



<b>Policy Name: Art Procurement Program</b>	
<b>Date Approved:</b>	<b>Date Reviewed:</b>
<b>Department: Administration</b>	

### **Policy Statement:**

Through a recognition program that will identify the artistic talent of local citizens, this policy will provide a framework for the acquisition, placement, management, protection and care of public art in all disciplines.

### **Purpose:**

An Art Procurement Program will contribute to the appearance of our public buildings and help provide education about the importance of arts and culture to our citizens. The program will reflect the professional interests of visual arts in the town, serving as a means to publicly promote local talent and artistic accomplishments and contribute to the professional development and economic success of our local artists.

### **Responsibilities:**

Administered by the Town of Riverview, the Art Procurement Program will facilitate the acquisition of artwork to be exhibited in various public spaces within the Town.

### **Definitions:**

**Artwork** means a physical work of art installed in the public realm. These works of art may be installed within buildings, or outdoors on public lands.

**Installed** means a piece of artwork that is fully prepared by the artist for public viewing with no assistance from Town staff.

**Program** means the Town of Riverview's Art Procurement Program as described in this policy.

**Public Space** means interior or exterior spaces frequented by the public, or within public view, and accessible to or visible by the public during normal business hours or longer.

**Jury** means the appointed members who will review the submissions and make recommendations to Council for purchase.

**Town** means the Council and Staff of the Town of Riverview, New Brunswick.

### **Procedure:**

#### **1. Artist Eligibility**

Artists will be eligible to participate in the Program provided that they meet the following criteria:

- 1.1 Artists wishing to participate in the Program **MUST** have been a resident of Riverview for at least 12 consecutive months.

- 1.2 Artist eligibility will not be reliant on an artist's professional status but rather on the artwork.
- 1.3 No work by any members of the Jury or their immediate family will be considered for purchase.

## **2. Artwork Criteria**

The suitability of the artwork for the Program will depend upon whether or not the artwork meets the following established criteria:

- 2.1 The artwork shall follow the theme announced by the Town each year which will be detailed in the "Call for Submissions" form.
- 2.2 The artwork should originate from the primary art market, where the artists maintains ownership of the work. Artwork from a secondary market, including artist's estates, will NOT be considered for the Program.
- 2.3 Artwork presented for selection, must be an original design. Reproductions or photographic reproductions of artwork will be accepted under the Program.
- 2.4 Creative works in any discipline will be eligible for selection, provided it is a two-dimensional or three-dimensional art form, is accessible to the public and is an original or limited edition which includes, but is not limited to:
  - Paintings and drawings, produced entirely by hand on any support or in any material (excluding industrial designs and manufactured articles decorated by hand);
  - Original prints, posters and photographs, as the media for original creativity;
  - Original artistic assemblages and montages in any material;
  - Work of statutory art and sculpture in any material;
  - Works of applied art in such materials as glass, ceramics, metal, wood, etc.
- 2.5 Illustrated and detailed proposals for artwork are only eligible for a sculpture piece. All other artwork submitted must be complete and available for procurement as of the date of submission.
- 2.6 Submitted artwork must be sturdy, vandal resistant (if an outside piece) and low maintenance.

## **3. Submission Guidelines**

- 3.1 Artists can submit a maximum of three (3) artworks for consideration, either in person and/or through a commercial representative of the Artist.
- 3.2 Descriptive details of each work must be submitted, including the title, date completed, medium, dimensions and cost. Each submission must be on a separate form (Appendix A). There will be no limit on the date of creation of artwork submitted for the Program.
- 3.3 Artwork proposals for outdoor sculptures must include specific details on placement, size, materials used and expected days to complete.
- 3.4 Artists may present prices for their work as installed or uninstalled. These prices should be clearly stated with each submission.

## **4. Jury Composition**

- 4.1 An Art Procurement Jury will be appointed by the Mayor each year to oversee the selection of artworks. The Jury will consist of one (1) arts professional from the Riverview arts community, two (2) representatives from the community at large and a staff liaison to assist with the project.
- 4.2 Jury members will be appointed in December on an annual basis and will serve for a period of one (1) year.
- 4.3 A schedule will be established for the selection of artwork by the Jury.
- 4.4 The decisions of the Jury will be final.

## 5. Selection Process

The selection process for the Program will be administered in accordance with the clauses outlined below.

- 5.1 A call for submissions will be announced in January of each year and will include the submission deadline in July, date of adjudication in September and date of the public meeting of Council in December at which the selected artworks will be announced.
- 5.2 The following general selection criteria will be used in the selection of artworks. Each criteria will receive a weighting but the weighting will be determined on a project by project basis by the jury. For example, in certain circumstances the “Relevance of theme” may weigh higher in one given year over another.

### **Example of Public Art Project Weighting**

<b>Description</b>	<b>Weight</b>
Compliance with submission requirements and budget	Pass/Fail
Artistic Merit – imagination and innovation	40
Experience in delivering projects of similar scope	25
Feasibility of construction or installation	15
Relevance of theme and local context	10
Durability and ease of long term maintenance	10
TOTAL POINTS	100

- 5.3 All submissions received will be available for public viewing from the date of adjudication until the announcement of selected works in December.

## 6. Program Financing

- 6.1 Minimum funding of \$3000.00 annually will be provided by the Town Council of the Town of Riverview for the Art Procurement Program. This funding is subject to review by Council through the annual budgetary process.
- 6.2 The Jury may recommend that Council consider additional monies if a piece is thought to be particularly beneficial to the Town’s collection.

## 7. Conditions of Purchase

- 7.1 Purchase contracts between the artists and the Town will include the use of artwork for display in a public place. These contracts will also include permission for use of images on the Town’s website for brief periods throughout the year in which the artwork is chosen.
- 7.2 After the selection process, payment will be issued to the artist once the artwork has been received and all contracts have been signed.

## 8. Display of Artwork

- 8.1 With the exception of outside pieces, selected artwork will be displayed at the Town Hall for the first year of acquisition. Following that year, the piece may be relocated to another town owned building.
- 8.2 The Town will maintain the artwork for a lifespan that is reasonable for the piece.
- 8.3 The Town has the right and responsibility to de-accession public art. All reasonable efforts shall be made to rectify problems or re-site the artwork where appropriate. Reasons for de-accession include:
  - Endangerment of public safety
  - Excessive repairs or maintenance, or repair is not feasible.
  - Public accessibility is no longer available.

- Demolition of a structure incorporating public art or redevelopment of site incorporating public art.
- Expiry of lifespan

**Role of Staff:**

1. Ensure the proper maintenance of all existing artworks.
2. Determine suitable public places and spaces for the display of the artwork.
3. Develop a list of potential Jury members.
4. Coordinate the Call for Submissions and assist Jury in arranging and scheduling the selection process.
5. Ensure that copyright, ownership, publication, exhibition and jury feedback are appropriately considered and fulfilled in accordance with any legal requirements.

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**Colin Smith**  
**Chief Administrative Officer**

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**Date**

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**Ann Seamans**  
**Mayor**

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**Date**



## ARTWORK SUBMISSION FORM

(PLEASE COMPLETE A SEPARATE FORM FOR EACH SUBMISSION)

SUBMISSION # \_\_\_\_ OF \_\_\_\_

### I. ARTIST CONTACT INFORMATION

NAME

ADDRESS

TELEPHONE

EMAIL

### II. ARTWORK DESCRIPTION

TITLE

\$

PRICE

Installed ☐

Not Installed ☐

MEDIUM

☐ Inches

DATE COMPLETED

\_\_\_\_ HIGH X \_\_\_\_ WIDE ☐ Cm  
DIMENSIONS

COMMENTS

### III. ARTWORK SUBMITTED

ARTIST SIGNATURE\*

RECEIVED BY

DATE RECEIVED: \_\_\_\_\_

### IV. ARTWORK RETURNED

ARTIST SIGNATURE

RETURNED BY

DATE RETURNED: \_\_\_\_\_ ☐ PURCHASED – NOT RETURNED

\*By signing the submission form the artist guarantees that the submitted work is an original piece of work, offered for sale to the Town of Riverview at the stated price.