

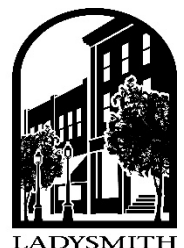
Parks, Recreation & Culture Advisory Committee  
Agenda for Meeting to be held on  
Wednesday, December 18, 2019 at 6pm at FJCC

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*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.*

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1. Agenda Approval
2. Minutes
  - a. Minutes of the meeting held Nov 20, 2019
3. Referred by Council
  - a. Poet Laureate Policy  
*That Council refer the proposed Poet Laureate Programs to Parks, Recreation and Culture Advisory Committee for comment.*
  - b. Public Art Policy  
*That Council direct Staff to review recommended components of the Public Art Policy with the Parks, Recreation and Culture Advisory Committee; with the intent to seek any comments or recommendations on the proposed policy.*



Minutes of the Parks, Recreation & Culture Advisory Committee  
Wednesday, November 20, 2019 at 7:00pm

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**COMMITTEE MEMBERS PRESENT:**

Tim Richards, Chair      Gord Horth  
Bruce Mason              Brynn Dovey  
Mike Brocklebank      Lynda Baker  
Councillor Duck Paterson      Geoff Dean

**STAFF PRESENT:**

Clayton Postings  
Robyn McAdam  
Susan Glenn  
Shannon Wilson

**REGRETS:**

Tara Pollock              Ava Smith

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**AGENDA**

*Moved and seconded:*

**2019-17: That Parks, Recreation and Culture Advisory Committee approve the agenda for the meeting as presented.**

*Motion carried.*

**MINUTES**

*Moved and seconded:*

**2019-18: That Parks, Recreation and Culture Advisory Committee approve the minutes of the October, 2019 meeting as presented.**

*Motion carried.*

**REFERRED BY COUNCIL**

**Public Art Policy** – Shannon Wilson and Susan Glenn gave a presentation to the committee on aspects and key components/ideas involved in creating a Public Art Policy. The goal was to create discussion and gather input from the group before creating a draft policy for Council and the PRCAC to review. The committee’s feedback was recorded and will be contained in the draft.

**Community Banner Program** – Shannon Wilson and Susan Glenn presented the PRCAC with the proposed Community Public Art Banner Program for comment. The committee’s feedback was recorded and will be contained in the draft.

**Park Naming Policy/Request** – The committee discussed the current process for naming parks and agreed that a policy should be developed to ensure parks are given names for appropriate reasons. The rules outlined in the policy should also be applied to the naming of sports fields. The committee discussed acknowledgement plaques and how they may be used within parks to honor community members.

*Moved and seconded:*

**2019-19: That Parks, Recreation and Culture Advisory Committee request a Park Naming Policy be put in place prior to a decision being made on the naming of the Russell Road Park.**

***Motion carried.***

**Meeting adjourned at 8:45PM**

**Next Meeting will be held on Wednesday, December 18, 2019 at 7:00pm.**

## Town of Ladysmith Youth Poet Laureate Program

### 1. Eligibility Criteria

- Reside in the Town of Ladysmith and/or CVRD;
- Youth ages 13-24; and
- Be a print or spoken word poet.

### 2. Selection Criteria

- Clear and innovative ideas regarding the vision for the position of Youth Poet Laureate;
- Demonstrated ability to engage the community; and
- Ease and skill at presenting and performing their work to the public.

### 3. Selection Process

Candidates for Youth Poet Laureate can be self-nominated or nominated by someone else. Nominees cannot be a Town of Ladysmith employee or an elected official of the Town of Ladysmith.

All submissions must include the following:

- Letter of intent including an outline of the youth's vision for the Youth Poet Laureate position and three sample ideas of projects the youth would like to undertake as Youth Poet Laureate
- A resume outlining your community engagement experience;
- Examples of original poems; and
- Confirmation of place of residence.

The application deadline is November 1. Following the deadline, the Assessment Committee will review all submissions and make a recommendation to Town Council through the Parks, Recreation and Culture representative. The successful Youth Poet Laureate will be announced by the Town in September. The Assessment Committee may consist of:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)



- Town Council representative (1)
- Youth representative (1)
- Stz'uminus representative or Elder (1)
- Parks, Recreation and Culture representative (1)

#### **4. Duties**

The Youth Poet Laureate will be expected to:

- Participate in the literary life of the Town;
- Undertake a community engagement project that will engage youth;
- Create three new works of poetry;
- Present, in person, works of significance at civic events, Town Council meetings, or official functions; and
- Such other duties as are proposed in their submission and are deemed viable by the Assessment Committee.

#### **5. Term and Remuneration**

The Youth Poet Laureate will be selected for a period of one year commencing in January. An annual stipend of \$600 will be provided.

#### **6. Intellectual Property**

All writing, notes and original materials produced during the tenure of the Youth Poet Laureate will remain the property of the Youth Poet Laureate.

## **Town of Ladysmith Poet Laureate Program**

### **1. Eligibility Criteria**

- Reside in the Town of Ladysmith and/or CVRD;
- Be a print or spoken word poet who is active in his/her/their field;
- Have either an established body of work or been recognized for notable contributions in their career;
- Have produced a minimum of two published works, as well as other publications that display literary excellence; and
- Some of their work should be relevant to Ladysmith or CVRD and/or subjects that comment on the life of the town and/or region.

### **2. Selection Criteria**

- Excellence of the poet's work;
- Publication of a significant number of works;
- Have made a significant contribution to poetry and the literary life of Ladysmith;
- Reputation as a poet of stature;
- Have influenced other local writers and poets;
- Viability of the proposed poetry/civic events; and
- Potential impact on the community of the proposed poetry/civic events.

### **3. Selection Process**

Candidates for Poet Laureate can be self-nominated or nominated by someone else. Nominees cannot be a Town of Ladysmith employee or an elected official of the Town of Ladysmith.

All submissions must include the following:

- Letter from the nominator outlining the reasons for nomination;
- Letter from the nominee agreeing to be nominated (not-required if self-nominated);
- Curriculum vitae;
- Examples of past published work;
- Proposal detailing exactly how the poet would propose to represent the Town of Ladysmith and interact in civic life; and



- Confirmation of place of residence.

The application deadline is November 1. Following the deadline, the Assessment Committee will review all submissions and make a recommendation to Town Council through the Parks, Recreation and Culture representative. The successful Poet Laureate will be announced by the Town in January. The Assessment Committee may consist of:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)
- Youth representative (1)
- Stz'uminus representative or Elder (1)
- Parks, Recreation and Culture representative (1)

#### **4. Duties**

The Poet Laureate will be expected to:

- Participate in the literary life of the Town;
- Produce new original works during their term that reflect or represent ideas and issues of importance to the people of Ladysmith;
- Present, in person, works of significance at civic events, Town Council meetings, or official functions; and
- Such other duties as are proposed in their submission and are deemed viable by the Assessment Committee.

#### **5. Term and Remuneration**

The Poet Laureate will be selected for a period of two years commencing in January. An annual stipend of \$1,200 will be provided.

#### **6. Intellectual Property**

All writing, notes and original materials produced during the tenure of the Poet Laureate will remain the property of the Poet Laureate.

TOPIC:	<b>PUBLIC ARTS - DRAFT</b>
POLICY No:	
APPROVED BY:	
AMENDED BY:	
DATE:	<b>DECEMBER 2, 2019</b>

### 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 could 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/bequests 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 any 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. DEACCESSION**

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 Art in Public Places 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.