
Appendix "D" – Barrie Public Art Committee Working Group Terms of Reference

TERMS OF REFERENCE

BARRIE PUBLIC ART COMMITTEE - WORKING GROUP

1. Reporting Structure:

The Barrie Public Art Working Group will provide quarterly/semi-annual updates to City Building Committee concerning initiatives and activities. Staff in the Economic and Creative Development Department will report to General Committee on programs or initiatives of the Working Group that require Council approval as defined in the City's Public Art Policy.

2. Vision and Mission Statement:

Vision: Connecting our Community through Public Art

Mission Statement: The Barrie Public Art Committee will enhance the City of Barrie by purposefully acquiring public art that inspires and connects the community in our public spaces. We will promote art appreciation and build lasting relationships through education, integration and activation that engages the community, creates conversation and demonstrates the value of public art.

3. Mandate

The Barrie Public Art Committee provides expert community input on the City of Barrie's public art policies and procedures, giving guidance and advice to City departments, agencies, sponsors, boards and commissions from the earliest stages of public art projects proposed for City-owned lands and potential donations to the City.

Specifically, the committee reviews, develops and recommends public art policies, competition guidelines for public art commissions and temporary public art projects; reviews and recommends proposed donations of artwork to the City of Barrie; recommends artwork to be de-accessioned; recommends processes and systems to fund, maintain/conservate, document, interpret and promote public art projects; and provides advice to City staff on the management and promotion of the City of Barrie public art collection.

The Barrie Public Art Committee or its designated subcommittees provides advice to City staff prior to submitting reports dealing with public art on City property to Committee and Council.

The Barrie Public Art Committee promotes awareness and understanding of the importance of high-quality public art.

The Barrie Public Art Committee initiates and implements projects and programs for the development of public art in the city of Barrie and contributes to the master plan for public art for the City of Barrie, including a review of existing and future development in Barrie while identifying and initiating public art opportunities.

The Barrie Public Art Committee offers its expertise to private sector public art commissions to ensure the consistency, integrity and quality of public art in Barrie.

4. Objectives

The Barrie Public Art Committee's (BPAC) goal is to enhance Barrie with art, and encourage residents and visitors alike to visit public spaces. Made up of volunteers from the art and design industry, and interested

community members, BPAC secures art by commissioning new works, facilitating donations, and organizing temporary installations.

The objectives of the Barrie Public Art Committee will be established by the Committee at the beginning of the term. The objectives are as follows:

- To ensure the artistic merit, quality and integrity of the artworks owned by the City of Barrie and intended for public spaces;
- To provide a range of opportunities for artists at various stages of their careers to make public art through establishing a set of processes and procedures that allow for innovation, that value the artists and the artistic process, that respect the creative rights of artists and defines standards and establish criteria for the selection of Public Art.
- To enhance the community's sense of ownership and value by commissioning works that are site-specific and encouraging awareness of collective heritages, neighbourhood identities and the value of creativity and creative processes in urban living;
- To ensure that all artworks in the City of Barrie collection will be part of a coherent programme of maintenance, conservation and preservation;
- To build upon existing relationships between the City, artists and arts organizations and community members in order to improve the opportunities for citizens to participate in the arts in the course of their daily lives, encourage civic discussion about public art and make possible the expression of a variety of cultural voices;
- To recognize and stimulate a high calibre of urban design by enhancing the aesthetic quality of the built environment and incorporating original artworks into the infrastructure of the City;
- To promote Barrie as a Creative City recognized nationally as valuing the arts and as a destination for cultural tourism, while acting as a stimulus for economic development; and
- To use City resources wisely to develop projects in a strategic and cost effective manner.

5. Composition

The Barrie Public Art Committee shall be comprised of two (2) members of City Council, one MacLaren Art Centre representative, one Barrie Arts Committee representative, and up to eight (8) citizen members who reside, work or own a business in the City of Barrie or the Simcoe County region.

Citizen members include, but are not exclusive to, a broad range of individuals with interest in public art and those with experience in public art including recognized visual arts professionals (visual artists, architects, landscape architects, curators, arts educators, and art historians) as well as urban planners.

Members are drawn from all parts of the City and the Simcoe County region and will be confirmed by Council.

Recommendations related to the Committee appointments shall be made a Membership sub-committee to be established 6-months prior to the expiration of the term of Council. The Membership sub-committee shall be comprised of BPAC Members and shall be comprised of one member of City Council, one MacLaren Art Centre representative, the Chair of the Committee and one member of the Community Engaged Projects Sub-Committee

6. Term

Council and citizen members shall be appointed for a term that coincides with the Term of Council, expiring on November 14 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee.

A Committee member may be re-appointed an additional term(s) as confirmed by City Council.

A Member who is absent for three (3) consecutive meetings without permission from the Committee will be removed from the Committee.

7. Frequency of Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the chair.

8. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

9. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

10. Roles and Responsibilities of Members

Committee Members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee;
and
- c) Adhere to these terms of reference, the City's Public Art Policy, City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

11. Rules Governing the Proceedings of Committees

The business of advisory committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

12. Quorum

A quorum shall be a majority of the Committee Members. Majority is defined as 50% plus one.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Primary Staff Resource shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

13. Voting

When an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee Member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

14. Resources

Primary Staff

The staff resource for the Committee is provided by the Economic and Creative Development Department. The Primary Staff serves as the liaison to the Committee to co-ordinate the proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the overall administration of the City's Public Art Policy.

Further, the Economic and Creative Development Department shall provide advisory and administrative support to the Committee, including background information, resources, and advice to Committee members to assist them in their role.

From time to time, the Committee may request the advice or participation of individuals or organizations/City Committees with a particular area of expertise. The Primary Staff will coordinate, through consultation with the Chair, the request made by the Committee.

15. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

16. Conflict of Interest

Citizen members of the Barrie Public Art Committee are disqualified from directly or indirectly benefiting from their participation on the Barrie Public Art Committee during their tenure;

Citizen members of the BPAC are disqualified from submitting to public art projects that will be reviewed by the Committee during their tenure;

Citizen members may continue to participate in a public art project that was initiated prior to their appointment to the BPAC but shall declare a pecuniary interest if the project is under discussion by the Committee and leave the room during the discussion.

17. Sub-Committees

The following sub-committees have been established by the Barrie Public Art Committee:

Site Selection Sub-Committee
Community Engagement Projects Sub-Committee
Communications Sub-Committee
Project Specific Committees
Membership Committee

The Barrie Public Art Committee may, by recommendation, establish sub-committees to undertake ongoing or time-limited tasks.

Selected operational activities of the Barrie Public Art Committee are completed through working sub-committees. These sub-committees consist of two (2) or more members of the Barrie Public Art Committee, and citizen volunteers who have indicated a specific interest in a specific project, and the advice and contribution of outside experts as needed.

Each sub-committee appoints its own Chairperson to coordinate the necessary activities. This process ensures that the Barrie Public Art Committee has oversight and control of all projects, control of all funds and fulfils its mandate for the good of the community. The sub-committees serve on an ad-hoc basis and work on a task-oriented basis. Meeting of each sub-committee are at the call of the chair of the respective sub-committee.

The Chairs of any of the sub-committees shall provide regular updates on their activities to the Public Art Committee.

18. Budget

The Committee is authorized to expend funds within its budget allocation approved by City Council, where such expenditure is in accordance with its authority under the Public Art Policy and the City of Barrie's Purchasing By-law. The committee must authorize any expenditures through a majority vote and such approval of an expenditure and the name of the individual and/or company receiving payment shall be recorded in the minutes of the meeting.

The Committee at no time may exceed its annual budget without formal application to, and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

Any monies privately fundraised by any sub-committee may be spent to fulfill its mandate under the authority of the Chairperson of the sub-committee and with the approval of the Director of Economic and Creative Development.

19. Other

The Barrie Public Art Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.