



Public Art Advisory Committee Terms of Reference

1. ESTABLISHMENT AND AUTHORITY

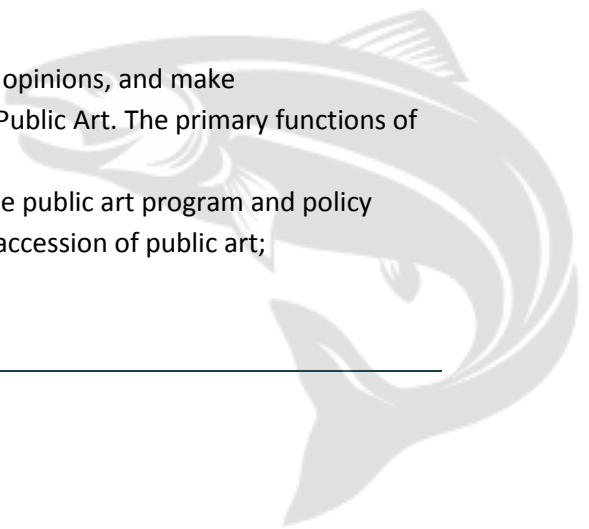
- 1.1 The Public Art Advisory Committee, a select committee of Council, is established and its members appointed by the Town of Gibsons' Council in accordance with section 142 of the *Community Charter*. A Council may appoint a select committee to consider or inquire into any matter and to report its findings, opinions, and recommendations to the Council. The Committee acts in an advisory capacity to Council, with final decisions in all matters brought before the Committee resting with the Council.

2. MANDATE

- 2.1 The mandate of the Public Art Advisory Committee is to advise Council on the implementation of public art policies and projects for the Town of Gibsons. The Committee will incorporate best practices with the aim to:
- Strengthen and enhance civic pride and the identity of the community;
 - Recognize and preserve our cultural heritage and artistic diversity;
 - Increase the number of public art projects undertaken;
 - Increase the opportunities for local artists to create and display their work;
 - Increase public awareness and appreciation of visual arts through the display of public art works;
 - Engage the community in discussions and decisions regarding public art projects;
 - Incorporate artwork and beautification in both public and private developments of significance; and
 - Leave a lasting legacy for future generations.

3. DUTIES AND RESPONSIBILITIES

- 3.1 The purpose of the Committee is to report findings, opinions, and make recommendations to Council on matters related to Public Art. The primary functions of the Committee are to:
- Make recommendations to Council regarding the public art program and policy including the acquisition, loan, donation, or de-accession of public art;



- Review and recommend updates to the evaluation criteria and process for the selection of art as set out in the 'Public Art in Public Spaces' Policy for Council's approval;
- Review referrals from Council regarding any projects, initiatives or rezoning applications that may have potential for public art components;
- Works with staff to identify potential sites and projects for future public art installations;
- Identify opportunities for donations, grants, or alternate funding for Public Art to Council;
- Establish and maintain a Public Art Inventory;
- Develop public art priorities;
- Recommend to Council an annual budget for the Public Art Program;
- Determine the type of competition to be held for a particular art project, and to review the Call to Artists and the Competition Brief;
- Act as liaison between artists, community groups and the Town of Gibsons;
- Provide advice and support for Community Art Projects;
- Address risk management and maintenance issues; and
- Offer advice on all other issues pertaining to Public Art according to Council's established policy and procedures.

4. COMPOSITION

- 4.1 The Committee will consist of up to 7 members. The Committee will reflect Gibsons' cultural and artistic diversity.
- 4.2 Membership will be determined as follows:
 - 4.2.1 One (1) Municipal Councillor;
 - 4.2.2 One (1) representative of the Gibsons Public Art Gallery;
 - 4.2.3 Up to five (5) representative(s) of the community at large with knowledge of or experience in the following:
 - Fine or Visual arts;
 - Architecture;
 - Design;
 - Urban planning;
 - General interest in community-based art programming.

5. STAFF LIAISON

- 5.1 The Director of Planning will appoint a staff liaison to the Committee. The role of the staff liaison(s) includes:
 - 5.1.1 Providing information and professional advice;
 - 5.1.2 Bringing such matters to the Committee's attention as are appropriate for it to consider in support of Town of Gibsons' Council direction; and

5.1.3 Serving as one of the communication channels to and from Council.

6. ELIGIBILITY

- 6.1 An advertisement for an expression of interest from members of the community interested in joining the Committee will be placed in the local newspaper.
- 6.2 An individual who is a member of one of the following communities may be given preference for membership on this Committee:
- Fine or Visual arts;
 - Architecture;
 - Design;
 - Urban planning;
 - General interest in community-based art programming.

7. APPOINTMENT AND MEMBERSHIP

- 7.1 The Mayor shall appoint one member of the Committee as chair.
- 7.2 All members of the Committee will maintain confidentiality in accordance with section 117 of the *Community Charter*.
- 7.3 Term and Termination:
- 7.3.1 Members of the Committee shall serve at the appointment of the Council.
- 7.3.2 The term for community members appointed to the Committee is limited to a two (2) year term with the possibility of reappointment.
- 7.3.3 The appointment of any member of the Committee may be rescinded at any time by Council as set forth in section in Section 144 of the *Community Charter*.
- 7.3.4 The resignation of any member of the Committee must be made in accordance with section 121 of the *Community Charter*.

8. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE

- 8.1 Authority
- 8.1.1 The Committee has no delegated authority from Council.
- 8.1.2 The Committee is reminded that they cannot direct staff or take any action contrary to existing Council policies and directives.

9. MEETINGS

- 9.1 The Committee shall meet as often as determined by the Committee, at Town Hall, or at another appropriate location.
- 9.2 Presentations to the Committee shall not exceed fifteen (15) minutes, with the possibility that a motion can be made to extend the presentation as required.

- 9.3 Substantial effort shall be made to make decisions by consensus, however where consensus cannot be achieved, simple majority shall govern.
- 9.4 The quorum for the Committee is a majority of the voting members appointed under section 4 (Composition).
Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recording secretary shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.
- 9.5 Minutes and agendas for each Committee meeting shall be prepared and distributed in a timely manner, under the direction of the Chair and in accordance with the agenda and minute taking standards as established by the Corporate Officer.
- 9.6 All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 9.7 Committee members are subject to the conflict of interest legislation as outlined in Section 100 – 109 of the *Community Charter*.

10. REFERENCE DOCUMENTS

- 10.1 The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- Community Charter, Section 90 – Open and Closed meetings
 - Community Charter, Section 117 – Duty to respect confidentiality
 - Community Charter, Section 121 – Resignation
 - Community Charter, Section 100-109 – Conflict of Interest