public Art Policy, are the responsibility of City of Windsor Cultural Staff to maintain and update as required.

## 5. GOVERNING RULES AND REGULATIONS

- 5.1 A key feature of public art is the integration of art into the urban fabric of the City in order to enrich and enhance the physical and cultural dimensions of the City. Public art can transform and enliven public spaces, contributing several benefits, from the purely aesthetic, to economic and social benefits such as tourism, links with the City's heritage, and an appreciation of different cultures. Examples of public art may include but are not exclusive to sculpture, statues, murals, functional art (seating, lighting, manhole covers, sidewalks, etc.), forms of landscaping, and the like. Public art may serve as a gateway, a memorial or commemoration, a marker or part of an open space or landscape design. Public Art must be created by an artist. They may be invited to complete an independent artwork or work as a collaborative member of a design team.
- 5.2 The City of Windsor has several examples of the integration of public art into the urban landscape; *the Mural Programmes in Ford City, Wyandotte Business area* and in the *Postcards from Home program*. Such integration can also result in functional art, such as the inclusion of lighting, seating and walkways in public places. Art enriches its natural environment, and provides lifelong opportunities for access to the arts, enhancing the quality of life of the community and for its visitors.

**5.3** To ensure that artistic design becomes an ever-increasing component of the City of Windsor's urban fabric, the potential for integrating art (including functional art) into the design of public spaces should be an active consideration in all Council development projects in the City.

**5.4** The Windsor Sculpture Park

The Windsor Sculpture Park was initiated through the generosity of the P&L Odette Foundation and its maintenance has been undertaken by the City of Windsor. The City is endeavouring to ensure the further development of the Sculpture Park, in large part through the establishment of conditions that will broaden its potential donor base.

**5.5** Temporary Art in Public Places

An increased emphasis will be given to promoting temporary public art works, which enliven our environment, raise awareness and engender debate about public art. The Public Art Advisory Committee formed to implement aspects of this Policy, will have a role in actively promoting and facilitating temporary public art works. A list of possible sites where artists could locate public art works will be developed, and a process established for artists seeking to create a temporary exhibition/art work. There may be opportunities for promoting temporary public art works, possibly with a focus on regular temporary exhibitions.

**5.6** Community Art in Public Places

Community public art aims to assist communities towards self celebration and self definition through the expression of a sense of identity and the creation of community consciousness. It encourages active participation from community members while also developing audiences as in the case of the international art installation *Car Tunes on Parade*. Other forms of community art expression may also include murals created by students around construction projects. City Council will provide opportunities to continue to work with the community to support and develop community-based quality arts programmes and activities, including community-based public art

**5.7** Funding

The goal of funding opportunities is to establish a sustainable funding mechanism that supports the City's commitment to spend existing and future funds more creatively. City cultural staff will identify ways of encouraging the community to play an active role in supporting and facilitating public art opportunities with the City of Windsor and in developing partnerships with other cultural organizations, corporation, small business, residents and community groups to:

- 5.7.1** Recognize achievements in the arts;
- 5.7.2** Provide financial support for community programs;
- 5.7.3** Contribute to scholarships for arts education;
- 5.7.4** Contribute exhibit space;
- 5.7.5** Establish a Civic Public Arts endowment fund for the long-term maintenance, preservation, conservation and acquisition of public works of art.

The City of Windsor The City of Windsor will examine the feasibility of implementing a *Percentage for Public Art Strategy*. *Percentage for Public Art* is a flat rate of 1% of the total construction cost of selected capital projects funded in full or in part by the City. The flat rate would not apply to non-construction components of identified projects (e.g., architects and consulting fees, City permits, etc.). Projects may include selected buildings, aboveground structures and civic amenities in consultation with civic staff when it is determined that they have visual impact and public accessibility.

#### **5.8 Acceptance of Gifts, Donations and Bequests**

The Public Art Policy oversees the process for determining acceptance for all gifts, donations and bequests of public art work made to the City. These items may be in the form of an existing artwork or a proposal for an installation of public art on civic property, to be chosen through an objective art selection process.

Through the Public Art Policy, the guidelines and criteria for acceptance of gifts, donations, bequests, the placement of artwork, acceptance of time limited loans, the procedures of documentation and the authentication of proposed artwork to professional standards are all to be developed by City of Windsor cultural staff and PAAC, following museum practices.

Any official gifts received or presented to the Mayor or Members of Council on behalf of the City, become the property of the City of Windsor. If the gifts are considered artworks by City administration and/or PAAC it may be accessioned into the City's Collection to be displayed as a public artwork.

City Administration in conjunction with PAAC will inform City Council on a regular basis of any donation, gift or bequest of artwork that is suggested to the City.

#### **5.9 Maintenance and Asset Management**

The City is responsible for maintaining its public arts to a reasonable and safe standard. An Asset Management Plan for Public Art should be completed and regularly updated as required to represent a complete register of Public artworks that the City has responsibility for, and will provide a conservation management plan that details the condition and maintenance requirements of each artwork.

#### **5.10 Deaccessioning of Artwork**

Any actions or set of procedures that result in the cessation by the City of its ownership and possession of the work is possible, provided that disposition of the artwork is not contrary to the terms on which the City received it.

Deaccession guidelines cover the relocation, removal, destruction or disposal of public artwork. Considerations for deaccession may include:

- 5.10.1 Beyond restoration;
- 5.10.2 Duplication with another work on public display;
- 5.10.3 Copies, forgeries or reproductions;
- 5.10.4 Irrelevance;



5.10.5 Accidental loss (disappearance or theft).

**5.11 Commissioning Public Art**

Works of art may be commissioned by the City of Windsor for a specific situation from time to time if another piece is not available. In this case sole sourcing may be considered as part of the regulations within the Purchasing By-law

**5.12 Definitions:**

**“Accession”** is to make a formal record of an addition to a collection.

**“Acquisition”** is something that has recently been bought or obtained.

**“Artist”** is somebody who does something skilfully and creatively.

**“Bequest”** is something such as knowledge or a practice handed down to future generations. Something left to somebody in a will.

**“Culture”** is people with shared beliefs/attitudes and practices which identify the particular place to which they belong.

**“Donation”** is a gift or contribution made to an organization or institution.

**“Deaccessioning”** is the procedure for the removal of an artwork from the public collection.

**“Endowment”** is an amount of income or property that has been provided to a person or institution.

**“Gift”** is something that is given to somebody.

**“Heritage”** is a country or area's history and historical building and sites that are considered to be of interest and value to present generations.

**“Inventory”** is a list of things, especially items of property, assets, or other resources.

**“BAAC”** is the Public Art Advisory Committee of the City of Windsor.

**“Preservation”** is the maintenance of something, especially something of historic value, in an unchanged condition.

**“Public Art”** is an original artwork installed permanently or temporarily in such a way as to permit viewing by the public indoors or outdoors. It is intended to be integrated as part of its environment and/or interactive with its surroundings and encompasses a wide expression that may extend beyond traditional forms.

**“Public Spaces”** are areas owned by the City of Windsor provided for the use of the community that may be frequented by the general public or visitors from time to time.

**“Purchase”** is the act of buying something using money or its equivalent.

**“Restoration”** is returning something to an earlier and usually better condition.

**“Temporary Public Art”** is an original artwork that lasts or is designed to last for a limited time.

**“Works of Art”** are objects of fine art of both a permanent or temporary nature, e.g. a painting or sculpture.

**6. RECORDS, FORMS AND ATTACHMENTS**

- 6.1 The City of Windsor Cultural Staff will review and recommend revision of the Public Art Policy to Windsor City Council every four years in conjunction with the new term of Council, or as required.
- 6.2 The Public Art Works Application Form is attached.
- 6.3 The City of Windsor Code of Conduct and Code of Ethics/Conflict of Interest policies will apply.

**DRAFT**