

# THE CORPORATION OF THE TOWNSHIP OF RAMARA

## PUBLIC ART LOAN AND DONATION POLICY

### Policy Statement

The Corporation of the Township of Ramara recognizes and promotes the value of art and culture through the integration of artwork in public places. This policy will address the display of donated (permanent) or loaned (temporary) art.

### Purpose

The purpose of this policy is to provide:

- an effective mechanism for determining appropriateness and method of placement of public art, within buildings, or outdoor spaces belonging to the Township;
- the criteria for the review and selection of public art to be displayed;
- the responsibilities of the municipality and the artist when loaning or donating art work to the municipality.

The purpose of this policy is to provide guidelines for the selection and display of donated or loaned art work in order to help create appealing environments in which to live, work and play; honour, encourage and preserve our cultural heritage and artistic diversity and promote civic identity through awareness and preservation of the community's history, cultures and living arts.

### Scope

Public Art refers to visual works for decorative or functional purpose owned or managed by the Corporation of the Township of Ramara. Public art may include, but is not limited to:

- sculptures
- murals, mosaics, fibre works, glass works, photography, paintings, graphic arts and prints
- tableaux, vignettes or creative displays or an artistic/informational nature which interpret the heritage significance of a building or site
- a combination of landscaping and landscape design with artistic intent such as rocks, fountains, benches and other types of street furniture

Artist refers to the designer/creator of a piece of artwork and can include, but is not limited to amateur or professional artists, graphic designers, collaborative teams, architects, and landscape designers.

Public spaces refers to space that is available and frequently used by the public and can include, but is not limited to, parks, boulevards, trail systems, open spaces, waterways, roads, bridges, gateways, streetscapes, exterior and interior public areas associated with the Township owned buildings and civic plazas.

Art donations refer to artwork that has been permanently donated by the artist or owner to the municipality and the art work now remains the ownership or will become the property of The Corporation of the Township of Ramara.

Art loans refer to artwork for a defined period of time. Ownership of the art will remain with the lender.

## **Procedure**

Each piece of art that is being considered for donation or loan to the Township will be evaluated by a review committee according to the following criteria:

- quality of condition of art work
- original art work created by a local artist or is of local interest
- reputation of the artist
- suitability of the work for display in a public place (i.e. size and subject matter)
- authenticity of work
- relevance to the Township's natural and built environment, cultural heritage, and/or history
- Township's ability to install and maintain the work

The Review Committee shall consist of the Manager of Corporate Services, the Municipal Clerk, the Deputy Clerk and the Deputy Treasurer. Members of the Review Committee will not evaluate art work that may result in a conflict of interest.

Prior to displaying art work in the Township, the artist shall sign an artist agreement form indicating if the art work is on loan and the duration of the loan or if the artwork is a permanent donation. This artist agreement form will also outline a maintenance plan for the art work, verify its authenticity and permit the Township to hold copyright for the artwork.

The Township is not responsible for any material that is lost, damaged or stolen while on exhibit or display. The Township does not charge for the right to display art work and artists are not to display their works for sale on municipal property.

Tax receipts can be issued for art donations if the artist has a bill of sale or an appraisal from a certified member of the Professional Association of Art Dealers in Canada or the Certified Appraisers Guild of America and if the art work is acceptable to the Review Committee.

The site selection for public art will be managed by the Review Committee. Staff will identify and prioritize appropriate locations throughout the Corporation of the Township of Ramara where public art may be situated. The artist is welcome to provide input as to where they would like their art to be displayed; however the final location for display is at the discretion of the Township Review Committee.

All artwork donated to the Township is the property of the Corporation of the Township of Ramara and is therefore insured under the Township's insurance policy. For all loaned artwork on exhibit in public spaces owned by the Township, the artist will submit to the Township a copy of insurance coverage for the art pieces(s), or a signed waiver freeing the Township from liability in case of accidental loss, theft, damage or vandalism.

## **Responsibilities**

### ***Approvals:***

It is the responsibility of the Review Committee to make all decision on art work that is being donated or loaned and will be responsible for the identification of appropriate locations for the display of art, as well as inventory or all art work whether, permanent donations or temporary loans. The Municipal Clerk will inform the artist on the status of their donation or any change to the location of their donation.

### ***Installation & Maintenance:***

It is the responsibility of the artist to complete the artist agreement form and identify a maintenance plan for the art work, as required.

The Municipal Clerk will oversee the installation of all works of art the Township has received as a donation or a loan, as staff resources permit. In some circumstances, the artist may be asked to participate in the installation, or professional installer may be contracted. The Municipal Clerk is also responsible for the care of the maintenance of the art work, in accordance with the approved maintenance plan and an inspection of the artwork will be undertaken according to a pre-determined schedule.

### ***Record Keeping/Storage:***

It is the responsibility of the Municipal Clerk to maintain an inventory of all loaned and donated artwork and determine appropriate storage, as required.

### ***Policy:***

It is the responsibility of the Chief Administrative Officer to regularly monitor the effectiveness of this policy.

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Date

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Richard P. Bates  
Chief Administrative Officer