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DATE 3 May 1999

TO/DEST. Chair and Members of the Arts Committee

FROM/EXP. Manager, Arts Programs

SUBJECT/OBJET **EXHIBITION SPACE POLICY AND PROCEDURES**

DEPARTMENTAL RECOMMENDATIONS

That the Arts Committee, the Corporate Services and Economic Development Committee, and Council

- 1. Approve the Exhibition Space Policy and Procedures;**
- 2. Determine a name for the Exhibition Space.**

BACKGROUND

The gallery space in the Heritage Building at the Ottawa-Carleton Centre was originally intended for use as a visual art gallery space by the architects, Moriyama and Teshima Architects. It was used in that way for some time until a controversial art show in the mid 1990's prompted the closure of the space to area artists. As public pressure mounted for more gallery space in the region, the Arts Committee decided to re-open the space for use by area artists and arts organizations and to show the Region's corporate art collection.

Prior to opening the space, it was evident that the Region needed a policy and procedures in place to deal with the proper usage of the space and to establish some guidelines for its use.

DISCUSSION

A sub-committee made up of a regional artist, a director of an artist-run gallery and a member of the Arts Committee worked with the Manager of the Arts Programs to develop the policy and procedures. The working group also researched and examined the policies of other municipalities which have similar gallery space in their buildings.

The policy and procedures provide the statement for use of the space as well as the guidelines for the operations of that space. In addition, the Arts Office will provide additional detailed instructions and information for exhibitors. The Arts Office will also be responsible for coordinating and supervising the use of the space.

In keeping with a similar process which was used in naming the rooms in the Heritage Building, the Arts Committee will solicit and review recommended names for the exhibition space. The names should have some historical significance and be meaningful to the public. They will then recommend a name and provide historical data substantiating the choice for Council approval.

FINANCIAL COMMENT

It is anticipated that it will cost approximately \$10,000 per year to support up to eight exhibitions. This activity is part of the Arts in Public Spaces program and funds are available in the Capital Project budget.

Minor alterations to the space will be made in consultation with the Operations Department and paid for through that budget.

Approved by G. Houle

Georgette Houle

Attach. (1)

EXHIBITION SPACE POLICY AND PROCEDURES

Introduction

The new regional headquarters for Ottawa-Carleton were designed by Moriyama and Teshima Architects beginning in 1986. The site included the Teachers' College, now called the Heritage Building. The architects specified a program plan for the building which included a visual arts gallery, office space and meeting rooms.

When the Heritage Building and the Ottawa-Carleton Centre opened in 1990 the Region's Arts Committee began to use the gallery space in the Heritage Building for various art exhibitions. The space was booked and managed through the Region's Information and Public Affairs department. Later on the space was used for non arts related purposes.

In the Fall of 1998, the Arts Committee initiated steps to re-open the space for use by the region's arts community as it was evident that there was a dire need of exhibition space in the region for artists at all levels to display their work.

In addition, there is strong support and direction for this initiative as stated in the Region's Art in Public Spaces Policy. Two of the objectives of the stated mission statement, "*The Regional Municipality of Ottawa-Carleton is committed to the integration of art and the creative input of artists in the development of a quality work and living environment for the public it serves*" are as follows:

- *Exhibiting art works in public meeting and display spaces on a permanent and rotating basis; and,*
- *Providing for the responsible stewardship, exhibition, security and conservation of works which have been acquired by the RMOC.*

Furthermore, formal exhibitions are a defined program and strategy of the Art in Public Spaces Policy. In the Policy, this is elaborated upon as follows: "*For up to twelve weeks of the year, exhibitions will be mounted to display to the public and Regional employees, art works owned by the Region which have been directly purchased; travelling exhibits from other municipalities or museums; and other quality exhibitions.*"

Involvement of the public is a requisite in the choosing of artworks and exhibitions as well as in the programming of such spaces as later described in the policy. This goal is stated as follows: *“To encourage public understanding and appreciation of publicly displayed art, a dialogue between the artists, the public and employees will be encouraged.”*

1. Policy - Mandate for the Exhibition Space at Ottawa-Carleton Centre

To promote and increase awareness of the visual arts and heritage of the Region of Ottawa-Carleton in the exhibition space at regional headquarters by presenting exhibitions:

- Representing the Region’s Corporate Public Art Collection.
- Representative of the art work done by regional artists and arts organizations.
- In areas such as but not limited to fine arts, architecture, sculpture, fine arts and crafts, design, as well as new art forms, originating regionally, nationally or even internationally.

Provision of an educational component within each exhibition will be encouraged.

2. Procedure Guidelines for the Operations of the Exhibition Space in the Heritage Building at RMOC

- 2.1 The Exhibitions Space Policy is to be managed by the Region’s Arts Committee. The policy is to be consistent with the Art in Public Spaces Policy. Exhibition programming will be guided by the Exhibitions Policy and the Art in Public Spaces Policy.
- 2.2 Operations of the Exhibition Space in the Heritage Building are the responsibility of the Regional Clerk’s Department to be administered by staff in the Arts Office.
- 2.3 Exhibition proposals will be solicited from and sought out in the community, in accordance with the established mandate.
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- 2.4 The yearly exhibition proposals for the Exhibition Space will be presented to the Exhibitions Committee by the Region’s Arts Staff. The Committee will select up to

seven exhibitions for the year. The eighth exhibition will be a show of the Region's Corporate Public Art Collection.

- 2.5 Exhibition proposals will be reviewed and approved yearly by the Exhibition Committee comprising of a representative of the Arts Committee, 2 representatives of the visual arts community and 2 members at large, all nominated on a rotating basis by the Art Committee and serving two year terms. A staff person, ex-officio to the Committee will coordinate its activities.
- 2.6 The Exhibition Committee will select shows based on a representation of the proposed works keeping in mind the public nature of the space. Censorship issues will be carefully considered and all attempts made to show work that is current and reflective of the community and the times. The Committee may suggest that certain works be placed in less prominent areas with warnings advising the public of the sensitive nature of the work. At the time of the exhibition set-up, the Arts Office will review the actual works and ensure it meets policy standards and guidelines.
- 2.7 The forum for resolution of a dispute regarding an exhibition or works displayed shall be the Exhibition Committee. The decision of the Exhibition Committee will be final.
- 2.8 Exhibition fees will not be paid. It is not the intent of the Region to create a space which meets current gallery standards, to compete with professional galleries or to display artwork which is best shown in professional galleries.
- 2.9 The Exhibitor will be responsible for the following:
- preparation of works for exhibition (e.g. framing)
 - collection and transportation of works as well as their prompt removal following the exhibition
 - information for invitations, advertising, publicity, catalogues
 - opening receptions and programs
 - additional security, if necessary

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- 2.10 The Region will be responsible for the following:
- insurance of work while on display or in temporary storage

- technical assistance with respect to the setting up and dismantling of exhibits
 - limited publicity using established Regional guidelines and channels
 - assistance with the production of labels, exhibition brochures, invitations, and other printed matter to ensure corporate standards
 - security during regular hours that the building is open to the public.
- 2.11 Shows in the Exhibition Space will complement its use as an open, walk-through space. Activities related to the exhibition will be coordinated by staff with the organizer of the show.
- 2.12 Works exhibited may not be sold on the premises. However, exhibitors may be contacted directly by the prospective purchaser.
- 2.13 The Exhibition Space will be accessible to the public during regular operating hours at the Region.
- 2.14 The Region is committed to ensure a balanced program of exhibitions which will reflect the diversity of the community it serves.

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