

# REVIEW GUIDELINES FOR THE DONATION OF PUBLIC ART OR MEMORIALS

This document outlines the process for the review of proposed donations of public art or memorials to be sited in Vancouver parks. Many conditions govern the acceptance and installation of art and memorials.

Park Board approval is required in all cases.

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## ACCEPTANCE CONDITIONS

- no civic funds will be provided for production, siting or installation
- a sponsor or co-sponsor must present the proposal
- all expenses related to the donation and review process rest with the sponsor
- the sponsor must provide the funds for maintenance at the time of installation

When the Park Board receives a request to accept and install public art or a memorial and provided the conditions outlined above are met, the following steps are set in motion:

- consultation with the City of Vancouver's Public Art Committee and the appointment of a panel to review design, social and merit issues
- a technical review by the Park Board of the site and the work (if created)
- public consultation

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## DESIGN, SOCIAL AND MERIT ISSUES

An evaluation of the suitability of the proposed work to the site including reference to park design and social impact may be undertaken by a panel appointed by the Park Board in conjunction with the City's Public Art Committee. This panel will make a recommendation which will form part of the report to be taken to the Park Board.

Items considered in the evaluation will include:

- relationship of proposal to the history of the site
- relationship to the geography or specific location of the site and its surroundings
- relevance to Vancouver, British Columbia and/or Canada and in what order
- consistency with park or site design including heritage aspects
- compatibility with other existing or proposed artworks, buildings, structures, etc. in the park
- the suitability of the scale of the proposed work to the site
- in the case of a memorial, whether the cause being memorialized is significant to a large enough community to warrant placing it in a public park
- conformity to Human Rights Legislation
- in the case of a memorial, whether the significance of what is being memorialized is enough to override technical or aesthetic concerns
- any issues related to the sponsor that should be addressed
- feasibility of the funding plan

- concerns relating to an educational or interpretive plaque or component in the proposal
- the public response to this proposal (Staff will provide an analysis)
- an assessment of whether the proposed work contributes to, enhances or benefits the park

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## TECHNICAL INFORMATION

The following provides details on technical aspects of installing art or memorials in Vancouver parks. Park Board staff will review proposals with reference to these points:

### **A) THE SITE**

#### **1) Impact**

- Some sites cannot handle increased use and traffic flow.
- Conflict with existing horticultural work or adjacent playing fields.
- Installation in parks can start no later than mid-September and must be completed by mid-October due to potential site damage.
- Environmental impact will be assessed.
- Conflict with any uses of the park (review to include all seasons, weekends and weekdays, all times of day).
- Other programmed or special uses of the site (picnics, special events, traditional uses).

#### **2) Trees**

- If any work is to be located near trees the Park Board arborist must be consulted.
- Digging near trees is problematic. Tree roots generally extend to the drip line of the canopy and cannot be disturbed.
- Tree growth needs to be considered. Nothing can be attached tightly to trees. Access for tree maintenance must be preserved.

#### **3) Vandalism**

- Some parks have a history of vandalism.

#### **4) Utilities**

- Check for underground lines, power, gas, sprinkler or drainage systems, etc. Review all above-ground services, wires etc.

#### **5) Soil Factors**

- Toxicity, drainage, suitability for bearing weight or anchoring etc. Cost of removing soil including contaminated soil must be factored into a project budget.

#### **6) Impact on Park Grounds Maintenance**

- Installation cannot increase the cost of grounds maintenance. For example, a base for an installation must be flush with the ground surface and provide a 20cm-free border so that mowers can move around it.
- Gravel in a park setting moves around and can affect mowing ability.

- Space between work and the nearest tree or structure must allow for the passage of a large gang mower.
- Mulch may be required around tree bases etc. to discourage grass growth.

## **7) Other Site Considerations**

- Park design is complete.
- Heritage aspects.
- View corridors.
- Accessibility for people with disabilities.
- Other installations nearby, artworks First Nations' burial grounds, or monuments in the park/vicinity.
- Potential for work near traffic being distracting to motorists.
- Respect for existing architecture. There are detailed guidelines for murals.
- Shade will be create algae growth.

## **8) Future Site Use Plans May Exist**

### **B) THE ARTWORK**

#### **1) Public safety standards, including nighttime use are of critical concern**

- Approval by the Risk Management Office of the City of Vancouver may be required.
- All structures require an engineer's sealed drawings to address anchoring, stability, load bearing and seismic concerns.
- There should be no accessible sharp edges, points, or projections that can cut, puncture or cause injury by impact.
- Sheet materials should be finished on exposed edges.
- No components or group of components should form an angle or opening that can trap a person's neck or head.
- CSA and/or other applicable building codes and standards may apply to structures.

#### **2) Corrosion**

- Cables must be protected against corrosion. Ends should be inaccessible or capped and anchored by means such as eye splice/thimble fillings.
- Hollow elements should be designed or treated to minimize the possibility of corrosion.

#### **3) Water**

- Water components in the proposed work must meet City standards and criteria. Water must be recirculated and provision may need to be made for drainage from November to March and include maintenance funds for the system operation.
- Extra maintenance levies will be applied for pump maintenance and to cover pipe bursts, etc.
- A water hook-up permit for bringing water to the site from the City's Permits and Licences Department must be obtained.
- All work done on water must be by a trades certified plumber.

#### **4) Electricity and Mechanical**

- An electrical permit from the City's Permits and Licences Department is required. Any connections to city street or parks' electrical circuits must be approved by City and/or Park Board staff.
- An estimate of power needs and the cost of that power needs must be provided and budgeted for by the sponsor.
- All electrical and mechanical components must be CSA approved.
- Unless isolated, there must be no pinch, crush or shear points caused by junctions of two components moving relative to one another.

## **5) Lighting**

- If lighting is a component the proposed light placement and levels must be consistent with the use of the park.

## **6) Structure**

- Structural components must be designed to meet City of Vancouver Building Code requirements.
- Structural components require engineer's sealed drawings and, upon completion, as-built drawings.
- Structures must be capable of supporting the weight of climbers and environmental loads.
- Structures flush with sidewalks or paths must be capable of supporting a vehicle weight. Any structure that is potentially climbable requires ground surfacing that can minimize the impact of the fall (e.g. pea gravel, sand, wood chips, or manufactured resilient surface).
- Structural integrity considerations should include whether hardware lends itself to unauthorized loosening and whether joints and connections meet strength requirements.
- All structures must be approved by the Park Board.

## **7) Work placed in a walking surface**

- The leading vertical edge should not exceed 3mm to avoid tripping hazards. Interior vertical edges should not exceed 6mm.
- Skid-resistant properties should be equivalent to concrete sidewalks.
- Mosaic cannot be installed in asphalt.
- Depressions in the surface should not catch the spike heels of women's shoes. Depressions in surfaces should not cause water to pool causing an ice hazard.
- The art must support vehicle weight (National Building Code requirements for sidewalks where there is potential for vehicle loading is 12 kPa and load of 54 kn acting over an area of 750mm x 750mm).

## **8) Plaques**

- The wording and siting of any plaques related to the public art or memorial must be approved by the Park Board. This approval should be gained at the time of project approval.
- Plaques should in general be no larger than 40cm x 40cm.

## **9) Shelter**

- Any work which results in a permanent shelter will require special approval. This includes structures providing shelter from the rain or a partially concealed space which might cause

safety concerns connected to concealment. Offer the opportunity for clandestine activity. Concrete holds the smell of urine.

### **10) Plantings**

- The Park Board cannot supply the resources to maintain planted installations.

### **11) Maintenance**

- Artwork must be designed and constructed so as to minimize maintenance requirements, vandalism, theft or graffiti.
- Aspects of the proposed work such as materials, construction, hollows for water collection, etc. might cause wear and excessive maintenance cost.
- Water damage over time on any wooden elements must be considered.
- Artwork should not be designed so as to collect garbage or litter.
- On completion, the artists must supply a maintenance manual including a list of coatings and paints and a schedule of maintenance frequencies. Costs for maintenance are the responsibility of the sponsor. The Park Board will work with the artist or sponsor to estimate these costs and project them for the anticipated life of the artwork.
- The costs of restoring the site must be paid up-front.

### **12) Installation**

- All standard safety precautions must be taken on-site during installation and include clearing the area of tools and equipment, fencing the area if required, and ensuring that all present, volunteers or paid workers follow safety guidelines such as wearing boots hard hat, etc. as needed. Safety considerations must include both workers and general public.
- Contractors must provide to the Park Board a WCB Clearance letter and proof of insurance.

The project will not be deemed accepted until final sign-offs by Park Board, the 'as-built' plans are reviewed and the site and installation inspected.

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## **PUBLIC CONSULTATION**

To ensure that the public and stakeholders have access to and input into the process of siting public art or memorials in parks, a public consultation process is required. The following provides guidelines. All costs of the process are borne by the sponsor.

### **1) Neighbourhood parks**

- A two block area adjacent to parks will be leafleted advising of the proposal (where appropriate). Leaflets will be delivered or supervised by Park Board staff.
- Signage on the site advising of the proposal and asking for comments may be required in-place for three weeks.
- Comments to the Park Board will be taken by mail and email for two to three weeks.
- Stakeholders will be notified. (e.g. Community Centre Associations, resident groups, etc.)

### **2) City-wide parks**

- Signage will be posted on the site for a three week period.
- Notice will be placed in the nearest public facility at the same time as the signs are posted.

- Appropriate stakeholders will be notified.
- Depending on the nature of the proposal and the site chosen, a public meeting and/or a random survey as well as leafleting in the neighbourhood may be required. Ads may be taken in newspapers.
- All proposals for Stanley and Queen Elizabeth Parks and waterfront parks will require a more extensive process than for other parks.

Park Board staff will conduct the consultation and analyse the results of the process. If there is significant concern expressed about the proposal this will be communicated to project sponsors.