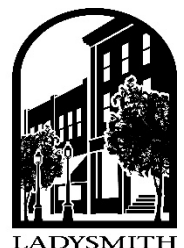


Parks, Recreation & Culture Advisory Committee
Agenda for Meeting to be held on
Wednesday, September 16, 2020 at 7pm at FJCC

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. Welcome new members, Emily and Lesley
2. Elect Chair and Co-chair
3. Agenda Approval
4. Minutes
 - a. Minutes of the meeting held December 18, 2019
5. Select two committee members for the Public Art Task Group
6. PRC Department Update



**Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, December 18, 2019 at 6:30pm**

COMMITTEE MEMBERS PRESENT:

Tim Richards, Chair
Bruce Mason
Ava Smith
Councillor Duck Paterson

Gord Horth
Brynn Dovey
Lynda Baker
Geoff Dean

STAFF PRESENT:

Clayton Postings
Robyn McAdam

REGRETS:

Tara Pollock
Mike Brocklebank

AGENDA

Moved and seconded:
2019-20: That Parks, Recreation and Culture Advisory Committee approve the agenda for the meeting as presented.
Motion carried.

MINUTES

Moved and seconded:
2019-21: That Parks, Recreation and Culture Advisory Committee approve the minutes of the November, 2019 meeting as presented.
Motion carried.

**REFERRED BY
COUNCIL**

Poet Laureate Policy – The committee reviewed both the TOL Poet Laureate and Poet Laureate Youth Program drafts.

Moved and seconded:
2019-22: That Parks, Recreation and Culture Advisory Committee support the Poet Laureate Program drafts as presented.
Motion carried.

Public Art Policy – The committee reviewed the Public Art Policy draft and agreed that the policy was well done.

Moved and seconded:
2019-23: That Parks, Recreation and Culture Advisory Committee support the Public Art Policy draft as presented.
Motion carried.

Meeting adjourned at 7:35PM

Committee members will be sent meeting dates for 2020 once they are solidified.

PUBLIC ART TASK GROUP**Purpose**

The Public Art Task Group is a Select Committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the Public Art Task Group 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.

Functions

The Public Art Task Group has two functions:

- (a) To advise the Town on public art issues and trends relevant to public art initiative in Town.
- (b) To advise on specific issues, such as donations, deaccession, and commissions of work.

Authority

The Task Group will review matters as outlined within the purpose of the Public Art Task Group, and make recommendations to Council through the Parks, Recreation & Culture Advisory Committee.

Membership and Terms

The Task Group may be comprised of the following:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith & District (2)
- Town Council representative (and alternate) (1)
- Parks, Recreation & Culture Staff representative (1)
- Planning Department representative (1)
- A member of Stz'uminus, or elder (1)
- A Community representative (1)
- A Community youth representative (1)
- Organizational representative (1) - where required, such as Developer

Members are appointed for 2 year terms. The Council appointment is made annually by the Mayor.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

Members of the task group will represent the diversity of the community.

The citizen members of the task group will 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, finance.

Appointments are served at the pleasure of Council.

Staff Support

The Task Group will be supported by one Parks, Recreation & Culture Department staff liaison (This is an *ex-officio* or non-voting role.)

Reporting

Task Group minutes will be circulated to Council when the Task Group meets.

Meeting Management**(a) Chairperson**

- The Chairperson will be selected annually by the members.
- The first Chairperson will be selected at the first meeting of the Task Group, and annually thereafter at the first meeting following July 1st.
- If the Chairperson is unable to attend a meeting, the members present will select an acting Chairperson for that meeting.
- An ex-officio member may not serve as Chairperson of the Task Group.

(b) Meeting Times and Location

- The Task Group will meet as called upon for special projects or if there are referrals to consider.
- Meetings will take place at the FJCC.
- The Procedure Bylaw of the Town applies to meetings of this Task Group.

(c) Agendas and Minutes

- Staff in the Parks, Recreation and Culture Department, in consultation with the Chairperson, will prepare the meeting agenda and distribute it to the members of the Task Group one week prior to the meeting date.
- Recording of the meeting will be assigned to the staff person in attendance. Draft minutes will be reviewed by the Chairperson for accuracy only.
- Draft minutes will be distributed with the agenda package for the next meeting.

Code of Conduct

- The members are expected to be respectful and work cooperatively to achieve the common goals of the Public Art Task Group.
- The Task Group is drawn from a spectrum of art and culture interests. The expectation is that each member will conduct him/herself in the best interest of the community and the Task Group.
- Conflict of interest – A Task Group member who is sitting on a selection panel for specific art projects must ensure there is no potential conflict of interest (i.e: there is no personal gain or personal relationship with artists selected for commissions or shortlisted for artist calls).
- Members that serve on the Task Group that are artists are not allowed to enter any Town public art competitions during their tenure on the task group.

Alignment with Council Strategic Priorities

- Infrastructure
- Community
- Waterfront
- Economy
- Not Applicable

Terms of Reference adopted by Council: 2020.07.21