

# Terms of Reference

## Public Art Subcommittee

### **1 Purpose**

- 1.1 The Public Art Subcommittee (PAS) advises the Community Services, Recreation and Culture Commission on the effective implementation of the Public Art Policy.
- 1.2 The PAS is established by the Commission to advise on Public Art Planning and the allocation of Municipal funds for Public Art Projects.
- 1.3 The PAS is responsible for the selection and placement of all Public Art Works projects that are driven by Public Development and the development of a Public Art Selection Process, Program and Collection.
- 1.4 PAS will establish a public art program for the City and develop and maintain an inventory of Public Art.

### **2 Membership**

- 2.1 The Public Art Subcommittee is composed of 5-7 members who serve on a voluntary basis.
- 2.2 A diverse collection of individuals will be chosen for the subcommittee in order to reflect the diversity of community interests. The following composition should be considered:

1 City Councillor (liaison – non-voting)

2 Artists (recognized as Artists by their peers and be active in the community)

3 – 4 Members from Community groups, businesses or Committees that can represent the following: Arts, Culture, Recreation, Business, Heritage, People with disabilities, First Nations, education, Community Advocate and/or Youth

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### **3 Appointment of Members**

- 3.1 The Community Services, Recreation and Culture Commission will appoint members to the Public Art Subcommittee
- 3.2 In the event of a vacancy, the Commission may appoint a person for the unexpired term.

### **4 Term of Appointment**

- 4.1 All appointments will be for a 3 year term commencing the second week of September.
- 4.2 The inaugural appointments will have staggered term lengths to insure that there are always experienced Subcommittee Members sitting on the Committee
- 4.3 A member of the Subcommittee may not serve more than 2 consecutive terms. The Community Services, Recreation and Culture Commission may, however, by 2/3 majority reappoint a person who has served 2 consecutive terms.
- 4.4 Any appointee to the Public Art Subcommittee may be removed by an affirmative vote of 2/3 majority of the Community Services, Recreation and Culture Commission.

### **5 Chair**

- 5.1 The Chair of the Public Art Subcommittee will be voted in by the Subcommittee at their first meeting of the year in September.

### **6 Meeting Procedures**

- 6.1 The Subcommittee meets a minimum of 4 times a year and as needed when new Public Art Projects are in the proposal process. PAS administers the Public Art Program and follows basic conflict of interest guidelines.
- 6.2 Absence from more than two subcommittee meetings may lead to dismissal.
- 6.3 A Quorum is required to vote. A quorum for a meeting shall be a majority of the members currently serving on the Committee.

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### **7 Remuneration**

- 7.1 There will be no remuneration for participation on the Public Art Subcommittee. However, members are entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of the Subcommittee that were previously approved by the Community Services, Recreation and Culture Commission.

### **8 Reporting**

- 8.1 The Committee reports to Council through the Community Services, Recreation and Culture Commission. PAS is required to review the Public Art Policy yearly and create a report on the success of the Public Art Policy and Program and will make recommendations for improvements to the policy and/or program.

### **9 Expectations**

- 9.1 The Public Art Subcommittee may choose to select a jury for the purpose of Public Art selection.
- 9.2 Members are encouraged to promote Public Art and be an advocacy group for Art and Artists.
- 9.3 PAS will work with City Staff to engage Artists for Capital Project Design Teams.
- 9.4 PAS is responsible for management, documentation and promotion of Campbell River's Public Art Collection.
- 9.5 PAS is responsible for the education of both Public and Private sectors in relation to the Public Art Program.
- 9.6 PAS is responsible for developing and following guidelines for the selection of Public Art.
- 9.7 The goal of the selection process is to ensure that a fair and democratic choice is made and that the guidelines of Public Art Policy are followed.
- 9.8 PAS is responsible for selection and hiring of the Project Coordinator. The terms of the contract are the responsibility of PAS.

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- 9.9 PAS will create guidelines for the acceptance of gifts, donations and bequests of artwork.
- 9.10 Not all donations will be accepted.
- 9.11 PAS will create guidelines to follow when donated works of art are accepted.
- 9.12 PAS will review each and every donation proposal and submit its recommendations, including proposed site placement, to Council through the Community Services, Recreation and Culture Commission.
- 9.13 When a proposal is accepted, a formal agreement will be drawn up outlining the responsibilities of each party: municipality, sponsor, and artist.
- 9.14 If Council chooses to waive any or all expenditures, it must assign an appropriate budget to the municipal department responsible for the work to cover such items as it agrees to undertake.
- 9.15 PAS will create guidelines for de-accessioning and/or removal of public art.
- 9.16 PAS will periodically review the City's public art inventory to determine whether specific pieces should be de-accessioned or removed from the collection.

### **10 Technical and Administrative Support**

- 10.1 The City will provide the PAS with clerical support and staff assistance through the Parks and Recreation division.
- 10.2 City Representatives and Staff support will assist PAS with site selection, installation, insurance, design specifications, technical consultation and information concerning bylaws and Civic processes.
- 10.3 The City will insure that Artist(s) are selected to sit on the City's design teams as defined in the Public Art Policy.