



TERMS OF REFERENCE

Public Art Working Committee

July 9, 2024

PURPOSE

Public art reflects the Town of Creston's identity, gives the community a voice and builds relationships between diverse groups. Public art gives meaning to a place by interpreting the natural, social, cultural and built environment, fosters community pride and can benefit the local economy. The Public Art Working Committee is a Council Select Committee that is responsible for evaluating Public Art proposals, ensuring that the works of art are compatible with the culture, history, and character of the Town of Creston, providing recommendations to Council and assisting in promotion of Public Art in the community.

OBJECTIVES

A Council may appoint a select committee to consider or inquire into any matter and to report its findings, opinions, and recommendations to the Council. The Committee acts in a working group and advisory capacity to Council, providing recommendations to Council, with final decisions in all matters brought before the Committee resting with the Council.

COMPOSITION OF COMMITTEE

The Mayor or Mayor's designate, with assistance from a Town of Creston staff, will coordinate the membership selection process. The Mayor will coordinate the selection for the Select Committee and make final appointment recommendations to Council.

The membership of Public Art Working Committee shall consist of one (1) elected official representing Council as Vice Chair (voting), a Town of Creston liaison staff member from Planning, Corporate Services, or Communications (non-voting), and up to eight (8) additional voting members appointed by Council as follows:

- Three (3) members from the Arts Community;
- Two (2) Youth Representative;
- One (1) Representative from Kootenay River Secondary School
- One (1) Representative from yaqan nukiy;
- One (1) member from the Community at Large.

Following Committee member selection, the Vice Chair will appoint a Committee Chair.

Public Art Working Committee may also consist of non-voting members, including:

- Liaison Town of Creston staff members, and
- Others, as necessary.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place.

Members are expected to attend at least 75% of the meetings.

The members of Public Art Working Committee shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of the committee.

Council may, at any time, remove any member of Public Art Working Committee and any member may resign at any time upon sending written notice to the Chair.

In the event of a vacancy occurring during a regular term on the committee, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

SCOPE OF WORK

The purpose of the Committee is to report findings, opinions, and make recommendations to Council on matters related to Public Art.

The primary function of the Committee is to develop a Public Art Program, inclusive of:

- Promotes awareness and understanding of the benefits of public art in public spaces.
- Encourages appropriate sponsorship.
- Makes recommendations for the collection and allocation of funds for purchases, programs and maintenance through the annual budget process.
- Supports community initiatives in the creation and provision of public art within the Town of Creston.
- Works with local developers to provide advice on the installation of public art as part of development plans.
- Develop evaluation criteria and process in the selection of art for Council's approval and recommends any changes or additions to the criteria for the selection of public art projects.
- Maintains an inventory of:
 - suitable public places and spaces for the display of art;
 - potential local and regional artists (across disciplines) to produce or assist in the production of appropriate artworks;
 - art in public places in the Town;
 - public art vandalism; and,
 - grant, sponsorship and other funding opportunities.
- Makes recommendations to Council on the acceptance of gifts or donations of art, pertaining to artistic merit, site suitability, liability, and maintenance.
- Makes recommendations to Council on Town commissioned public art.
- Provides advice and direction to private property owners interested in displaying public art.
- Ensures that proper curatorial services are in place to safeguard, protect, and coordinate maintenance of the Town's public art collection.
- Applies for grant funding.
- Works to commission new public art.
- Provides guidance to staff, Council, and sponsors on the type and location of public art on public land.

- Conducts regular reviews of and make recommendations to Town Council for improvements to this policy.
- Provides Town Council with an annual action plan to bolster public art in the Town of Creston.

PROCEDURES

1. The meetings shall be held quarterly or as determined by the Chair on an 'as needed' basis.
2. In the event the Chair is not present, the Vice Chair will act as Chair for that meeting. In the event that the Chair and Vice Chair are not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Chair.
3. A quorum of Public Art Working Committee will be greater than 50% of its members. If a quorum is not present, the Chair, at their discretion, may carry on with discussion of items on the Agenda but will not entertain any motions for referral or recommendation to Council. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of the committee.
4. The meetings shall be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3, Section 90 of the Community Charter, and shall be held at Town Hall.
5. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
6. An Agenda package shall be provided to Public Art Working Committee members at least three (3) days in advance of the meeting date, prepared by the Chair.
7. Responsibility for the items appearing on the Agenda will rest with the Chair in communication with the staff liaison assigned to support Public Art Working Committee. Public Art Working Committee members are encouraged to submit items for inclusion on the Agenda.
8. Public Art Working Committee will only concern itself with the items on the Agenda and, with respect to any new business that may be presented, the Chair may entertain a general discussion and where appropriate, the item will be referred to the next regular committee meeting for full discussion and recommendation.
9. In addition to items raised by the Chair and Public Art Working Committee members, the committee will also address matters referred by Council.
10. Minutes of the meeting shall be prepared by Town of Creston staff, subsequently signed by the Chair, and forwarded to Council. Public Art Working Committee will report to Council through its minutes and by making recommendations for Council's consideration.
11. Public Art Working Committee will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the committee may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate certain matters or wishes to make recommendations with respect to Council's policies, procedures, and practices.
12. Public Art Working Committee may hold public meetings to obtain feedback from the community and to relay information to the community.
13. A Public Art Working Committee may appoint sub-committees of its members to review and provide recommendations on specific issues to the committee.
14. Public Art Working Committee may invite or entertain delegations that are either directly related to, or have a peripheral interest in, public art matters to receive their comments and recommendations with respect to specific issues.
15. Public Art Working Committee will consider, as appropriate, Council's objectives and strategies as contained within the Strategic Plan when making recommendations to Council.

16. If a committee member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Chair.

CONFLICT OF INTEREST

Public Art Working Committee members must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time.

If a conflict of interest arises between a committee member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict.

After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.

Adopted by Council July 9, 2024 by Resolution #336-24