

**Town Council of the Town of Gander
Policies and Procedures**

Policy Topic: Art Procurement Program		
Policy No: R025	Motion of Council: #08-299	Effective Date: 10/15/08
Section:	Amendment Motion: #13-300	Amendment Date: 12/18/13
	Amendment Motion: #22-045	Amendment Date: 04/13/22
Issued By: Community Services Committee		

Policy Statement:

The Town of Gander will provide a recognition program to identify the artistic talent of local citizens via the purchase of a selection of artworks for display in municipal buildings. The Art Procurement Program is intended to foster, enhance and preserve artistic productions by local residents of the community, to ensure public access to these productions and to help educate the public as to the value and importance of arts and culture to the quality of life of residents. The Art Procurement Program seeks to promote artists from both the established and emerging levels. Furthermore, the program contributes to their economic success and hopes to increase the societal value of local art for today's and tomorrow's generations. Finally, it demonstrates the Town of Gander's mandate to work with the arts community to fully recognize its contribution and achievements.

Guidelines:

1. Artist Eligibility

Artists will be eligible to participate in the Art Procurement Program of the Town of Gander provided that they meet the following criteria.

- 1.1 Any artist wishing to participate in the Art Procurement Program must be a current resident of Gander as of the date of their submission.
- 1.2 Artist eligibility will not be reliant on an artist's professional status but rather on the quality of the artwork.
- 1.3 No work by any members of the panel of judges or their immediate family will be considered for purchase for the year in which they are judging.
- 1.4 Employees of the Town of Gander are eligible to participate, notwithstanding guideline 1.3.

2. Artwork Criteria

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

- 2.1 The artwork should originate from the primary art market, where the artist maintains ownership of the work.
- 2.2 Artwork in various media will be eligible for selection. The artwork must be suitable for installation in an office environment. Artworks may include, but are not limited to, the following media:

- Ceramic
- Fibre
- Metal
- Painting
- Printmaking *
- Drawing
- Glass
- Mixed Media
- Photography
- Sculpture

* Includes Digital Photography, Offset Lithography and Giclee, in addition to other traditional printmaking processes

- 2.3 Project/artwork proposals are not eligible. Artwork submitted must be complete and available for procurement as of the date of submission.
- 2.4 Artwork is encouraged to have a Gander theme, representing some aspect of Gander or relating to Gander. Themes may include, but are not limited to, the following:
 - History
 - Social/Community Life
 - Aviation
 - Geography/Location
 - Nature/Environment
 - Infrastructure/Properties

3. **Submission Guidelines**

All artists wishing to participate in the Art Procurement Program must adhere to the following submission guidelines:

- 3.1 Artists can submit a maximum of three (3) artworks for consideration.
- 3.2 Descriptive details of each work must be submitted as per the Artwork Procurement Policy Submission form attached. Each submission must be on a separate form. There will be no limit on the date of creation of artwork submitted for the Art Procurement Program.
- 3.3 Artists may present prices for their work as framed or unframed. These prices should be clearly stated with each submission.

4. **Panel of judges - Eligibility, Criteria and Composition**

An Art Procurement panel of judges will be appointed each year to oversee the selection of artworks. The panel of judges will consist of two (2) citizens from Gander and the Town of Gander's Chief Administrative Officer or designate. The panel of judges will be selected by the Town of Gander's Community Services Director or designate.

Selection

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

- 4.1 Submissions will be requested in November of each year. Documentation for each submission must be in place before an art item can be judged. Calls for submissions will be made through the Town of Gander website and Facebook page and by any other means the Community Services Director may deem appropriate.
- 4.2 The call for submissions will include the submission deadline and date of the public meeting of Council at which the selected artworks will be announced.
- 4.3 The panel of three judges will individually and independently rank all artworks. The three rankings for an artwork will be averaged for an overall score.
- 4.4 The judges' rankings will be one criterion in the purchasing of artworks. Other criteria may include relevance to the immediate Gander area or to the Town.
- 4.5 A maximum of one (1) artwork from any artist will be eligible for purchase. If an artist has submitted two (2) or three (3) artworks and more than one is chosen by the panel of judges, only the highest scoring artwork from that artist will be considered for

purchase.

- 4.6 In addition to the ranking by the panel of judges, images or similar representations of all artworks will be posted to the Internet via Facebook for a "Residents' Choice" public vote. The artwork with the highest number of votes will be considered for purchase in addition to those chosen by the panel of judges.

5. Conditions of Purchase

- 5.1 Purchase contracts between artists and the Town of Gander will include the Town's ownership of selected pieces as well as its right to display those pieces in municipal buildings and to lend artworks for temporary display in other locations. The artist will retain ownership of the image itself.
- 5.2 Payment will be issued once the artwork and all pertinent information is received by the Town of Gander.
- 5.3 The intention of the Program is to purchase a number of artworks (as per 4.4). However, all purchases will be subject to meeting the Program's budget.

6. Conditions of Loaning Artworks

Art Procurement items may be loaned to local establishments or organizations, or visiting groups holding conferences or events in the community. The group must submit a written request stating the proposed time frame, location where the borrowed artwork(s) will be displayed and the name of a contact person who will be responsible for the artwork(s) for the duration of the loan agreement. If the request is approved, a representative of the organization must complete a loan contract. The agreement is non-transferable and the Town of Gander has the right to cancel any agreement at any time.

Procedures:

The Community Services Director or designate will call for submissions from artists. Artists must complete a Submission Form for each piece offered for purchase. The judging will be done by the Art Procurement panel of judges and announcement of winners will be made at the next Council meeting. Winners are the artworks to be purchased within the Program budget.

Responsibilities:

The Program will be under the direction of the Town of Gander's Community Services Director or designate in conjunction with the appointed Art Procurement panel of judges.

Loans under the Program will be executed by the Town Clerk.



ARTWORK SUBMISSION FORM

(PLEASE COMPLETE A SEPARATE FORM FOR EACH SUBMISSION)

I. ARTIST CONTACT INFORMATION

NAME _____

ADDRESS _____

TELEPHONE _____

FAX _____

EMAIL _____

II. ARTWORK DESCRIPTION

TITLE _____

\$

PRICE _____

DATE COMPLETED _____

HIGH

WIDE

INS

CM

DIMENSIONS FRAMED

MEDIUM _____

HIGH

WIDE

INS

CM

DIMENSIONS UNFRAMED

COMMENTS _____

III. ARTWORK RECEIVED - *complete only when delivered to the Town Hall*

ARTIST SIGNATURE _____

RECEIVED BY _____

DATE RECEIVED _____

_____ OF _____
SUBMISSION NO.

IV. ARTWORK RETURNED - *complete only if artwork is returned to the artist* (at the conclusion of the program)

ARTIST SIGNATURE _____

RETURNED BY _____

DATE RETURNED _____

PURCHASED - NOT RETURNED
If purchased, complete the Artwork Purchase Agreement form