

**City of Lloydminster
Terms of Reference
Public Art Advisory Committee**

1. Purpose

1.1. The purpose of the Public Art Advisory Committee is to provide advice and guidance to the City related to the installation and maintenance of Public Art. The Committee shall adjudicate Public Art applications on behalf of the City, establish and conduct an ongoing maintenance program, and provide recommendations to the City on Public Art submissions.

2. Definitions

Administration	An employee or contract employee of the City of Lloydminster.
Applicant	The person or organization that is donating or selling Public Art to the City.
City	The corporation of the City of Lloydminster.
Committee	The Public Art Advisory Committee.
Council	The Municipal Council of the City of Lloydminster.
Deaccession	The formal process to permanently remove an object from the Public Art collection.
Member	Public Art Advisory Committee member.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Public Art	Refers to works of art that have been created or can be sited or staged. Includes but is not limited to sculptures, paintings, murals, mobiles, or signage.
Public Representative	A member of the public representing the Arts community.

3. Scope

3.1. This Terms of Reference applies to all members of the Public Art Advisory Committee.

4. Administration Roles and Responsibilities

4.1. One (1) Member of Council shall be appointed annually through Council's Organizational Meeting.

4.1.1. The Member of Council appointed to the Committee acts as a conduit between Council and the Committee. This involves ensuring Council's adopted Strategic Plan, Bylaws, and Policies are considered in Committee discussions and recommendations, keeping Council informed of the Committee's activities, and advocating for and supporting Committee recommendations.



LLOYDMINSTER

- 4.2. The Executive Manager, Community Development Services shall appoint three (3) City representatives to the Committee. The three (3) City representatives selected shall have a voting role in the Committee.
- 4.3. Other City representatives may be present at meetings as required or requested by the Committee to provide input and expertise.

5. Public Representative Membership and Responsibilities

- 5.1. Three (3) Public Representatives will serve on the Committee.
- 5.2. Public Representative Committee members shall be appointed by City Council on two (2) year term. Seats shall be held by the same person for no more than two (2) consecutive terms.
- 5.3. Each representative must be appointed by a selection committee. The three (3) seats shall be selected through an application process with a committee of Council and Administration reviewing and bringing forward recommendations for final selection.
- 5.4. At least two (2) public representatives shall have experience in at least one of the following disciplines:
 - 5.4.1. Visual Artist
 - 5.4.2. Conservator
 - 5.4.3. Art Historian or Curator
 - 5.4.4. Architect, Landscape Architect or Design Professional
 - 5.4.5. Art Administrator or Art Consultant
 - 5.4.6. Museum or Heritage Professional
 - 5.4.7. Business Representative.
- 5.5. Seats are not transferable until a term is completed unless the seat holder fails to uphold the obligations outlined in this Terms of Reference or resigns from the seat.
- 5.6. Appointed Committee members are expected to attend every meeting in person or virtually through agreed-upon electronic methods.
- 5.7. Absence of three (3) consecutive meetings shall terminate a member appointment on the Committee unless there is an agreement in place and a valid reason for the absence.

6. Remuneration

- 6.1. Committee members shall not be remunerated for their participation on the Committee.

7. Officers

- 7.1. Committee Members shall elect a Chair, Vice-Chair, and Recording Secretary annually at the first meeting of the year.



7.2. Each Officer shall hold the seat on the Committee for a term of one (1) year. Each role has the following responsibilities:

7.2.1. Chair

7.2.1.1. The Chair shall preside over all meetings of the Committee, preserve order, and enforce the rules of procedure.

7.2.1.2. The Chair shall call a vote on all matters to determine resolutions.

7.2.1.3. The Chair shall be involved in the selection process of the incumbent for a new term, including application screening, interviews, evaluation of the public seats, and presenting recommendations to Council to vote for official approval.

7.2.2. Vice-Chair

7.2.2.1. In absence of the Chair, the Vice-Chair shall have full authority of the Chair during their absence.

7.2.2.2. If the Chair and the Vice-Chair are both absent the Committee may, from its members appoint another person to act in place of the Chair and the Vice-Chair during their absence.

7.2.3. Recording Secretary

7.2.3.1. The Recording Secretary shall summon all meetings of the Committee and communicate the resolutions and instructions from the Committee to all Committee members.

7.2.3.2. Coordination of Committee meetings including location and set up; meeting minutes and agenda creation; circulation of agenda packages four (4) working days prior to the scheduled meeting(s); and providing background and context for discussion to ensure understanding.

7.2.3.3. Attend all meetings of the Committee and record minutes. Minutes shall be distributed to the Committee via email, and all public content will be posted on the City website after the Committee has reviewed and agreed that the minutes are accurate.

7.2.3.4. In absence of the Recording Secretary, the Members may appoint another person to act in place of the Secretary and take minutes.

8. Committee Roles and Responsibilities

8.1. Members of the Public Art Advisory Committee shall:

8.1.1. Serve as advocates for Public Art within the Community.



LLOYDMINSTER

- 8.1.2. Establish and coordinate an ongoing maintenance program approved by Administration.
- 8.1.3. Make recommendations to Administration on required maintenance including costs.
- 8.1.4. Adjudicate Public Art on behalf of the City.
- 8.1.5. Provide advice to Administration and Council on the purchase of Public Art.
- 8.1.6. Create eligibility requirements for Public Art donations.
- 8.1.7. Identify and liaise with stakeholders and necessary partners in the implementation of Public Art installations.
- 8.1.8. Extend awareness and engagement through participation in communication opportunities.
- 8.1.9. Respond to requests for information, data and/or resources, as appropriate.
- 8.1.10. Establish Sub-Committees as needed.
- 8.1.11. Respond to any questions or additional advice needed concerning Public Art requested by Administration or Council.

9. Sub-Committees

- 9.1. Sub-Committees may be formed for initiatives, at the full discretion of the City. These Sub-Committees may include individuals and representatives that do not formally sit on the Committee. They are intended for task-oriented projects.

10. Conduct and Ethics

- 10.1. Members are expected to provide impartial and objective advice for the greater good of the City of Lloydminster community.
- 10.2. Members shall recuse themselves from any conversations, initiatives, or other professional activities carried out by this advisory Committee that a reasonable observer may deem the individual to hold an interest in or ability to influence.
- 10.3. Committee members are obligated to conduct themselves with a high level of ethics, setting and raising the example of the standards of conduct in the City. This includes, but is not limited to treating other Committee members and community members with respect and consideration, conducting themselves in a professional manner, keeping confidence matters that are not available to the public, etc.



LLOYDMINSTER

- 10.4. No member of the Committee will act or speak on behalf of the City of Lloydminster or use the Committee for personal gain or advocate on a pre-determined agenda.
- 10.5. Members shall ensure all City bylaws and policies are followed.

11. Governance

- 11.1. Although there are no formal voting powers, all members are provided an opportunity to vote on a matter, including the Chair. In the event of a tie, the matter is defeated.
- 11.2. In addition to the annual report to Council, the Chair and Vice-Chair may determine additional reporting as required.
- 11.3. Quorum consists of fifty per cent (50%) of the membership plus the Councillor. There must be majority agreement for a matter to be brought to Council through Administration. Should quorum not be met, the meeting will be rescheduled.
- 11.4. The Terms of Reference shall be reviewed annually by the Committee and all revisions shall be approved by resolution of Council.

12. Meetings

- 12.1. The Committee shall hold a minimum of four (4) meetings per year (held quarterly) and maximum of twelve (12) meetings per year at times, dates, and locations selected by the Committee.
- 12.2. Sub-Committee meetings may occur between these meetings.
- 12.3. Virtual attendance for meetings is permitted unless the meeting requires in-person participation. Those participating virtually will not be considered part of quorum if their connection is lost and cannot be regained. Notice of two (2) business days must be provided to ensure virtual attendance capability is available.
- 12.4. All Committee members are expected to come to the meeting prepared and having reviewed all information provided in advance.
- 12.5. If a meeting is called outside of the regular meeting schedule, the meeting shall be called with majority of the Committee members agreeing to the meeting, and the Member of Council and Administration representation shall be present. This must be done through the Chair, provided not less than two (2) working days notice is provided to each member.

13. Financial

- 13.1. The Committee shall present the Executive Manager, Community Development Services with a budget for all required maintenance of both purchased and donated Public Art when a new item is added to the collection. The application timeline and recommendations shall align with the City's budget schedule.



- 13.2. All financials shall be managed by the City with financial requests coming from the committee in conjunction with recommendations for art selections.
- 13.3. The Committee shall ensure that funds are available within the Public Art Reserve fund for the purchase of Public Art prior to approving an item for purchase.

14. Reporting

- 14.1. The Committee shall provide an annual report (or as requested by Council) of activities of the Committee; the Chair and/or Vice-Chair will work with Administration for creation and presentation of this report.

15. Conflict of Interest

- 15.1. Public Art Advisory Committee members have an obligation to disclose any conflicts of interest relative to any matters under discussion.

16. Termination

- 16.1. Council may, at the request of the Committee, ask for the resignation of any member should they not uphold the duties of the Committee as outlined in the Terms of Reference, including regular attendance (no more than three (3) absences unless approval is voted on by the Committee).
- 16.2. Council may terminate the Committee by a resolution of Council after reviewing the effectiveness of the Committee.