

PUBLIC ART COMMITTEE

Purpose

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

The purpose of the Public Art Committee 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 as referred by Council.

Functions

The Public Art Committee has two functions:

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

Authority

The Committee will review matters as outlined within the purpose of the Public Art Committee and make recommendations to Council.

Membership and Terms

The Committee may be comprised of the following:

- Parks, Recreation & Culture Advisory Committee (1)
- Arts Council of Ladysmith & District (2)
- Town Council representative (and alternate) (1)
- Parks, Recreation & Culture Staff representative (1)
- A member of Stz'uminus, or elder (1) as appropriate/project specific
- 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 Committee will represent the diversity of the community.

The citizen members of the Committee will represent a broad range of skills and/or experience related to the Committee's mandate; including but not limited to art, culture, planning, community development, finance.

Staff Support

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

Reporting

Committee minutes will be circulated to Council when the Committee 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 Committee, 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 Committee.

(b) Meeting Times and Location

- The Committee 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 Committee.

(c) Agendas and Minutes

- Staff in the Parks, Recreation & Culture Department, in consultation with the Chairperson, will prepare the meeting agenda and distribute it to the members of the Committee 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 Committee.
- The Committee 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 Committee.
- Conflict of interest – A Committee 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 Committee that are artists are not allowed to enter any Town public art competitions during their tenure on the Committee.

Alignment with Council Strategic Priorities

- Infrastructure
- Community
- Waterfront
- Economy
- Not Applicable

Terms of Reference adopted by Council: 2020.07.21

Terms of Reference revised and adopted by Council: 2023.03.21.