



# Provincial Call to Artists

## City of Woodstock Public Art Opportunity: Florence Carlyle Sculpture Commission

**Call to Artists:** Call for Expressions of Interest and Qualifications

**Deadline:** Wednesday, September 6, 2023, at 1 p.m. ET

**Budget:** \$75,000

An on-site information meeting will be held on Wednesday, June 14, at 3 p.m., with representatives from the Woodstock Art Gallery and City of Woodstock staff. A question-and-answer summary of this meeting will be created and posted within seven days of this meeting.

### Overview

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The Woodstock Art Gallery invites artists residing in Ontario to submit expressions of interest and qualifications to create a permanent public artwork in honour of Florence Carlyle for the Bruce Flowers Sculpture Garden in the newly named Florence Carlyle Park, located in the City of Woodstock.

The Woodstock Art Gallery is committed to diversity, equity and inclusion, and strongly encourages artists from all backgrounds to apply.

Under the umbrella of the City of Woodstock Corporation, the Woodstock Art Gallery is part of the Cultural Services Department.

The City of Woodstock is situated on the traditional territories of the Indigenous Peoples and covered by the Upper Canada Treaties. The City of Woodstock acknowledges the history of the traditional territory and respects the longstanding relationships of the local Indigenous groups, the Haudenosaunee, Lenape, and Anishinaabek of this land and place in southwestern Ontario. The City of Woodstock also recognizes the Indigenous communities in close proximity: Chippewas of The Thames First Nation; Oneida Nation of The Thames; Munsee-Delaware Nation; Mississaugas of New Credit First Nation; and Six Nations of The Grand (which consists of Mohawk, Cayuga, Seneca, Onondaga, Oneida and Tuscarora Nations).



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## Context

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May 2, 2023, marks the 100th anniversary of Woodstock artist Florence Carlyle's death. The intent of this project is to create a public artwork to recognize her importance not only to Woodstock but to the development of Canadian art. Additionally, this public artwork is a modest means to address the glaring lack of representation of diversity in the City of Woodstock and to promote the inclusion of the local 2SLGBTQIA+ community.

Florence Carlyle (1864–1923) was born in Galt, Ontario, but moved to Woodstock, Ontario, when she was just seven-years-old. Carlyle travelled to Paris in 1890 and spent the next six years studying painting, becoming accomplished enough to have paintings exhibited at the 1893 and 1894 Paris Salons. Although she briefly established a studio in London, she returned to Canada just before her 32nd birthday.

Although Carlyle had spent years overseas, she had worked to develop a presence on the Canadian art scene. From 1892 onwards, she exhibited with the Art Association of Montreal. In 1897, Carlyle was elected an Associate Member of the Royal Canadian Academy. She supplemented her income by teaching in Woodstock, London, and Toronto and working as an illustrator.

In 1900, she was elected as a member of the Ontario Society of Artists. Carlyle's works were regularly exhibited in both Canada and the US. Over the next five years, Carlyle would alternate between Woodstock and New York, and between her calendar commissions and non-commercial work.

In 1913, Carlyle moved to England, eventually settling in Crowborough where she lived in "Sweet Hawes" cottage with Judith (a.k.a. Juliet) Hastings. Carlyle continued to paint and exhibit, but both her volunteer work during World War I and her gradually failing eyesight significantly reduced her artistic production. After the war, Carlyle began to write. Her story *Mary's Child* was published in a British newspaper in November 1923. Unfortunately, Carlyle never had the chance to see her work in print; she passed away on May 2 of that year at the age of 58.

During her time in Woodstock, it was evident that Carlyle and her family were prominent members of the community. It was very atypical at the time for a single woman of her class and standing to travel and study abroad without a chaperone. She inspired countless artists in Woodstock, through her award-winning exhibition activities with regular mention in the press, as well as providing art instruction to many





children and adults. Several of her students went on to become prominent artists in their own right.

Carlyle was a working professional artist, practicing at the same level and calibre as her much more well-known male contemporaries who lived in larger urban centres such as Toronto and London. Carlyle's talent, which was recognized at the time nationally and internationally, provided awareness of the small town of Woodstock.

Florence Carlyle never married. She was openly involved in two significant same-sex relationships during her lifetime. Given the attitudes and understanding of female sexuality at the time, she was accepted in her own community.

One hundred years later, the City of Woodstock has changed along with people's attitudes towards the local 2SLGBTQIA+ community. However sexist and homophobic sentiments unfortunately still exist. This project aims to dispel these toxic and negative attitudes, bring awareness, and celebrate the strength and powerful positive influence of women and the 2SLGBTQIA+ community. Through the power of inclusive placemaking, this project will promote the characteristics of a healthy and welcoming community by showcasing and celebrating diversity and difference, as well as connecting to Woodstock's population as a whole.

On August 12, 2021, the City Council of Woodstock, Ontario approved the renaming of the west side of Vansittart Park (at Ingersoll Ave) to become the Florence Carlyle Park. Prior to this, there had been no public recognition of Florence Carlyle in Woodstock. On May 6, 2023, the official dedication of the park took place with a celebratory community event and sign unveiling.

Upon his passing in 2018, Bruce Flowers left the residual of his estate to the Woodstock Art Gallery with the provision that the funds be used to establish a figurative sculpture garden which is located within Florence Carlyle Park. The long-term aim of the Bruce Flowers Sculpture Garden is to create a fully accessible public environment that promotes acceptance, community and connection.

The Woodstock Art Gallery emphasizes the request for a contemporary response honouring Florence Carlyle by considering the human form, to address one or more of the following thematic options as related to this concept:



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## WOODSTOCK ART GALLERY

- Love & Acceptance
- Mentoring & Teaching
- Community & Connection

**An artwork proposal is not requested at this time.** Artist applications will be reviewed on the basis of artistic excellence, expressed written interest in the site, and other professional qualification criteria listed below. Experience with community engagement and a desire to create artwork for and in the public realm is required.

This project is funded in part by the Government of Canada.

### **Project Summary and Artwork Goals**

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The selected artist/team will create a permanent work in the Bruce Flowers Sculpture Garden in Florence Carlyle Park. This green space features a mature tree grove and canopy, providing a very contemplative experience. Types of trees include sugar maple, European beech, black walnut, and copper beech. This green space also acts as a de facto front yard for a row of historic houses that line one side of the park.

The [first public artwork honouring Bruce Flowers](#) will be installed in Fall 2023. This work is being created by Nicholas Crombach.

Artists are encouraged to consider seasonal change when thinking of potential artworks. As Woodstock is covered in snow for a few months of the year, the work should be visible and functional at all times.

The context of the site should be reflected upon when considering the content for the artwork.

### **Site Location and Plans**

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The Florence Carlyle Park / Bruce Flowers Sculpture Garden is 218 feet by 376 feet. The size of the subject area is approx. 42.02 metres<sup>2</sup> and the slope of the park is 2%. There are three sidewalks around the park: Ingersoll Avenue, 34.57 metres from subject site; Drew Street, 73.19 metres from subject site; and Vansittart Avenue, 47.65 metres from subject site. The walking path is conceptual and is subject to change according to the proposed sculpture. There is a bench and garbage can located in the southwest corner of the park.



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The speed limit of the streets that run along three sides of the park is 50 kilometres per hour.

There is an opportunity to create new landscaping for the artwork as part of the development of this park. The path and gardens designed can be changed according to the art piece. There is no electricity running to this area.

Please refer to the site plans and renderings for more details.

The installed artwork(s) must:

- Not impact the existing trees (root system and canopy)
- Not inhibit movement of vehicles, pedestrians or cyclists
- Generally meet the safety, accessibility and clearance standards of the City of Woodstock (see document — City of Woodstock: Accessibility Technical Guidelines: Standard for the Design of Public Spaces)
- Be constructed of materials that are resistant to vandalism
- Be robust enough to withstand the interaction of countless visitors and the normal fluctuations of Woodstock weather (+25°C to -5°C)

## Budget

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The budget for the design, fabrication and installation of the public artwork will be \$75,000 and must cover **all expenses** related to the projects, including, but not limited to: artist fee(s), site preparation and restoration, technical consultation including the engineering drawings necessary to fabricate and site the artwork, electrical connection (if applicable), engineering approval, materials, fabrication, insurance, installation, documentation, travel to and from the site, co-ordination with the City of Woodstock's Parks Department and Engineering Department teams, and all applicable taxes, etc.

Currently, the City of Woodstock will waive any permit fees and will provide a geotechnical report to assist in the design of the foundation as well as modest landscaping (i.e. re-sodding) around the site.



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# WOODSTOCK ART GALLERY

## Artist Eligibility

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This is a province-wide competition. Professional artists and/or artist-led teams residing in Ontario are encouraged to apply.

The Public Art Policy defines a professional artist as a person who is critically recognized as an artist; possesses skill, training and/or experience in their artistic discipline; is active in and committed to their art practice; and has a history of public presentation.

Artist-led teams must share the total commission of \$75,000.

## Estimated Project Timeline

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Project announcement	May 6, 2023
Site information meeting	June 14, 2023
Deadline for receipt of applications	September 6, 2023
Selection Committee review of applications and selection of shortlisted artists	September 12, 2023
Detailed site visit for shortlisted artists	Week of September 25 – 29, 2023 (to be confirmed)
Shortlisted artists create detailed proposals	September – December 2023
Proposal deadline	December 5, 2023
Shortlisted artists present proposals	December 2023
Technical review	January 2024
Award of project, creation and fabrication	February – March 2024
Installation	October 2024



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## Selection Process and Criteria

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Expressions of Interest will be reviewed by a Selection Committee of qualified persons. The Selected Committee will review applications on the basis of:

- Qualifications and professional experience of the artist
- Expressed sensitivity to the site and context
- Ability to complete and install the project by October 2024
- Demonstrated ability of the artist to work collaboratively with the general public, as well as design and construction professionals
- Demonstrated ability to successfully execute a project of this scale under the criteria developed and within the budget and timeline set out
- Experience with and expressed desire to create artwork for and in the public realm

The Selection Committee will recommend a shortlist of artists who will be invited to develop an artwork proposal consisting of drawings and documents outlining a timeline and budget. An honorarium of \$2,500 for proposal development (concept, drawings, scale model, budget and timeline) will be extended to the shortlisted artists. **Shortlisted artists will be required to attend a site meeting week of September 25 – 29, 2023 (to be confirmed).** Shortlisted artists will have approximately 10 weeks to complete the proposal.

The proposals will also be reviewed by a committee of technical experts who will advise the Selection Committee, when needed, on matters related to financial feasibility, durability, structural integrity, safety and maintenance. An Indigenous Elder will be consulted regarding the shortlisted proposals and provide feedback to the Selection Committee. The shortlisted proposals will be publicly displayed and the community will provide feedback. A final recommendation by the Selection Committee will then be made from the shortlisted artists, if appropriate.

The artist(s) selected for the final commission will be required to enter into an agreement with the City of Woodstock and the Woodstock Art Gallery, which will contain provisions including but not limited to rights of ownership and use, warranty, and insurance. The completed artwork will be the property of the City of Woodstock, but the moral and copyrights will remain with the artist(s). The selected artist(s) will also be required to create a maintenance manual for the final artwork.





## WOODSTOCK ART GALLERY

**Please note that the Woodstock Art Gallery is not compelled to award the project based on the applications received.**

### **Selection Committee**

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The four-person Selection Committee will include arts consultants/artists, Woodstock Art Gallery Advisory Board members, and the Woodstock Art Gallery Director/Curator. The final decision will be that of the Selection Committee and the Woodstock Art Gallery.

### **Application Requirements And Forms**

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**Artists wishing to be considered must submit a complete package as detailed on the Application Checklist.** Artists working as a team should submit their application as one package, but should include supporting materials and curriculum vitae for each team member.

Forms are provided in PDF format, which can either be filled in on a computer and then printed, or printed blank and filled in manually. To access the forms you will need to have Adobe Reader software which is available free from [www.adobe.com](http://www.adobe.com). Please note that the forms may not work correctly if using other software (i.e. Preview on a Mac); to ensure the best results, please use Adobe Reader.

Where forms are not provided, information must be typed in 11-point font using at least one-inch margins on single-sided, white, letter-sized paper suitable for printing/scanning. Do not staple or bind applications.

### **Support Material Guidelines**

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All support materials must be clearly marked with your name and recorded on the Support Material Documentation Lists(s). For collaborative works, please specify your role in the creation/execution of the work.

**Do not submit original artwork.** While taking reasonable care, the Woodstock Art Gallery will not accept responsibility for loss of or damage to any support material. Support material will not be returned to applicants.

You may submit your application by email, mail, or in-person. **All support material must be submitted in digital format on an electronic storage device (USB stick) or via**



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## WOODSTOCK ART GALLERY

**WeTransfer**. The Woodstock Art Gallery does not accept support material in hard copy. Your support material will be stored and processed electronically and may be viewed in a number of formats (e.g. on an iPad, desktop computer, and/or projector). It is in your best interest to ensure that the materials conform to the requirements and formats below.

You may submit up to **three items** of support material where **one item** is defined as any of the following:

- A single clip of up to four minutes of audio or video
- Up to five still images
- A URL for interactive digital artwork created specifically for the internet.

For example, if you are submitting only still images, then you may submit a total of 15 still images. Alternatively, if you are submitting a URL, an audio clip, and still images, then you may submit one URL, one four minute audio clip, and five still images.

### Material Specifications

- Each audio or video sample must be presented as an independent track/file that starts at the point at which the applicant would like the Selection Committee to begin reviewing. **If you wish to have the Selection Committee review different parts of the same work, it is your responsibility to provide a file appropriately edited and to ensure that all your recordings function properly.**
- **Do not** submit full-length or commercial recordings that have to be queued.
- **Audio files** must be in a common electronic audio format playable via iTunes:
  - MP3, WAV, AIFF
- **Video files** must be:
  - MPEG4
  - no larger than 150MB
- **Image files** must be:
  - Compiled into one standalone file in a PDF format
  - No larger than 10MB



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- **URLs for internet art** may be submitted **only for interactive digital works created specifically for the internet** to take advantage of one or more of its technologies.
- **Do not** submit links to Vimeo, YouTube, Flickr, personal websites, documentation of artworks in an online gallery, portfolio, or archive.
- **Do not** submit materials which are compressed (Zip, Stuffit, etc.), embedded in Word or PowerPoint, or which require software, plug-ins, extensions or other executables that need to be downloaded or installed.
- To ensure that your materials are reviewed in the correct order, please label files: **“FirstInitial\_Surname\_Support Material 1\_identifier”**
  - start with your first initial, followed by your surname
  - review order
  - identifier / title of work
  - For example, **J\_Doe\_Support Material 1\_artwork 2023**

### **Application Delivery and Receipt**

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All supporting materials must accompany the application. Incomplete and/or late applications will not be accepted. Faxed applications will not be accepted. The Woodstock Art Gallery will not be responsible for applications lost in transit. While all reasonable care will be taken in the handling of materials, the Woodstock Art Gallery will not take responsibility for lost or damaged materials.

It is your responsibility to ensure the signed complete application package reaches the Woodstock Art Gallery by the deadline. All applicants will receive a notice by email that their application has been received. If you have submitted an application and do not receive notification within two weeks of the deadline date, please contact the Woodstock Art Gallery.



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## WOODSTOCK ART GALLERY

### Send applications:

Via **WeTransfer** To: [waginfo@cityofwoodstock.ca](mailto:waginfo@cityofwoodstock.ca)

Subject Line: Florence Carlyle Sculpture Commission

**Via Mail** Florence Carlyle Sculpture Commission  
Woodstock Art Gallery  
c/o City of Woodstock  
PO Box 1539  
Woodstock, ON, N4S 0A7

The Woodstock Art Gallery reserves the right to choose not to recommend any application, proposal or finalist and to terminate or re-advertise any project.

For any Call to Artists updates, please check [www.woodstockartgallery.ca](http://www.woodstockartgallery.ca).

### **For additional information or questions, please contact:**

Mary Reid, Director/Curator, Woodstock Art Gallery, [mreid@cityofwoodstock.ca](mailto:mreid@cityofwoodstock.ca), 519-539-6740.



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# WOODSTOCK ART GALLERY

## Contact Form

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### Contact Information

Last Name: \_\_\_\_\_ First & Middle Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Please subscribe me to the Woodstock Art Gallery biweekly newsletter which includes deadline reminders, calls to artists, and local event listings.

### How did you hear about this public art opportunity?

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### To be eligible for consideration, you must sign below to confirm your agreement with the following statements:

- I accept the conditions of this program as outlined in the guidelines and agree to abide by the Woodstock Art Gallery's decision.
- I certify that the statements in my application are accurate and complete, to the best of my knowledge.
- I am available to attend a detailed site visit on the week of **September 25 – 29, 2023 (to be confirmed)**, if I am selected to create a detailed proposal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note that this personal information is collected by the Corporation of Woodstock under the authority of the Municipal Act 2001 Section 11.

Questions or inquiries about the statement above may be made to: Mary Reid, Director/Curator, Woodstock Art Gallery, [mreid@cityofwoodstock.ca](mailto:mreid@cityofwoodstock.ca), 519-539-6740



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## Application Checklist

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Applicant: \_\_\_\_\_

Artists wishing to be considered must submit the materials in the following order and as a complete package:

**1. Contact Form and Application Checklist**

For team applications, please provide the lead artist's information on these pages.

**2. Written Expression of Interest (maximum one page)**

*Note: proposals are not required and will not be accepted at this stage.* Describe your interest in this particular site, concept and suggested themes. Speak to your experience and desire to create artwork for the public realm. Highlight your qualifications and experience working with site-specific artwork and construction and design professionals, as well as your ability to successfully execute a project of this scale within the budget and timeline set out above.

**3. Curriculum Vitae and Statement of Artistic Activities (maximum four pages)**

Along with your CV, you should include a brief written statement of artistic activities for the last three to five years. For artist teams, each member should submit a CV and statement of artistic activities.

**4. References**

Provide name, address, phone and email for two references who can speak to the art/design practice of individuals or team members and their interest and/or experience in public art projects.

**5. Support Material Documentation List(s)**

Complete the templates provided with descriptive and contextual information about your support materials, including the year produced and title of the work, medium, dimensions, your role in its creation, and location/budget, if applicable. If necessary, add brief notes or special instructions.

**6. Support Material (Audio, Video and/or Still Images)**

Provide three items (as defined in the Support Material Guidelines) that are





## WOODSTOCK ART GALLERY

representative of your work for the Selection Committee to review. Please include documentation of related and/or public/sited artworks if possible.

### Send applications:

Via [WeTransfer](#) To: [waginfo@cityofwoodstock.ca](mailto:waginfo@cityofwoodstock.ca)

Subject Line: Florence Carlyle Sculpture Commission

**Via Mail** Florence Carlyle Sculpture Commission  
Woodstock Art Gallery  
c/o City of Woodstock  
PO Box 1539  
Woodstock, ON, N4S 0A7

Complete applications must be received in the office or by email on or before **Wednesday, September 6, 2023, at 1 p.m. ET (not a post-marked deadline).**

Incomplete, late, or faxed applications will not be accepted.



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## Support Material Documentation List

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**Applicant:** \_\_\_\_\_

Applicants may submit up to three items of support material. All support materials must be clearly marked with the applicant's name. Please list only one item in each chart and note that only three items will be accepted as defined in the Support Material Guidelines (i.e. five still images are equal to one item). Check the box corresponding to the appropriate format in the first column and then fill in the rest of the information in each section as required. A chart for the submission of still images is found on page 17.

**ITEM #1:** List only one item in this table. Details for still images should be listed on the Still Image Documentation List.

Format (check one)	Date Produced	Title/URL	Run time / length	Role in Creation / Budget / Location / Instructions
<input type="checkbox"/> Audio <input type="checkbox"/> Video			____mins. (Max. 4:00)	
<input type="checkbox"/> Internet art				
<input type="checkbox"/> Still Images	<i>Information for <b>up to five still images</b> must be provided on the Still Image Documentation List.</i>			





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**ITEM #2:** List only one item in this table. Details for still images should be listed on the Still Image Documentation List.

Format (check one)	Date Produced	Title/URL	Run time / length	Role in Creation / Budget / Location / Instructions
<input type="checkbox"/> Audio <input type="checkbox"/> Video			____mins. (Max. 4:00)	
<input type="checkbox"/> Internet art				
<input type="checkbox"/> Still Images	<i>Information for <b>up to five still images</b> must be provided on the Still Image Documentation List.</i>			

**ITEM #3:** List only one item in this table. Details for still images should be listed on the Still Image Documentation List.

Format (check one)	Date Produced	Title/URL	Run time / length	Role in Creation / Budget / Location / Instructions
<input type="checkbox"/> Audio <input type="checkbox"/> Video			____mins. (Max. 4:00)	
<input type="checkbox"/> Internet art				
<input type="checkbox"/> Still Images	<i>Information for <b>up to five still images</b> must be provided on the Still Image Documentation List.</i>			



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## Still Image Documentation List

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**Applicant:** \_\_\_\_\_

Only list still images which have been included as part of the allowable three items of support material on the preceding page. Please compile these images into one PDF document (file size not to exceed 10MB). Label and arrange each image in the pdf file to correspond to the sequence of the list below.

Support Material Item # ____					
Image #	Date	Title	Medium	Dimensions	Role in Creation / Budget / Location
1					
2					
3					
4					
5					





**WOODSTOCK  
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**Support Material Item # \_\_\_\_**

Image #	Date	Title	Medium	Dimensions	Role in Creation / Budget / Location
6					
7					
8					
9					
10					

**Support Material Item # \_\_\_\_**

Image #	Date	Title	Medium	Dimensions	Role in Creation / Budget / Location
11					



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15					



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