

### Call to Artists – Request for Proposals (RFP)

**Project:** Official Plan Consultation – Artist Facilitated

**Artist Fee:** \$3000 + HST if applicable

**Project Deadline:** June 30<sup>th</sup>, 2025, by 5 p.m.

#### 1. Project Brief

The Town of Halton Hills (The “Town”) has begun the process to create a new Official Plan that will guide how Halton Hills grows and develops. Halton Hills is expected to grow significantly in the next 15 – 25 years. With a projected population of 132,000 people and 65,000 jobs by 2051, the Town needs a plan that reflects today's municipality and preserves the community's character while creating a new vision for the future.

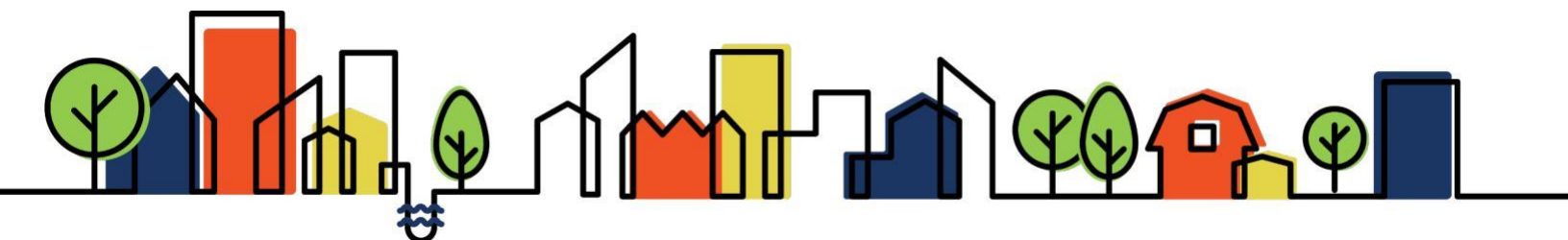
The new Official Plan will also implement provincial policy directions, align with related background studies and recognize Council's [2023-2026 Strategic Plan](#) priorities.

The Town invites professional artists of diverse backgrounds, disciplines, and practices to submit their proposals highlighting how they would work with Town staff to run an interactive community engagement session using art and creative practices. The engagement session will gather feedback from the community on their vision for the Town to the year 2051 and identify key goals and priorities for the new Official Plan. The commissioned artist will be responsible for creating a final artistic product in any medium, representing the Town's future vision, based on the feedback from the session.

#### 2. Eligibility

This request for proposals is open to professional Canadian artists\*. Artists must be able to travel to Halton Hills to run the session.

The Town is looking for proposals from a variety of different disciplines, including, but not limited to, visual art, dance, media arts, music, craft, poetry and storytelling.



\*As per the Town of Halton Hills Public Art Policy (2016) an artist is: A person, who is objectively recognized as an artist, possesses training, skill, and/or experience in his or her artistic discipline; is active in and committed to his or her art practice, and has a history of public presentation.

### 3. Considerations for the Artwork

Artists should consider the following when creating their submissions:

- Advertising of any type is not permitted, therefore logos, phrases or branding for any business, product, service or private interest, other than the Town of Halton Hills should be avoided;
- *Proposals must not contain content in breach of any intellectual property, trademarks, brands, or images of vulgar, offensive or illegal activity. Artwork may not promote a political party or election candidate; promote tobacco, alcohol or marijuana use; present demeaning or derogatory portrayals of individuals or groups; or contain anything which, in light of generally prevailing community standards is likely to cause deep or widespread offence.*

### 4. Budget

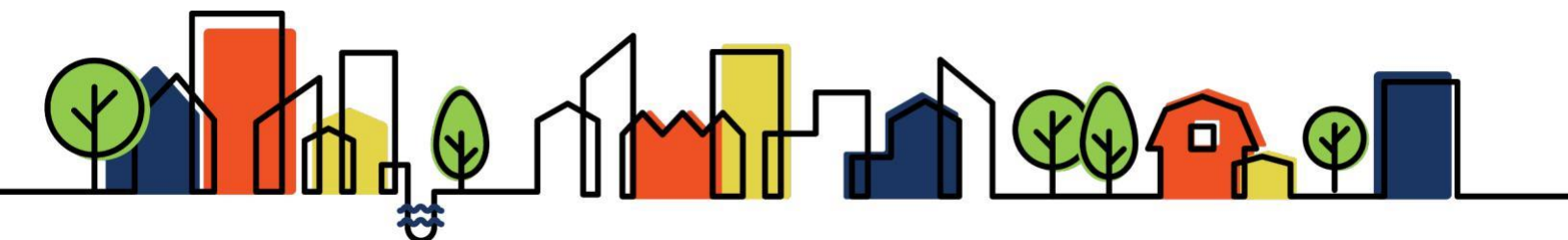
The commissioned artist will receive \$3,000 + HST (if applicable) Canadian Dollars\*.

\*This fee includes (but is not limited to) submission of the proposal, workshop preparation, materials, coordination and technical consultations including approvals or other expertise as required, preparation of any information and/or documentation, attendance at meetings and site visits, travel to the site and to meetings as required, facilitation, creation and presentation of final product.

### 5. Anticipated Schedule

It is expected that the commissioned artist will comply with the project's general timeline dates as highlighted below:

Date*	Project Phase
May 20, 2025	Launch Call for proposals
June 30, 2025	Deadline for Artist Submissions, by <b>5:00 PM EDT</b>
Early July 2025	Art Selection Panel meets to review proposals and choose successful proposal
Mid July 2025	Successful artist notified and contract finalized



Fall 2025	Community Engagement Session
Winter 2025	Presentation/unveiling event

\*Schedule is subject to change

### Selection Process

Proposals will be reviewed by an independent Art Selection Panel comprised of art professionals and community representatives and appropriate Town staff. The Art Selection Panel will recommend an artist or artist team for the award of the Commission.

The Art Selection Panel will assess the proposals on a 25-point scale using the following criteria:

Criteria	Point Value
Artistic merit, including quality of work, originality, artistic excellence	10 points
Ability of planned final artistic product to communicate public feedback	5 points
Vision for the project as conveyed in the written statement; level of engagement and possibility to solicit and capture public input	5 points
Qualifications and professional experience of the artist, specifically facilitation skills	5 points

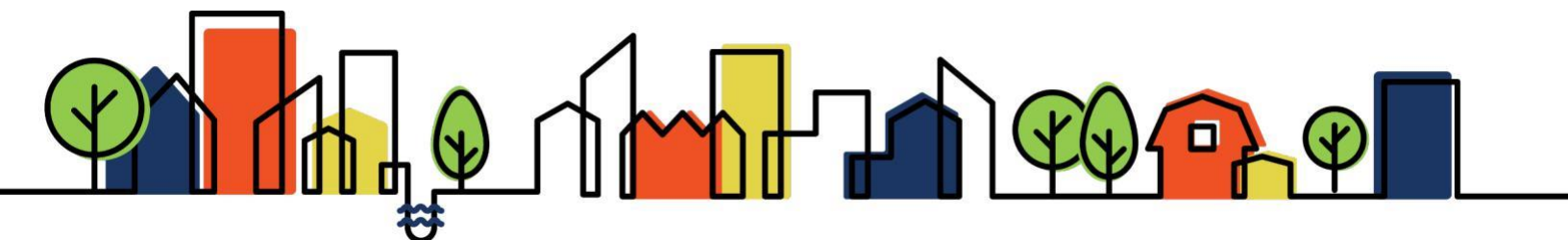
Should further clarification be required by the Art Selection Panel, artists may be asked to attend a virtual meeting or phone call interview with the panel. The Town will not provide any additional compensation to artists attending the interview.

The Town reserves the right to select and retain the highest ranked artist deemed most appropriate for the project at its sole discretion.

### 6. Submission Requirements

Please read all components of the RFP prior to completing your submission. A complete submission package includes the following documentation in a **single PDF document**:

- Artist declaration: use the form provided below.



- b. Artist statement (1 page maximum): a written description of the artists' proposal which should include information on workshop design, recording/capturing of public input, conveyance of public vision through final artistic product.
- c. Links to artist website and/or social media
- d. Artist's CV and up to 3 images or examples of past work created, ideally through community engagement or group facilitation

Incomplete submission packages or submissions not received in the form of a **single PDF document**, or submissions received after the deadline will not be adjudicated. Artists will retain copyright over their proposals. However, the proposals may be used by the Town in meetings with stakeholders and staff. Please note that the proposals will not be returned.

Accommodations are available for all parts of the application process. Please advise Town staff of any measures you feel you need to enable your application to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**Submissions must be uploaded to:**

This Box [link](#).

**7. Reserved Rights of The Town of Halton Hills**

Proponents shall bear all costs and expenses incurred by them relating to any aspect of their participation in this Request for Proposal, including all costs and expenses related to preparation of proposals and any subsequent negotiations with the Town.

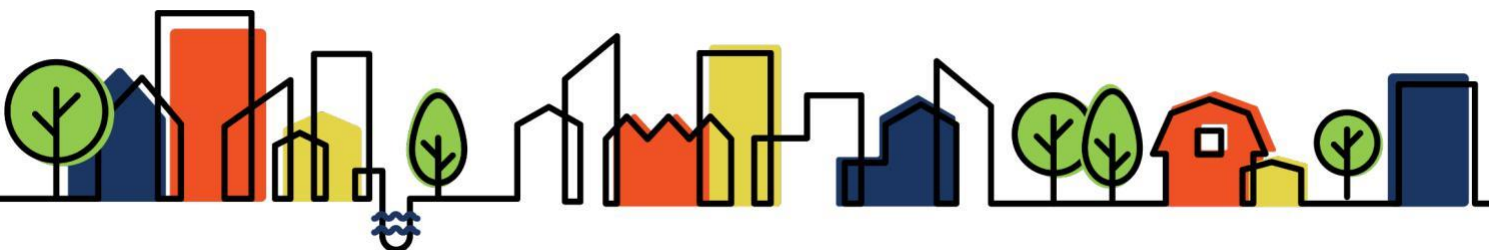
The Town, at its sole discretion, may request clarifications or request additional information, as deemed necessary to evaluate the submissions. The Town retains the sole discretion to determine whether a submission is responsive and if the prospective Artist or Artist Team can perform the Work. The Town reserves the right to not proceed with awarding a contract.

**8. Publication of Competition Information**

The Town shall have exclusive right to issue all public announcements regarding the competition. This includes but is not limited to social media. Artists will be informed when they may communicate their participation in this project.

**9. Copyright and Ownership of Artistic Product**

The artist retains the copyright to their work. The Town of Halton Hills is granted a non-exclusive, perpetual license to use the final artistic product for the purpose of communicating the Town's vision of the future through its various communication channels. The artist





acknowledges and agrees that the Town may continue to display, present, or otherwise use the artwork in the future as desired. Any future display or use of the artwork, whether in part or in whole, will be in accordance with its original intended purpose.

**Additional Information or Questions Regarding This Opportunity**

For information or questions regarding this Request for Proposals, please contact:  
Melissa Ricci, Senior Policy Planner at [mr Ricci@haltonhills.ca](mailto:mr Ricci@haltonhills.ca) .

**Artist’s Declaration**

The following Declaration is to be signed by the Artist and submitted as part of their proposal package:

I hereby declare that the information provided herein is true and correct to the best of my knowledge.

Name:

Signature:

Date:

Name:

Signature:

Date:

