



# City of Nanaimo

## Urban Design Roster 2026-2028

### Call to Artists and Designers

Date issued: June 23, 2025

Deadline: October 12, 2025 | 11:59pm PST

#### Table of Contents:

• Introduction...	<a href="#">Page 1</a>
• About the Urban Design Roster...	<a href="#">Page 2</a>
• Eligibility; Timeline...	<a href="#">Page 4</a>
• How to Apply...	<a href="#">Page 5</a>
• Terms & Conditions...	<a href="#">Page 7</a>
• Supplementary Information...	<a href="#">Page 8</a>
• Submission Form...	<a href="#">Page 10</a>
• Questions...	<a href="#">Page 11</a>
• Other Opportunities...	<a href="#">Page 12</a>

Should you experience challenges or barriers in this application process or require additional support, we encourage you to reach out to: [cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca) (250-755-4483).

# Introduction

The City of Nanaimo is seeking artists for the 2026 - 2028 [Urban Design Roster](#)!

Urban design describes the physical features that define the character or image of a street, neighborhood, community, or a City as a whole. Urban Design contributes to the fabric of Nanaimo, contributing to the creation of unique, dynamic and engaging public spaces.

The Urban Design Roster Program offers artists and designers an opportunity to be involved in urban design by creating small-scale artwork or design treatments that can be integrated into civic infrastructure. Artists and designers who join the Urban Design Roster are indicating they wish to be contacted to work with the City's Public Art team and other City service areas such as Bylaw Services, Engineering, Parks, Roads & Traffic, and Transportation, to apply their talents to a particular design challenge.

Projects are activated on an ongoing basis in relation to opportunities arising from infrastructure renewals, upgrades and maintenance such as: urban space beautification like murals or other surface treatments on buildings like park bathrooms or play areas like splash pads; street objects like traffic barriers, controlled crosswalks; or design treatments for necessary utility objects like manhole covers.

The Urban Design Roster is open to established and emerging artists, including those interested in expanding their practices into the public realm for the first time. Applications require a statement of interest, resume and a portfolio of previous work. Submissions will be reviewed by a selection panel comprised of City Staff and members of the Art in Public Spaces Working Group. The selected artists and designers will be listed as part of the Urban Design Roster for a period of two years (2026-2028).

Artists or designers who are on the Urban Design Roster will be contacted about opportunities by the project team on a case-by-case basis. Project fee scales are determined based on the nature and scope of work, and follow the fee schedules related to the public display of art identified by CARFAC (Canadian Artists Representation/le Front des Artistes Canadiens).



(Left-Right) Sebastian Abboud, Amy Pye, Jillian Mundy, Utility Wraps, 2024

# About the Urban Design Roster

## Background

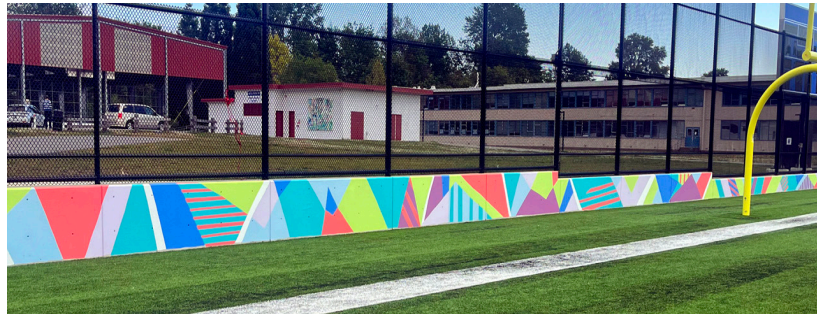
This program builds on the existing creative responses to civic planning and design in Nanaimo, and is intended to create new links between artists and civic service areas that would like to integrate creative work into City infrastructure needs. Many areas of the City maintain necessary infrastructure that may be enhanced by artistic contributions and urban design. Recognizing that there is no one way to take on the challenge of designing vibrant and welcoming community spaces, this program seeks to involve a diverse group of artists and designers who might be interested in responding to different sites, contexts, and opportunities.

This program evolves the longstanding commitment of the City of Nanaimo to integrate artwork into public spaces.

Past projects and recent efforts have included (but are not limited to):

PRC Project

Kristen Elkow of  
Elkplan Design Inc,  
Athletic Field Murals, 2025



Parks Project

Bernadette McCormack,  
Westwood Picnic Table, 2024





Culture Project

Anaïs Lera,  
Bowen Park Ground Mural, 2024



Culture & Parks Project

Curtis Van Charles Sorensen,  
Surfacing, 2022



PRC Project

Patrick Belanger,  
PRC Sticker, 2024



Engineering Project

Ay Lelum,  
FLOW Manholes, 2023



Photograph: Sean Fenzl



Transportation Project

Patrick Belanger,  
First Responders Tribute Kiosks, 2024



# Eligibility

## Who can apply?

The Urban Design Roster is open to all artists, working individually or in collaboration, and especially encourages applications from those who experience barriers of accessibility due to gender identity/expression, racial identity, or perception of disability. For the purposes of this call, the definition of an artist is a professional who:

- has completed basic training in art or an apprenticeship with an accomplished practitioner in the field, or
- maintains an artistic practice and has publicly shared an independent body of their work for at least two years, or
- is recognized as a professional by peers within their community.

You do not have to be a resident of Nanaimo, but you must have a good understanding of, and relationship to this place. This understanding/ relationship should be clearly demonstrated in your application.

Artists wishing to propose their own project ideas may apply to future calls to artists such as the [Temporary Public Art Program](#). Applications to the Urban Design Roster and the Temporary Art Program can be submitted together but must include all necessary materials for BOTH calls.

## Timeline

### Anticipated schedule

- |                                  |                            |
|----------------------------------|----------------------------|
| • Deadline for Entries           | October 12 2025            |
| • Notification/ Council Approval | December 2025              |
| • Project opportunities          | Ongoing until January 2028 |



Xwyunumus, Joel Good & Bracken Hanuse Corlett, 2020 (Photograph: Sean Fenzl, 2020)



# How to Apply

## Submitting Your Portfolio

When considering what to include in your portfolio, we suggest an overview of the creative styles, practices, and examples of previous works you have undertaken in a public realm, successful design projects, or other examples of your artistic work. Artists who are new to art in public spaces can contribute a portfolio with examples of artwork that demonstrate your abilities, along with a vision of how you plan to expand your practice into a public space.

Please include:

1. One page of writing about your artistic or design practice. Please include a brief summary of your approach to this opportunity.
2. A portfolio of your work.

You may structure your portfolio in a way that suits your projects. We suggest up to 25 images of relevant work and an accompanying image list, or a PDF up to 25 pages, with images and corresponding descriptions. Your portfolio may include examples of designs, images of installed work, links to videos or video documentation, sketches, and other manners of presentation that are part of your practice. Materials presented should be described so that those reviewing will know what they are looking at. Example:

01 - Artist name, *Title of Work*, media type, date

A brief description that offers relevant context about the visual materials, such as the context of presentation, whether it was part of a series, if there are collaborators, etc.

3. A brief biography (250 words)
4. A resume
5. A completed information form (see: [PG 10](#))

Should you experience challenges or barriers in this application process or require additional support, we encourage you to reach out to: [cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca) (250-755-4483).



Lower Bowen Complex

## Delivering Submission Materials

Submissions must be received no later than 11:59pm Pacific Time, October 12, 2025.

There are two ways to submit:

1. Submit your application and required documents online using the [ONLINE SUBMISSION FORM](#), or
2. Drop off your application and required documents in-person to the Culture & Events Dropbox, located at the Bowen Complex, 500 Bowen Road. The Dropbox is located on the lower level of the building near the tennis courts (Pine Street Entrance). Hand-delivered applications **MUST** include one (1) hard copy and one (1) electronic version on a flash drive. The application must be enclosed and sealed in an envelope/package clearly marked:

Your Name  
Urban Design Roster  
City of Nanaimo  
Culture and Events



Lower Bowen Complex DropBox

## Roster Selection Process

Portfolios will be evaluated by a panel of City of Nanaimo Staff and members of the Art in Public Spaces Working Group, and may also be reviewed by members of the Snuneymuxw Nation. Once reviewed, those added to the roster will be notified of their active status and will be contacted when opportunities arise.

Proposals are reviewed based on the following criteria (order listed does not indicate the order of importance):

- Strength and creativity of past art and/or design work
- Demonstrated ability to produce and present work
- Connection and relevance to place
- Evidence of engagement with critical dialogues in contemporary art and design

## Inclusion & Accessibility

The City encourages applications from those who experience barriers of access due to gender identity/expression, racial identity or perception of disability. Should you experience challenges or barriers in this application process or require additional support, we encourage you to reach out to:

[cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca) (250-755-4483)

The City is committed to improving accessibility for all by identifying, removing, and preventing barriers.

## On the Roster: What Happens Next

Each new opportunity offered to an artist on the Urban Design Roster will have its own project parameters, which are presented to the artist or designer at the time of project initiation. A project brief will include location, project type, and a fee. Fees are determined on a per-project basis. Minimum fees for artistic services are based on CARFAC (Canadian Artists Representation / le front des artistes Canadiens) standard rates, and scaled in accordance with the nature of the project.

Selection to participate in the roster will not guarantee that you will be contacted to undertake a project. Projects with physical labour, onsite work, or fabrication will require the artist to carry commercial general liability insurance, which must be demonstrated at the time of contracting.

## Terms & Conditions

---

Once submitted, the application is subject to the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. Questions about the collection of your personal information may be referred to the Legislative Services Department at (250) 755-4405, or via email at

[foi@nanaimo.ca](mailto:foi@nanaimo.ca).

## Confidentiality

---

Materials submitted for consideration to the Urban Design Roster will be treated as confidential. Ideas presented are understood to be the intellectual property of the applicant and the information contained therein will not be reproduced or adapted for any purpose, except to the extent necessary to communicate information to Staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act.



# Supplementary Information - Important Aspects of the Public Art Working Process

---

## Insurance

An artist/contractor working with the City of Nanaimo must have public liability insurance of \$2,000,000 for the duration of their contract period. This includes liability for injury of public and employees working on the project. Insurance should be included as part of the costs of the project. Insurance documentation will only be requested when an artist/ contractor is engaged for an on-site project.

## Maintenance & Conservation

In the case of artwork installed in City spaces, a maintenance manual will be required by the City to understand materials and conservation requirements. The manual will describe in detail the specifications of materials and finishes, method of cleaning, preserving and maintaining the final artwork, and drawings and instructions for its care.

## Copyright

Copyright in the completed work usually belongs jointly to the artist and to the commissioning organization or the City. Specifications of copyright agreements will be clearly outlined in project contracts.

## Contract

A signed agreement is required before a commission is awarded. The contract is signed once legal provisions have been agreed between the City and the artist or designer. Independent legal advice is recommended and can form part of the costs of a project. Contract payments are made in installments, usually as a percentage of the total contract amount, and geared to specific stages of certification and production.



Roz Maclean, Seventh St Kiosks, 2024

# Supplementary Information - Important Aspects of the Public Art Working Process

---

## Budget & Fees

Fees for artistic services follow CARFAC (Canadian Artists Representation / le front des artistes Canadiens) guidelines. CARFAC sets a national standard of fees that accords artists fair compensation for the use of artwork and certain services that artists provide. Artistic services anticipated to be associated with the activities covered by the Urban Design Roster may include (but are not limited to):

- Artist Fees (for concepts and designs)
- Production/Fabrication Expenses
- Installation or other types of Labour
- Presentation Fees

## Conduct

Artists/ contractors must demonstrate commitment to City of Nanaimo Policy C4.2 Equity and Inclusivity:

- “Equity recognizes that each person has different circumstances and allocates resources and opportunities to support more positive outcomes for all regardless of age, ability, gender, sexual orientation, faith practice, ancestry, or background. By identifying inequities and targeting investment in prevention and intervention, the wellbeing and inclusion of the diversity of people that make up our entire community can be enhanced, creating a city that puts people first and supports a sense of belonging.”
- Artists will contribute to a welcoming, inclusive atmosphere where all people feel safe, comfortable and represented (Policy C4.2.1); Encourage diversity awareness and build a culture of compassion for people of all cultures, genders, orientations, ages and abilities (Policy C4.2.8).



Humanity in Art, 'Big Heart' Pride Mural, 2025

# Urban Design Roster 2026 - 2028

## Applicant Information Form

Legal Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

## Signature & Declaration

I hereby acknowledge that the information included with my application is complete, is true and correct to the best of my knowledge. I am the copyright holder of all images and materials supplied to the City of Nanaimo in support of my inclusion in the Urban Design Roster.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Notes?



Stay in touch! Find info on latest projects and opportunities to get involved. Follow the Culture & Events team on Instagram [@prc\\_nanaimo](#). Or sign-up for the [Love Arts Nanaimo Newsletter](#) and learn about how the City is amplifying and championing local creativity!



# Questions?

---

Applicants will be notified if their portfolio is chosen.

The selected artists and designers will be notified in December 2025, following approval by City Council. Questions regarding the Urban Design Roster Program may be directed to Culture & Events at [cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca), ATTN: Urban Design Roster Program, or 250-755-4483.

Office/Dropbox Location:

ATTN: Urban Design Roster Program  
Bowen Complex, 500 Bowen Road,  
Nanaimo, BC

Mailing Address:

ATTN: Urban Design Roster Program  
Culture & Events, City of Nanaimo  
455 Wallace Street,  
Nanaimo BC, V9R 5J6



Noel Brown, Ticket Kiosk, 2023

# Current Calls to Artists

## Upcoming Opportunities

The following arts & culture opportunities are open to the public. Each listed opportunity links to more information on the City's website. All [future opportunities](#) can be found at [Nanaimo.ca](http://Nanaimo.ca) under the Culture tab.

### 01 [Temporary Public Art Program 2026](#)

Deadline: October 26, 2025

\*Submissions open

### 02 [Youth Poet Laureate 2026 - 2028](#)

Deadline: October 19, 2025

\*Submissions open July 15, 2025

### 03 [Culture Awards 2026](#)

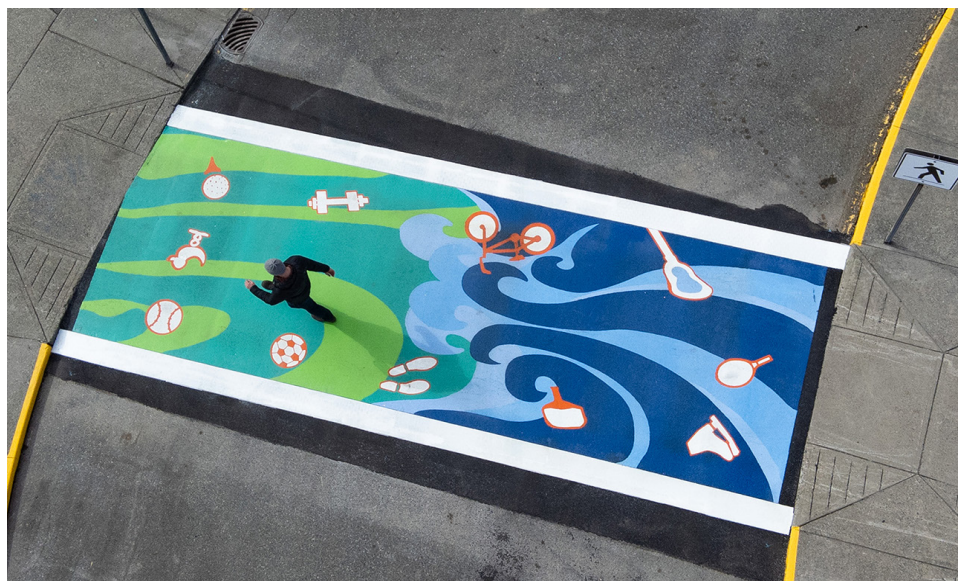
Deadline: December 1, 2025

\*Submissions open

### 04 [Art in Public Spaces Working Group](#)

Deadline: January 25, 2026

\*Submissions open October 13, 2025



Humanity in Art, Beban Crosswalk, 2023