

Parks, Recreation & Culture Advisory Committee
Agenda for Meeting to be held on
Wednesday, April 20th, 2022 at 7:00pm in person
Agricultural (Aggie) Hall at 1100 1st Avenue

The goal of the Parks, Recreation and Culture Advisory Committee is to provide advice and recommendations to Council regarding the establishment and implementation of Parks, Recreation and Culture priorities in the Town of Ladysmith.

1. Call to Order and Acknowledgement

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

2. Agenda Approval

3. Minutes

- a) Minutes of the meeting held March 16th, 2022

4. New Business

- a) Park Implementation Plan Draft of the survey and plan overview (presented at meeting)
- b) Review PATG Draft Guidelines
 - Toolkit #1 - Acquisition of Public Art and Toolkit #3 - Deaccession of Public Art guidelines for comment and feedback.
- c) Invitation for Sport Tourism Event Grant Sub-committee (STEGS) Representative
- d) PRC Department Update (for information)

5. Old Business

6. Questions

7. Adjournment

**Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, March 16, 2022 at 7:00pm via ZOOM and
Frank Jameson Community Centre, 810 6th Avenue**

COMMITTEE MEMBERS PRESENT:

Tim Richards, Chair
Councilor Duck Paterson
Lesley Lorenz
Jacqueline Huard

Bruce Mason
Emily Weeks
Lynda Baker

STAFF PRESENT:

Chris Barfoot, Lead
Kim Cheang

GUEST PRESENT:

Elder George Harris

REGRETS:

Lucy Partington
Geoff Dean
Kelly Daniels

The meeting was called to order at 7:04pm.

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The Chair acknowledged with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

AGENDA

2022-07:

That the Parks, Recreation & Culture Advisory Committee approve the agenda for the meeting as presented.

Motion Carried.

MINUTES

2022-08:

That the Parks, Recreation & Culture Advisory Committee approve the minutes of the February 16, 2022 meeting as presented.

Motion Carried

2022-09:

That the Parks, Recreation & Culture Advisory Committee approve the minutes of the March 7, 2022 special meeting as presented.

Motion Carried

**NEW BUSINESS
OLD BUSINESS**

Introduction Stz'uminus First Nation Elders – George Harris

Elder George Harris addressed the Committee and discussed the important connection the Stz'uminus people have with the water, land and environment.

Elder Harris offered to introduce the Committee to an Elder who is recognized as an expert in medicinal and natural plants

OLD BUSINESS

Park Implementation Plan Items Postponed until April

M. Gregory to provide a draft survey to bring back to the Committee based on comments and emerging themes from discussions.

Review PATG Draft Guidelines

Commentaries of the Toolkit #1 - Acquisition of Public Art and Toolkit #3 – Deaccession of Public Art guidelines.

**PRC DEPARTMENT
UPDATE**

PRC Department Update

Provided a copy for information.

2022-10:

That the Committee receive for information the Parks, Recreation & Culture Update dated March 16, 2022.

Motion Carried

NEXT MEETING

Next meeting will be held at 7:00pm, April 20, 2022 at Frank Jameson Community Centre.

ADJOURNMENT

2022-11:

That the Committee adjourn this meeting at 8:24pm.

Motion Carried

STAFF REPORT

Report Prepared By: Lynda Baker and PRC Staff

Meeting Date: February 16, 2022

File No:

RE: **Review Draft Guidelines –
Toolkit #1 - Acquisition of Public Art and
Toolkit #3 - Deaccession of Public Art**

RECOMMENDATION:

That the PRCAC:

1. Receive the draft Guidelines for Toolkit #1 - Acquisition of Public Art and Toolkit #3 - Deaccession of Public Art for information and provide comment to the Public Art Task Group (PATG) for information.

EXECUTIVE SUMMARY:

The purpose of the Public Art Task Group (PATG) is to assist the Town with providing advice and recommendations to Council on specific Public Art projects, including selection processes, acceptance of grants, gifts, donations, bequests and deaccession.

The Public Art Task Group members represent a broad range of skills and/or experience related to the task group's mandate; including but not limited to art, culture, planning, community development and finance. There are currently 7 members on the committee, who have been meeting since November 2020.

INTRODUCTION/BACKGROUND:

The Public Art Strategy identified and the PATG Committee recognized the need for Guidelines to review proposals for acquisition, donations and deaccession of Public Art. The PRCAC has previously reviewed Tool Kit #2 - Guidelines for Donations of Public Art and are now being asked to review the draft Tool Kit #1 - Guidelines for Acquisition of Public Art and Tool Kit #3 - Guidelines for Deaccession of Public Art (attached).

These draft guidelines were created by the PATG using examples from various municipalities.

LEGAL IMPLICATIONS:

The guidelines ensure that legal aspects are considered.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input checked="" type="checkbox"/> Partnerships |
| <input checked="" type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

I approve the report and recommendation(s).

Chris Barfoot, Director Parks, Recreation and Culture

ATTACHMENT(S):

Attachment A – 15-7110-B Public Art Policy

Attachment B – Toolkit#1 - Draft Guidelines for the Acquisition of Public Art

Attachment C – Toolkit #3 - Draft Guidelines for the Deaccession of Public Art

ATTACHMENT A

TOPIC:	PUBLIC ART POLICY	
POLICY No:	15-7710-B	
APPROVED BY:	Council	Resolution CS2020-
AMENDED BY:		
DATE:	January 15, 2020	

1. CONTEXT

In February 2019, the Ladysmith Public Arts Strategy was completed. Public art is a highly visible, accessible, and engaging way of telling stories on a community-wide scale. Through mixed media artistic platforms, public art can make us stop, re-examine, and spark conversation about the ideas that art brings to our lives and communities.

2. PURPOSE

This policy will direct the integration of artwork into public spaces and capital projects in the Town of Ladysmith, through a well-administered, transparent process and appropriately funded public arts program.

Public art reflects the identity of our Town, gives voice to community and builds relationships between diverse groups. Public art gives meaning to place by interpreting the natural, social, cultural and built environment.

The purpose of this policy is to:

- Increase the liveability and artistic richness of the municipality by making art a permanent part of our environment and a legacy for future generations.
- Provide opportunities for the public to engage with and increase their awareness, appreciation, knowledge and education of public art.
- Develop a sense of place, community pride and identity through the creation of new works.
- Integrate art and artists into a variety of public settings.
- Create art that inspires people and is an expression of the time.
- Enhance the attractiveness of the Town and promote cultural tourism.
- Provide opportunities for artists at all levels and career stages.
- Serve as an act of public trust and stewardship for public art.
- Establish a sustainable funding mechanism to support the Town's commitment to public art.

3. GUIDING PRINCIPLES

The Public Arts Policy ensures that public art is:

- To celebrate and commemorate local stories of place;

contributing to the Town's character and is demonstrating the significance of art in community life.

- To create or select works with genuine intentions to ensure transparency through an informed, open and fair public art competition process.
- To showcase a variety of art forms and creative methods including temporary & performance arts; reflective of a wide range of professional artistic expression and practice, demonstrating excellence, quality and innovation.
- A catalyst for creativity by providing opportunities for community engagement, development and partnerships.
- To represent local community-based projects; and considers regional, national or international submissions when appropriate.
- To support and enhance the visual heritage and stories of Stz'uminus First Nation.
- To enhance the public realm; ensuring the public shall have free and unobstructed access.
- To spark conversation and gathering in public places.
- Integrated into the planning, design and execution of applicable civic development.
- To promote belonging, social cohesion, & inclusivity.

4. **ROLES**

Council will:

- Approve the Public Arts Policy and any changes to the Public Arts Policy, as needed.
- Approve expenditures through the budget process.
- Approve public art expenditures for capital projects through the budget process.
- Approve the annual public art maintenance budget through the budget process.
- Approve members of the Public Arts Task Group (PATG).
- Appoint a member of Council to the Public Arts Task Group as a 'Council Liaison'.
- Approve PATG Terms of Reference.

PRCAC will:

- Receive and review projects from PATG and make recommendations to Council for approval.

Staff will:

- Recommend project budgets through the Town's annual budget process.
- Develop scope and terms of reference for each new proposed public art project.
- Prepare the Call to Artists and submit to the Public Arts Task Group for review.

- Coordinate the acquisition or de-accession of artistic works in accordance with this policy.
- Coordinate the review and selection process for a given project.
- Administer project budgets.
- Establish and maintain a public art inventory.
- Coordinate conservation of the Town's public art as required.
- Coordinate the animation of the Town's public art as required.
- Liaise with artists, arts professionals and arts organizations as required.
- Coordinate regular Public Arts Task Group meetings, circulating information, providing guidance and arranging for the recording of minutes.
- Complete other duties that may be required to manage the program.

5. PUBLIC ARTS TASK GROUP

PATG will advise the Town on the implementation of specific Public Arts projects, including selection processes, acceptance of grants, gifts, donations, and bequests.

A Terms of Reference for PATG, approved by Council, outlines their roles and responsibilities in relation to the implementation of the Policy.

The Public Arts Task Group has two functions:

- To advise the Town on public art issues and trends relevant to public art initiatives in the town.
- To advise on specific issues, such as donations and commissions of work.

Composition of the Public Arts Task Group may include, but is not limited to:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)
- Parks, Recreation and Culture Staff representative (1)
- Planning Department representative (1)
- A member of Stz'uminus, or elder (1)
- A community representative (1)
- Organizational representative (1)

6. FUNDING

The Town of Ladysmith, through the annual budget process, will allocate funds toward the creation and maintenance for art in public places. As part of the annual budgeting process and approval of the annual financial plan, PRC Staff submits an annual budget for the Department.

Additional funding sources may include:

- Gift and Donations; cash and artworks.
- Bequeathment Program; cash and artworks.
- Endowment Program.
- Grants.

Future consideration may include:

- Public Arts Reserve Fund – phased in approach. The Public Arts Reserve Fund provides a funding source for the planning, design, fabrication, acquisition, installation and maintenance of art in public places. Project funds may be pooled to establish community, neighbourhood and/or Town Centre public arts initiatives, or to enhance selected project budgets.
- Civic Capital Projects - % of total project costs allocated to funding art in public places for a capital project – phased in approach. Applicable projects include new building construction, major additions to existing buildings, park development projects and new engineering structures.

7. PUBLIC ART SITING

Applicable projects may include new municipal building construction, major additions to existing buildings, park development projects and new engineering structures and should consider the following criteria:

- Visibility for pedestrians and/or motorists.
- Proximity to high pedestrian activity areas, places of public gathering, public open spaces and recognized pedestrian routes.
- Opportunities to expand on existing or future public artworks as part of an existing or proposed multi-artwork concept.
- Places of special heritage or community significance.

8. CONFLICT OF INTEREST

Staff of the Town of Ladysmith, all members of the Public Arts Task Group shall declare a conflict of interest and remove themselves from a selection process where a project comes before the Committee in which he or she is involved either directly or indirectly.

9. ACQUISITION

Public Art

The Town may purchase, commission or receive donations/bequeathment of public art. Each acquisition will follow the procedures outlined within this policy and related guidelines. Each acquisition will be accompanied by a maintenance and de-accession plan that is supplied by the artist or donor. The Town of Ladysmith retains the ownership of all artwork purchased or donated through the Public Arts Policy.

Donations

The Town of Ladysmith may consider the offer of artwork donation for placement in a public space. Given the scope of a proposed donation, staff may decide to invite the PATG to join the review process to ensure that all subject matter areas are addressed when reviewing the proposal. All donations must be unencumbered. The Town may decline to accept any gift, bequest or donation of art.

Consideration of a proposal to gift an artwork shall be made on the understanding that:

No civic funds shall be required for production or installation of the artwork, including all engineering and design costs, construction, site preparation and installation as well as the production of interpretive information and signage.

If the fair market value is estimated to be more than \$1,000, an appraisal of the artwork must be conducted by an independent, qualified arts professional and submitted to the Town. The name and address of the appraiser must be included on the official donation letter. The Town must be satisfied that the appraised amount is an accurate determination of the fair market value of the artwork.

All sections of this policy apply to considerations of art proposed as gifts to the Town.

Public Art On Loan

The Town may secure public art on loan for display on a temporary basis.

Copyright of Artwork

The Town of Ladysmith will uphold the Government of Canada's copyright guidelines as outlined by the Canadian Intellectual Property Office.

10. PROCESS

The process for selecting a project and/or an artist for an art in public places project is informed by expertise and community input, including advice from the Public Arts Task Group.

Subject to the nature of the project, the Town shall establish one of the following:

- Open competition, wherein a public call to artists is made within a stipulated geographical area (e.g., local, regional, provincial, national, international).
- Invitational competition, wherein specific artists, chosen on the basis of consultation with the Public Arts Task Group, are invited to enter a competition.
- Commissioning, wherein a specific artist is commissioned to do the artwork.
- Design team appointment, wherein, as part of an infrastructure project, the project team invites an artist(s) to participate in a design collaboration process as a design team member.

11. DE-ACCESSION

The Town of Ladysmith may de-access public art when necessary. All reasonable efforts will first be made to resolve problems or re-site the public art, in consultation with the artist and/or donor, where appropriate. If a work is scheduled to be de-accessioned, the Town will make every effort to inform the artist or artist's family. In all cases, the rights of the artist must be upheld in accordance with the Canadian Copyright Act.

The de-accessioned artwork may be moved, sold, returned to the artist or destroyed, with any monies received through a sale allocated to the Public Arts

Reserve Fund.

12. COLLECTION MANAGEMENT

The Town of Ladysmith, through the department of Parks, Recreation & Culture, shall maintain the integrity and security of works of art through:

- Professional standards for art documentation
- Instructions on maintenance and de-accessioning from the artist as a part of the acquisition process.
- Instituting management systems for cleaning, maintenance, repair, and de-accessioning.
- Maintaining a database of artworks

13. PRIVATE DEVELOPMENTS and OTHER ORGANIZATIONS

Although outside the definition of public art, Staff recognizes that the private sector plays a significant role in the provision of art on private lands throughout Ladysmith.

The Town encourages developers to provide artwork located on private property. Town Staff is available to liaise with and provide resources to private developers who are interested in exploring a public art project.

Private artworks may be incorporated into architecture and landscape designs of private infrastructure, or the layout of private open spaces, including private connections to adjacent public features such as parks and open spaces. Considerations for integration of art into projects on private-held land that are subject to Development Permit Area and Heritage Conservation Area requirements, should also be discussed with Town Staff to ensure proposals are sited and integrated in an appropriate manner.

REVIEW OF POLICY

The Public Arts Policy, and related implementation procedures, guidelines, and financial contribution levels, will be reviewed by the inter-departmental staff team in consultation with the Public Arts Task Group to ensure ongoing viability and relevancy.



toolkit #1

Guidelines for Acquisition of Public Art



Background Statement & Intent

These guidelines have been established to evaluate proposed acquisition of public art. In accordance with the Public Art Policy, many conditions govern the acceptance and installation of public art. The Public Art Task Group (PATG) through the Parks, Recreation and Culture Advisory Committee (PRCAC) will provide advice and recommendations for proposals to Council in all cases.

Acquisition of artwork to the town enhances the Town of Ladysmith's growing Public Art Collection.

Proposed artwork may be reviewed by the Public Art Task Group, as per the Public Art Task Group Terms of Reference. The Task Group may invite outside input as it deems necessary, prior to making recommendations to the Parks, Recreation and Culture Advisory Committee and Council.

Guideline Objectives

1. To encourage and ensure that the Town accepts public art that is high quality and is appropriate and meaningful for the community.
2. To provide a procedure for acquiring public art intended for placement in public places under the Town's jurisdiction.
3. To acquire works that contribute to and enhance the Town's Public Art Collection.
4. To acquire works that contribute to and enhance the location in which they are placed.
5. To acquire works that are culturally diverse.

Definitions

Donation/Gift: An existing work of art offered as a donation by someone to the Town for placement at a public site under the Town's jurisdiction.

Memorial: An item, object or monument established to preserve the memory of a deceased person(s) or an event that occurred in the past.

Professional Artist: An artist who:

- has specialized training in the artistic field (not necessarily in academic institutions)
- is recognized as a professional by his or her peers (artists working in the same artistic tradition)
- produces art of a professional quality

Public Art: Public art or art in public places are creative works, programs, or events that are accessible and original that enrich the community and evoke meaning in the public realm. These works can be of a variety of forms and take into consideration the site, its location and context, and the audience. Public art may possess functional as well as aesthetic qualities. The art is lead or created by a professional artist and/or the artwork is of professional quality.

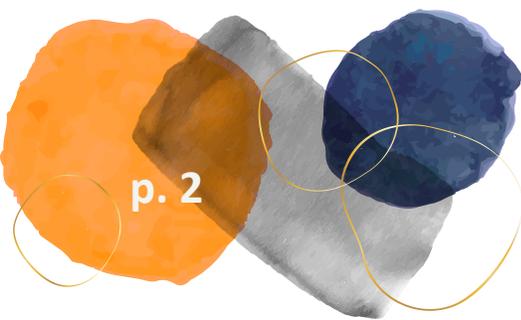
Public Art Task Group (PATG): The Town Council-appointed citizen advisory group, consisting of residents of the municipality who have expertise and experience in the arts arena and related disciplines as per the Terms of Reference for the PATG.

Sites: Physical locations where proposed artworks will be installed, accessible to the public (i.e., Town owned and Town managed, as in a public right of way).

Sponsor: An individual, group, organization, or artist, who proposes a donation of a work of art or funded project for placement on a public site under the Town's jurisdiction.

Role of Sponsor: The Sponsor's principal role is to state the intent of the donation and provide the funding for its acquisition, manufacturing, installation, and plan for ongoing maintenance. Community groups or corporations can act as a sponsor.

Tribute: An item, object or gift designed to acknowledge the contributions of living people to society.



What are Public Places for Art? Where to Expect Public Art

The Town of Ladysmith considers places appropriate to install public art to be areas frequented and viewable by the general public such as:

- Outdoor areas: parks, boulevards, plazas, and pathways
- City infrastructure: bridges, columns, road surfaces/edges
- Facilities: exteriors and interiors of city-owned buildings, cultural and sports facilities
- Transportation: streets, sidewalks, gateways, transportation hubs
- Art or decals on Town vehicles

Ineligible Projects - Projects not considered the Town's Public Art

- Directional elements such as supergraphics, signage or colour coding except where these elements are integral parts of the original works of art or Public Art projects.
- "Art objects" which are mass-produced of standard design such as playground equipment, fountains or statuary objects.
- Decorative, ornamental, or functional elements or architecture except where these elements are designed by the artist and/or are an integral part of the artwork by the artist or are the result of a collaboration among the design professionals including at least one artist.
- Landscape architecture and landscape gardening except where these elements are designed by the artist or are the result of collaboration among design professionals including at least one artist.
- Art that is not displayed on/in a Town owned space or facility (unless there is a covenant or right of way in place).



Procedures for Procuring Public Art

1. Creation of the Call to Artists for Submissions

A “Call for Artists” is an opportunity notice that gives artists the information they need to know in order to apply to be considered for the project.

The invitation process ensures that all calls for artists are consistently applied, transparent in decision-making, and consider artists in a fair manner.

Town of Ladysmith staff will administer all “Call for Artists” processes. These can be in the form of a Request for Proposals (RFP), Calls for Expression of Interest or Calls for Submissions.

These calls may be:

- a) Open competition: open to all artists
- b) Short Listed Artist: an artist that has expressed interest in the project and has submitted their credentials, including but not limited to their CV, Bio, Artist Statement on why they are interested in the project along with several examples of their work. These are vetted by the selection committee in order to shortlist in order to move on to a more detailed proposal.
- c) Regional competition: May be limited to a certain geographical area (e.g. Town of Ladysmith, CVRD, Vancouver Island, etc.)
- d) Limited competition by invitation: A limited number of artists may be requested to submit materials and/or proposals for a specific project. This competition is usually employed when the project specifies a particular art form, or there are unusual time constraints
- e) Direct commission: One artist may be invited to submit a proposal. Upon acceptance of the proposal, the artist is commissioned for the project. This method could be used when the art project is integrated in the design of a building or landscape and would be employed when a project calls for a particular set of skills.

2. Artist Submission Materials

Material to be submitted by the artist in response to a call for submissions may include:

- a) A letter of interest, no more than one page in length that:
 - Explains the artist’s particular interest in the project.
 - Outlines applicable experience that has prepared the artist for this project,
 - Indicates availability to work within the established time line.
 - Indicates what relevant experience the artist has with collaborative works and team participation.
- b) A current Curriculum Vitae, highlighting a maximum of three projects.
- c) Images of the Artist’s work or other visual materials that show the quality of the Artist’s work. Images must be numbered, the orientation of the image must be indicated and the artist’s name included. Videos will only be accepted digitally.
- d) A numbered image list including the artist’s Last Name, First Name and Title of Work, dimensions and medium.
- e) A proposed detailed budget for project completion and an estimated annual budget for maintenance costs.
- f) References: list complete addresses, telephone numbers, and e-mail addresses of at least two art professionals and one artist and, if applicable, one design professional such as an architect, landscape architect, engineer, etc. Emerging artists including digital images of student work must include the name of the instructor/professor overseeing the project.

3. Parameters Available for Review by Artists

- a) "Background Information" on the Town and the reasons for the competition (e.g. to promote cultural exchange, to interpret the Town history to visitors, to beautify a Town park or specific building).
- b) "The Project" which describes the nature of the project.
- c) "The Site" which is a complete description of the proposed site and may include specifics stated in the official community plan, light sources, adjacent buildings, walkways, landscaping features, engineering and design details and general ambiance of the site. Photographs may also be provided.
- d) Budget Guidelines
May include:
 - Who will pay the commission fee
 - The amount of the fee for purchase
 - Identify which copyrights are included with the commissioning
 - Travel
 - Miscellaneous expenses (must be identified)
 - List of Supplies
- e) "Presentation Requirements" which are details such as height, width, framing, materials, indoor/outdoor locations and environmental considerations such as high or low temperatures, winds, sun, humidity, and safety expectations.
- f) "Procedural Details" including information on time frames (submission dates, notification dates and completion of project dates) information on dedications (which is information about individuals or occasion to which the work of art is dedicated) and specifics of any promotion or advertising.

4. Selection of Art Work

- a) The selection process will be the responsibility of the PATG Selection Panel that will make recommendations to the PRCAC and PRCAC will forward their recommendations to Council.
- b) Recommendations will be based on the successful applicant/artwork resulting from the process of 'Call for Submissions or Artists', Town acquisition, donations, loans, or bequests.
- c) The Town of Ladysmith will be responsible for managing and supervising the installation, and the maintenance and conservation of all Public Art projects.

5. Jury Selection Panel

- a) The PATG will recommend members of the Selection Panel(s).

A new panel is convened for each project. The Selection Panel may be comprised of five (5) and ideally not more than seven (7) members.

The purpose of the panel is to select the best proposal.

Depending on the size of the project, most panels may consist of the following appointments with a member of the PATG acting as Chair:

- At least one PATG Member
 - One community Representative
 - One Member from the design community: e.g. Architect, Landscape Architect, Engineer, Urban Designer, Planner or Graphic Designer
 - At least one Representative from the Arts Community (minimum of 1 professional artist)
 - In the case of community partnerships or development driven projects, 1 representative from the project co-sponsors.
- b) Non-voting advisors: In some instances, groups that might have a special interest in the project will be invited to appoint non-voting advisors to the selection panel. The panel, prior to making a final decision, would solicit the comments of these advisors.
- c) Selection Panel Orientation: PATG will provide panelists with an orientation about the project including written materials and drawings on the specific area in which the selected artist will be working. There should be an opportunity to visit the site and to have questions directed to staff for input.
- d) Voting: Members of the selection panel will have only one vote, and no member will have the right of veto by the Selection Panel. The panel should base the selection of an artist on a consensus vote. If a consensus cannot be reached, the majority vote carries the decision. The selection panel will have the option to make no selection if there is not a submission that warrants consideration.
- e) The selection process is not open to the public. The selection will be made in closed session.
- f) Responsibilities for each review panel will be set either prior to commencement of the selection as early in the project development stage as possible by the Town staff team in conjunction with the PATG.
- g) The review panel members shall not be paid.

6. *Criteria for Selecting the Artist*

The selection panel may select finalists to be interviewed based on the quality of their artwork as exhibited in images and other relevant application materials.

The following criteria may be used in the selection process:

- a) Goals of the Artist Selection Process:
 1. To implement the agreed upon goals of the project by selecting art work that is the most appropriate for the project
 2. To seek quality and integrity in the artwork
 3. To choose the artist(s) who will best respond to the stated purpose, theme and goals of the project
 4. The Artist must provide original artwork (not a reproduction)
 5. The Art must not demonstrate cultural appropriation
- b) Artist's experience and history:
 - Curriculum Vitae
 - Ability and track record to meet deadlines
 - Experience and track record with budgeting and staying within budget
- c) Artist's collaborative abilities:
 - Ability to work as a member of a team
 - Ability to communicate clearly
 - Flexibility
 - Ability to, where appropriate, solicit community involvement in the project
 - Demonstrates the ability to represent our community in a positive way.
- d) Artist's understanding of the project:
 - Perception of project and the project theme
 - Awareness of community attitudes and concerns
 - Familiarity with project design and parameters
 - Ability to understand and accept the timeline
- e) Artist's consideration of Technical Aspects
 - Vandal resistance
 - Ongoing maintenance needs of the piece
 - Structural engineering of the site and piece for the site
 - Operational requirements of the piece (i.e.) movement, sound, light etc.
 - Safety considerations
 - Accessibility
- f) Other criteria specific to the project and site goals and themes



toolkit #3

Guidelines for the Deaccession of Public Art



Background Statement & Intent

The purpose of these guidelines is to establish the thoughtful practice for the deaccessioning of works of art belonging to the Town of Ladysmith including artwork that has been installed in public places, is being stored or donated to the Town. The guidelines are meant to protect the integrity of the Public Art program.

This process will insulate the deaccessioning process from the fluctuations of fashion.

The de-accessioning of an artwork, whether through sale, exchange, gift or any other means, must not be contrary to the terms on which it was received.

Deaccessioning should be a deliberate and seldom-used procedure.

Definitions

Deaccessioning: Any actions or set of procedures that result in the cessation by the Town of Ladysmith of its ownership and possession of works of art installed in public places, through sale, exchange, gift or any other means.

Conditions

The Town may, at its discretion, consider deaccessioning an artwork if any of the following conditions apply:

- It is of clearly inferior quality; or, in the opinion of the PATG, the work has received consistent adverse public reaction over a period of seven or more years; or the prevailing climate of public opinion recommends a review
- It is fraudulent, not an authentic work, or there is a valid challenge to title
- It possesses faults of design or workmanship which result in excessive or unreasonable maintenance, a threat to public safety, and/or damage to an extent where repair is unreasonable or impractical
- Destruction of, or changes to the site threaten the artworks survival or result in a significant diminishing of its artistic integrity and effectiveness
- A written request from the artist has been received
- Town Council determines that there is an exceptional and unforeseen reason for removing the artwork from its current site, and no other suitable site can be found

Procedures

Providing one of the written conditions in the preceding section applies, deaccessioning requests will be referred to Staff and then the Public Art Task Group.

Town staff may assemble the following information for the Public Art Task Group, including as necessary:

- reasons for the suggested deaccessioning;
- opinion of the Legal Department;
- acquisition method and cost (original documents);
- informal estimate of the current value of the work (if the acquisition cost exceeded \$5000 at least one expert appraisal of the current value of the work);
- cost of deaccessioning or removal;
- any documented public response to the work;
- a report on the condition of the artwork from a professional conservator (to fix and repair);
- suggested and alternative course of action (for example, relocation);
- a list of appropriate recipients.

The Public Art Task Group in cooperation with staff will designate a jury of no fewer than three and no more than five persons having suitable expertise, including a majority of art professionals and at least one neighbourhood representative, if appropriate, to review the proposed deaccessioning.

Where applicable and achievable, the artist whose work is being considered for deaccessioning will be notified by seasonal means and invited to comment in writing or in person by a specified deadline.

Where applicable and achievable, the original sponsor of the work shall be notified by reasonable means and be invited to comment in writing or in person by a specified deadline.

The jury may recommend any of the following courses of action as a result of its deaccessioning review. The jury shall not be limited to these suggested solutions, but may suggest new methods as may be demanded by any particular set of circumstances.

- sell, auction or trade the artwork;
- give the artist or sponsor first opportunity to buy back the work at the current appraised value, to be transacted by a specific date;
- seek bona fide appraisal and advertise sale;
- dispose of the work through Town disposing of assets in the Purchasing Policy;
- relocate the work;
- store the work temporarily;
- recommend improvements or alterations, agreeable to the artist and or sponsor to the artwork or site;
- retain the work;
- appropriate disposal (including recycling);
- other solutions or recommendations as determined by the review and circumstances

The Public Art Task Group jury recommendation(s) for action will be conveyed to PRCAC and Town Council for final approval at a regularly scheduled meeting.

All financial proceeds resulting from any sale or trade of public art are to be deposited in the Town's Public Art Reserve Fund.



STAFF REPORT TO COMMITTEE

DATE OF REPORT February 26, 2019
MEETING TYPE & DATE Community Services Committee of March 13, 2019
FROM: General Manager
Community Services Department
SUBJECT: Sport Tourism Event Grant Subcommittee
FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to establish a Sport Tourism Event Grant Subcommittee of Community Services, to evaluate sport tourism event grant applications, and make recommendations on grant recipients to the Board.

RECOMMENDED RESOLUTION

That it be recommended to the Board that a Sport Tourism Event Grant Subcommittee be established as outlined in the February 26, 2019 report from the General Manager, Community Services Department to the March 13, 2019 Community Services Committee.

BACKGROUND

The Board has included \$30,000 of tournament incentives to local sport organizations within the Sport Tourism section of the Economic Development budget for 2019, the same amount as in 2018.

The term of the subcommittee based out of the Regional Services Committee that reviewed Sport Tourism Event Grant applications ended in 2018. A subcommittee of the Community Services Committee is proposed to review grant applications in April and October 2019.

Criteria for evaluating appropriate financial incentives for hosting Provincial, Regional, National, or International events has been approved by the CVRD Board.

ANALYSIS

A call for Sport Tourism Event Grant applications occurs twice annually. The Subcommittee would adjudicate the applications and make recommendations to the Board for approval.

Committee membership would be comprised of one representative from each of the following five Committees/Commissions:

1. Kerry Park Recreation Centre Commission;
2. Cowichan Lake Recreation Commission;
3. Island Savings Centre Commission;
4. North Cowichan Parks and Recreation Committee; and
5. Ladysmith Parks and Recreation Committee.

The Commission/Committee appointments would be recommended by each Commission/Committee. As North Cowichan Council has not yet established a Parks and Recreation Committee for 2019, their representative to the Subcommittee may be an appointment of North Cowichan Council.

Further Analysis

Currently the Island Savings Centre Commission adjudicates applications for the annual Cowichan Valley Arts and Sports Scholarships, an ongoing fund created as a legacy of the 1991 BC Winter Games. Two Arts scholarships and two Sports scholarships of \$500 each are awarded annually. It is proposed that in 2019, and subsequent years, the current Arts and Culture Grant Committee adjudicate the Arts scholarships and the Sports Tourism Event Grant Subcommittee adjudicate the two Sports scholarships.

FINANCIAL CONSIDERATIONS

\$30,000 is included for Sport Tourism Event Grants in the 2019 budget.

COMMUNICATION CONSIDERATIONS

The outlined Recreation Commissions/Committees would be advised to appoint a representative to the Sport Tourism Event Grant Subcommittee.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

GENERAL MANAGER COMMENTS

Not Applicable

Referred to (upon completion):

- Communications & Engagement
- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)

Prepared by:

Reviewed by:



John Elzinga
General Manager

Not Applicable
Not Applicable

Reviewed for form and content and approved for submission to the Committee:

Resolution:

Financial Considerations:

Manager, Legislative Services

Manager, Finance

ATTACHMENTS:

Attachment A – Sport Grant Criteria

PRC Department Update

ADMINISTRATION SUMMARY

March Drop-In patrons were 733 and Membership scans were 4,145 to the facility.

March registered programs registration, excludes swim lessons – 78 online and 53 admin.

Spring Registration started Mon March 7 for programs from April 3 to June 25.

PROGRAM AREA SUMMARY:

HEALTH & WELLNESS

Registration and participation numbers continue to be steady for program areas of health and wellness. On average, Fitness Centre participant usage for March was around 1,900, with an additional 600 users participating in drop-in fitness and sport classes and sessions.

AQUATICS

March was a very busy month in Aquatics. On average, there were 3,300 participants in drop-in aquatic programs. Additional Everyone Welcome Swims were added from 1-2pm for the 2-week Spring Break session, with attendance being high.

Bronze Medallion and Cross were offered over Spring Break as well, with 17 local youth successfully completing either of these programs.

PRC Leadership Staff continue to work on strategies to increase Aquatic Staff capacity and numbers.

RECREATION - PRESCHOOL/CHILDREN/YOUTH

The Youth Zone Pre-Teen Program continued in March at over 100% capacity. Youth Zone continued in March on Fridays from 6 – 8 p.m. with approximately 14-20 youth in attendance every Friday. Staff are continuing to see an increase in participation numbers for the Rec Room is at lunch on Tuesdays.

Adventure Zone Spring Break camp was full for both weeks with 24 children registered in each camp.

Staff are currently planning and confirming activities for BC Youth Week, May 1-7th, including a NEW Charcuterie Culinary Workshop, and a Drum Circle with Patrick Aleck Jr. Staff are working with community partners and more activities will be added for the week-long celebration.

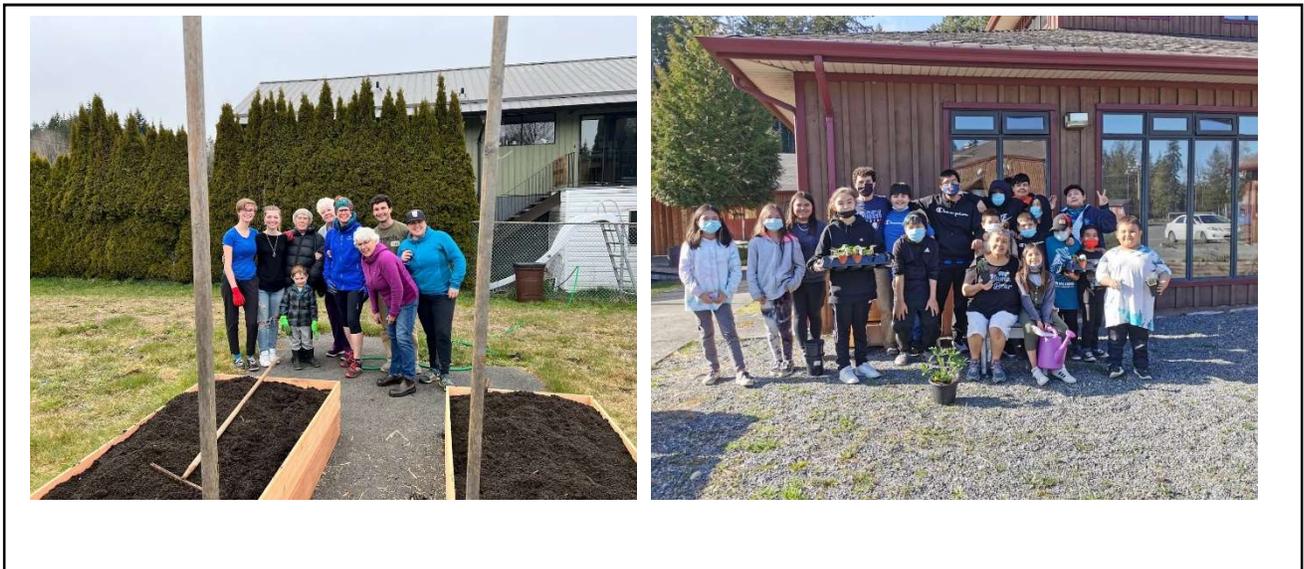
NEW HORIZONS FOR SENIORS

The New Horizons Grant for Seniors project is now complete, including Cooking with Tradition, It's not Right - Elder Abuse Workshop, Dig It! Gardening Program with Hul'q'umi'num language lesson and Gentle Minds and Motion - for Brain Health. The project was a huge success and staff are finalizing the final report for submission to the Federal Government.

'Dig It! Gardening Program Work Parties' took place on March 10th and in Stz'uminus on March 28th.

'Dig It Stz'uminus' (20 youth and 2 elders worked together as one "naut'sa mawt" to fill and plant a strawberry tower at the Elders garden. Each youth took home their own strawberry transplant to a senior family member).

Staff will continue to work with the communities throughout the Spring, Summer and Fall as a continuation of the Dig It program.



FACILITY MAINTENANCE

Recruitment

Our 2 recently hires caretakers will be utilized as casual FM 1 maintenance workers which helps filling shifts due to illness and vacation.

Facility Projects

There are currently a few projects that are under way as well as a couple more coming online very soon.

- Salish Wind Canoe Shelter @ Transfer Beach – Finalizing the design. There were some complications with existing utilities discovered in the location proposed for the shelter footings. The canoe and base will be re-aligned as to work with a four post shelter.
- Kinsmen and Sportsmen Shelters – These 2 projects have been delayed due to unforeseen issues with the structural portion of one of the shelters (Kinsmen). This item has been corrected and the work is anticipated to be completed by the end of April.
- Transfer Beach Washrooms – The renovation work is moving along nicely and we see daily progression on the renovation work.
- LAFF – Construction of the LAFF shelter at Aggie Park has started and is anticipated to be complete by May.
- The Island Health clinic at Davis Rd is now finished and closed. The Arts Council continues to operate out of the Davis Road School.