

# Town of Truro – Policy & Procedure Manual

**Subject:** Art Collection Policy  
**Policy Number:** P180-003  
**Approval Date:** May 2, 2005  
**Departments:** Parks & Recreation, Finance

## PURPOSE

The Town of Truro has created the Art Collection Policy to establish and continue a collection of visual art which reflects the historic and artistic development of the Town of Truro.

## OBJECTIVES

1. Coordinate an annual Art Show featuring local artists, to select a work of art to add to the Town of Truro's collection.
2. Expand the collection by annually acquiring a local work of art. (This mandate could be expanded to further include works by Nova Scotia artists).
3. Maintain the collection as a permanent public display as recognition of importance of our cultural community.
4. Maintain a biography binder listing the background of each artist in the collection, their photograph and a photograph of their purchased art.

## STRUCTURE

**Selection Committee:** A Committee made up of five (5) persons to serve a term of office for a maximum of two (2) consecutive years. The Committee would consist of the following:

- a) A person from an established public community arts organization such as the Cobequid Arts Council or the Truro Arts Society or interested citizen. One of these groups could be asked to supply a committee member from their membership.
- b) Two (2) members of Truro Town Council.
- c) A professional or recognized artist.
- d) Parks & Recreation Department representative.

**Art Show:** To give more awareness to the art and artists of Colchester County, to allow artists to prepare submissions on a regular basis, to ease the process of acquiring a committee and, to celebrate Cultural Awareness Week, a two week art show would be held. This show would display, depending on the number of artists, at least three (3) submissions per artist for the general

public and Selection Committee to view. The show and official opening would be coordinated by the Town of Truro and a hosting organization familiar with the process. A reception, hosted by the Selection Committee to announce the selected work of art, would be held for the artists, Town Councillors and guests.

### **Criteria for Selection:**

The Town of Truro intends to build on an art collection in a professional manner to protect the integrity of this collection. The Committee will comply with the following criteria:

- 1) Quality art - good composition, technical competence, presentation (in terms of preservation) and relevance of the art to the style and development of the artist.
- 2) The historic development and lifestyle of the Town of Truro must be considered. It is important to stress that this is secondary, although a required criteria.
- 3) Medium - The collection should be balanced with a variety of media. It is not suggested that the Committee be required to rotate one year to the next.

It is suggested that the Committee acquaint themselves with the collection prior to selection and leave it to their discretion.

Members of the Selection Committee would not be eligible to make submissions.

### **DONATIONS**

Donations would be subject to the same criteria as regular submissions. This could easily be done by the Selection Committee when they meet each year.

### **COMMISSIONS**

The Selection Committee may consider the recommendation of commissioning a piece of work by an artist. This option could be used to fill a void in the collection, either of a specific area, a specific point of history or type of art, ie. oil, sketch, watercolour, etc.

If the Selection Committee considers this option they recommend an artist and the topic to Town Council for approval, prior to committing to the commissions.

### **PURCHASE ARRANGMENT**

The Town of Truro makes available funds of \$750.00 to purchase the submission selected. Artists may choose to donate that portion of the cost of the submission which exceeds the funds available from the Town of Truro.

## **RESPONSIBILITIES:**

### **Parks, Recreation and Culture Department**

1. Contact local arts organizations to act as the Hosting Organization to act in conjunction with the Town of Truro for the annual Art Show.
2. Coordinate with the Hosting Organization the dates and locations of the Art Show.
3. Confirm the members of the Selection Committee.
4. Obtain address of local artists from local cultural organizations. Distribute letters to artists inviting them to submit a maximum of three (3) pieces of art.
5. Place advertisement soliciting submissions in the local papers, media and on the Town of Truro website.
6. Coordinate with the Hosting Organization the final arrangements for the Art Show and reception, as well as the receiving and returning of submissions.
7. Submit the Selection Committee's recommendation to purchase to Town Council for approval.
8. Invite submitting artists, Town Councillors and the Selection Committee to attend the reception, at which time the submissions selected will be announced.
9. Arrange for media coverage of the Art Show and Reception.
10. Order brass plate with title of art work, the artist's name and the year purchased, to be installed on the submission.
11. Document the submission selected.
12. Write an annual report on the process used to organize the current year's Art Show, including a financial statement and overall evaluation.

### **Art Collection Committee:**

1. Review submissions, accompanying biography and other support material the artist might wish to submit.
2. Provide suitable recommendation for purchase, based on this material.
3. If a suitable recommendation is not possible, the Committee may look at the possibility of recommending the commissioning of a piece of work by an artist.
4. May determine the medium (media), size and subject on an annual basis which would best reflect an overall representation of this historic and artistic development of the Town of Truro and ensure the continuity of a collection of quality art.

### **Hosting Organization:**

1. Co-ordinate with Parks & Recreation Department the dates and location of the Art Show.
2. Using the above information arrange for the location, receiving, displaying and returning of art submissions and accompanying material.
3. Coordinate the reception for submitting artists, Town Councillors and the Selection Committee.
4. Provide Parks & Recreation Department with any recommendations upcoming shows.