Call to Artists

Public Art Roster: Town of Halton Hills
Submission Deadline: November 23, 2026

The Town of Halton Hills Public Art Program seeks artists and other creative professionals to submit portfolios to the Town's Artist Roster. The Roster is comprised of pre-qualified regional artists who can provide original artwork for a variety of art opportunities integrated into civic infrastructure and the public sphere. By joining the Roster, artists express interest in collaborating with the Town's Create Halton Hills team, or other departments and sections such as Recreation, Parks, Planning, Transportation and Tourism.

Invited commissions and limited competitions may be facilitated for recurring/ongoing programs such as:

- Smaller murals or surface treatments on community buildings, skate parks, construction hoarding or other civic infrastructure including the Bell Box Project;
- Artistic treatments for utility box wraps including Under Wraps Program;
- Banners and signage;
- Street installations including crosswalks, picnic tables, traffic barriers, planter boxes;
- Functional design elements like shade canopies, seating or other integrated components and;
- Other projects valued under $15,000

The Roster is open to both established and emerging artists and creative professionals. The Roster is populated through a bi-annual open call prioritizing regional artists. Submissions are reviewed by Town Staff, members of the Public Art Advisory Board, or in some cases an external artist adjudication panel. Upon acceptance to the Roster, artists are eligible to be contacted for direct commissions or limited competitions for a period of 5 years, with the option to re-apply at the next open call. There is no limit to the number of times an artist can apply to be on the Roster, and there is no limit to the number of active artists on the Roster at any given time.

It is important to note that acceptance to the Roster does not guarantee a project offer.

Background

The Town of Halton Hills Public Art Program builds an exceptional collection of Public Art. Its collection honours the creative spirit, instills a sense of wonder, encourages contemplation, and establishes Halton Hills as a creative community and a leader in public art. Our innovative public art program invites residents and visitors to explore and engage with all that Halton Hills has to offer in its natural, cultural, and urban spaces.

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The Public Art Program is guided by the Public Art Master Plan and Public Art Policy.

The Public Art Roster ensures regional artists and creative professionals are provided the opportunity to contribute to the creation of a healthy, vibrant and connected community, enhance quality of life for residents and shape the Town's cultural identity.

Project Implementation

Each artist opportunity will have its own project parameters and will be communicated to the commissioned artist or creative professional upon initiation of the project. The project parameters will include location, project type, design considerations and artist fees.

Artists on the roster will not be guaranteed a contract for a project. Roster artists can also choose to reject offered contracts from the Town. Projects with physical labour, onsite work, or fabrication will require the artist to carry commercial general liability insurance, and other relevant certifications such as working at heights, which must be demonstrated at the time of contracting.

Remuneration

Fees for artistic services follow CARFAC (Canadian Artists Representation / le front des artistes Canadiens) guidelines. CARFAC sets a national standard of fees that accords artists fair compensation for the use of artwork and certain services that artists provide. Artistic services anticipated to be associated with the activities covered by the Public Art Roster may include (but are not limited to):

- Artist fees
- Proposal fees where deemed appropriate
- Production/ fabrication expenses (project dependent)
- Presentation fees

Eligibility

The Public Art Roster is open to all artists residing or working within commuting distance of Halton Hills, whether working individually or in collaboration.

An artist is defined as a professional who is:

- Objectively recognized as an artist by their peers, possesses training, skill, and/or experience in their artistic discipline; is active in and committed to their art practice and has a history of public presentation. The definition of artist adheres to the Canada Council for the Arts definition of a professional artist, visual and fine craft artist, or practitioner of architecture/landscape architecture.

Artists do not have to be residents of Halton Hills to apply, but an understanding of, or relationship to, Halton Hills is considered an asset. Local and Regional artists are given preference. Artists must be able to be onsite to physically install artworks, including painting murals where applicable.

The Town encourages a diversity of applicants, including but not limited to race, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, age, disability, socioeconomic status, class, and religion.

Selection process

Portfolios will be evaluated by Town of Halton Hills staff, members of the Public Art Advisory Board and in some cases an external artist adjudication panel. Once reviewed, those added to the roster will be notified of their active status and will be contacted when opportunities arise. Adjudicators will review proposals using the assessment criteria outlined below, applying a four-point weighted evaluation rubric:

- 0: Not demonstrated
- 1: Minimal
- 2: Adequate
- 3. Excellent

- **Artistic excellence:** Quality of work, originality, artistic vision, creativity and approach, contemporary artistic excellence and innovation (40%);
- **Qualifications:** Qualifications and past experience, including ability to meet technical requirements and implement projects of different scales within budget, timeline, and specified criteria (30%);
- **Comprehension:** Compliance with the objectives of the call including a demonstrated interested in the opportunity and interest in and connection to Halton Hills (20%);
- **Collaboration:** Artist's capacity to collaborate with Town staff, contractors, other professionals and community groups as appropriate (10%)

Artist Contract Terms

A signed agreement is required before a commission is awarded. When the Town contracts an artist for a Public Art commission, the artist agreement will include, but not be limited to the following:

- Scope of work (may be design services only, or design, fabrication and/or installation);
- Town's and artist's obligations, appropriately apportioning risk and responsibility;
- Timelines;
- Ownership, maintenance, lifecycle and conservation obligations;
- Intellectual Property, Copyright and Artist Moral Rights;
- Artist recognition;
- Warranty and insurance (as appropriate); and
- Payment schedule.

Maintenance and Conservation

A required maintenance plan will be developed by the artist or the Town at the time of the acquisition, if appropriate, and will be agreed upon by both parties.

Project Lifecycles

The amount of time any project remains in place is determined by the nature of the materials, goals of the project, and ongoing maintenance considerations. While projects may have projected lifecycles, the Town cannot guarantee the lifespan of any given project due to unforeseen circumstances such as (but not limited to) weather events, damage, vandalism, redevelopment of lands/roads/existing infrastructure or third-party maintenance or replacement. While it will endeavor to honor the proposed lifecycle of a project, the Town reserves the right at its sole discretion to remove an artwork at any time following installation.

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 Artist Roster, including all costs and expenses related to preparation of submission materials.

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 is capable of performing the work. The Town reserves the right, at its sole discretion, to determine the number of prequalified artists or artist teams. The Town reserves the right to not proceed with awarding a contract.

Additional Information

Artworks must not contain content in breach of any intellectual property, trademarks, brands, or images of vulgar, offensive or illegal activity. Artworks 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.

Artificial Intelligence (AI) Declaration:
Artists that utilize artificial intelligence technologies are permitted to apply if it is conceptually relevant to their practice. The use of AI generated images at this stage of the submission process is discouraged. Artists are required to disclose AI usage and have the option to provide a brief description of how their AI usage is relevant to this project call. Disclosure may be shared with art selection panel members.

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.

Copyright and Ownership of Images:
The artist retains copyright of their work. The Town of Halton Hills reserves the right to use images of the selected work for promotions and marketing purposes. The artist agrees that the Town may display the artwork as images in future as desired. Any future display of the artwork in part or as a whole would be in accordance with their original intended use.

Insurance Requirements:
Any Artist working with the Town of Halton Hills who is undertaking a project involving physical labour, onsite activity, installation, or fabrication must carry Commercial General Liability Insurance, which must be demonstrated at the time of contracting. Artists must provide proof of insurance in the form of a Certificate of Insurance prior to the commencement of any work. Insurance must be issued by an insurer licensed to operate in the Province of Ontario and Coverage must include:

- Limits of not less than $2,000,000 per occurrence, with a minimum $2,000,000 aggregate, for the full duration of the contract;
- “Corporation of The Town of Halton Hills and The Halton Hills Public Library Board ” named as Additional Insured;
- Coverage must extend to: The general public, The Artist, and Any assistants, employees, or subcontractors involved.

Submission Requirements

Please read all components of the Call to Artists – Public Art Roster prior to completing your submission. A complete portfolio package includes the following documentation in **single PDF**:

- **Letter of interest** (1 page maximum): a written description of why the artist or artist team is interested in public art opportunities of this scope and scale within Halton Hills, applicable qualifications and experience, and how their practice relates to public art and/or the project examples provided. It is suggested submissions contain an overview of the creative styles the artist uses and examples of previous works they have undertaken in the public realm, and/or other artistic accomplishments. Artists who are new to art in public spaces can contribute a portfolio with examples of artwork that demonstrate abilities, along with a vision of how they plan to expand their practice into public space. An indication of areas of interest including past mural experience, or ability to translate designs into vector files are encouraged during the submission process. If submitting as an artist team, please include only ONE letter of interest (maximum 2 pages) for the submitting team together with Artist CVs for all team members. Artist teams must clearly identify the roles and responsibilities of the various team members and identify the project lead for the team.
- **Artist's CV:** including all relevant contact information and links to the artist's website and/or social media accounts used for artistic work
- **Artist Bio:** no more than 200 words, a concise third-person narrative that summarizes your artistic background, education, accomplishments, and career milestones.
- **Work Samples:** Up to 10 supporting images of past work. Please include a brief description of the artwork/project, and installation site, materials used and budget if applicable

Incomplete applications will not be adjudicated.

Accommodations are available for all parts of the application process. Please advise the Public Art 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.

Additional Information or Questions Regarding This Opportunity

Please refer to the Town of Halton Hills Public Art Master Plan for additional details about public art in Halton Hills.

For questions, or applicants requiring additional support regarding this artist call, please contact: publicart@haltonhills.ca