

**COMMUNITY ART COMMITTEE  
REGULAR MEETING AGENDA**  
Banff Town Hall - Ted Langridge  
**Tuesday, January 31, 2017 09:00am**

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF AGENDA**

**3.0 APPROVAL OF PREVIOUS MEETING MINUTES**

- 3.1 Minutes of the December 8, 2016 Regular Meeting

**4.0 UNFINISHED BUSINESS**

- 4.1 Public Artwork Acquisition (Alexander Caldwell)  
4.2 2017 Public Art Commission (Canada 150<sup>th</sup> Birthday)  
4.3 Temporal Collection Storing/Reuse

**5.0 NEW BUSINESS / REPORTS**

- 5.1 Poet Laureate Position Update  
5.2 Construction Site Hoarding Policy Update  
5.3 Public Art Insurance Update  
5.4 Terms of Reference Review  
5.5 Private Developer Funding for Public Art

**6.0 DATE OF NEXT MEETING/ADJOURNMENT**

- 6.1 The next Community Art Committee meeting is tentatively scheduled for Friday March 17, 2017 at 9:00am – Ted Langridge Room (2<sup>nd</sup> Floor).

cc :

Anne Ewen	Public Representative (Chair)	Dave Michaels	Development Planner, Planning and Development
Barbara Pelham	Public Representative	Randall McKay	Manager, Planning and Development
Cathy Macdonald	Public Representative	Kerry MacInnis	Administrative Assistant, Planning and Development
Cameron Fisher	Public Representative		
Cindy Schatkoski	Public Representative		
Mimmo Maiolo	Public Representative		
Sebastian Hutchings	Public Representative (Vice Chair)		
Deborah Cameron	Non-Voting Public Representative		
Corrie DiManno	Non-Voting Council Representative		

**MINUTES OF THE COMMUNITY ART COMMITTEE**  
**of the Town of Banff in the Province of Alberta**  
**Ted Langridge Room**  
**Thursday, December 8, 2016, 9:00 a.m.**

**COMMITTEE MEMBERS PRESENT**

Anne Ewen (Chair)  
 Barbara Pelham  
 Cathy Macdonald  
 Cameron Fisher  
 Mimmo Maiolo  
 Sebastian Hutchings (Vice Chair)

**COMMITTEE MEMBERS ABSENT**

Cindy Schatkoski

**NON-VOTING MEMBERS PRESENT**

Deborah Cameron  
 Corrie DiManno

**ADMINISTRATION PRESENT**

Dave Michaels            Development Planner  
 Emma Abramowicz      Heritage Intern

**1.0 CALL TO ORDER**

Administration called the December 8, 2016, meeting of the Community Art Committee to order at 9:02 a.m.

**ART16-20**      1.1      Election of Chairperson for the 2016/2017 Community Art Commission  
 Moved by Pelham to nominate Ewen as Chairperson of the 2016/2017 Community Art

**CARRIED**

**ART16-21**      1.2      Election of Vice Chairperson for the 2016/2017 Community Art Commission  
 Moved by Ewen to nominate Hutchings as Vice Chairperson of the 2016/2017 Community Art

**CARRIED****2.0 APPROVAL OF AGENDA**

**ART16-22**      Moved by Pelham to approve the agenda of the December 8, 2016, meeting of Community Art Committee as presented.

**CARRIED****3.0 ADOPTION OF PREVIOUS COMMITTEE MINUTES**

**ART16-23**      Moved by Hutchings to approve the minutes of the November 3, 2016, Community Art Committee minutes as presented.

**CARRIED****4.0 NEW BUSINESS / REPORTS**

4.1.      Current Inventory Report  
 Administration provided information on the current inventory in the Community Art Committees portfolio.

4.2. 2017 priorities:

- Develop incentives for the incorporation of temporary public artworks at development sites in conjunction with construction site fence hoarding (from 2016)
- Proceed with installation of new public art piece
- Leverage opportunities with Banff Centre
- Investigate mechanisms for public art support from private development
- Update Committee Terms of Reference
- Three Year Honorary Poet Laureate Position

Administration provided information on the upcoming ‘Construction Site Fence Hoarding Policy’. Community Art Committee discussed an option for having a collocation of five approved digital images that would be used on Construction Site Hoarding as an alternative to developer supplied images. Administration provided information on the 2017 priorities as per the 2017 Service Level Review as presented to Council.

Community Art Committee discussed prioritising the update to the Terms of Reference, installation of new public art piece (“Vertigo II”) and investigating mechanisms for public art support from private development for action in Q.1 of 2017.

4.3. Temporal Collection Storing/Reuse

The Community Art Committee discussed the reuse/storage options for the temporal collection once the pieces have been on show for their intended duration. Administration will return with information on agreements in place with regards to the Art Work and Mounting Hardware and future uses.

**5.0 UNFINISHED BUSINESS**

5.1. Public Artwork Acquisition (Alexander Caldwell)

Administration confirmed Paul Kuhn, from Paul Kuhn Gallery who represents Alexander Caldwell, has agreed to visit Banff to look at potential sites for Vertigo II. These sites will be shortlisted by the Community Art Committee in conjunction with Administration. Administration will provide a map for comment from the Community Art Committee prior to the visit.

5.2. 2017 Public Art Commission (Canada 150<sup>th</sup> Birthday)

This will remain as unfinished business.

**6.0 ACTION ITEMS**

- 6.1. Dave to look into the agreements/licencing around future use of the temporal art collection.
- 6.2. Dave to look into the insurance for the public art pieces.
- 6.3. Dave will send to all Art Committee members the Committee Terms of Reference for review in advance of the next meeting.
- 6.4. Dave will check out the City of Calgary Public Art Committee Terms of Reference for review in conjunction with Banff’s Art Committee.

**7.0 DATE OF NEXT MEETING/ADJOURNMENT**

The next regular meeting of the Community Art Committee is scheduled for January 26, 2017 at 9:00 a.m. in the Ted Langridge Room (2<sup>nd</sup> Floor).

**ART16-24** Moved by Pelham to adjourn the meeting at 10:30 a.m.

**CARRIED**

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Anne Ewen  
Chair

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Dave Michaels  
Recording Secretary

Minutes approved by: \_\_\_\_\_

**TERMS OF REFERENCE  
COMMUNITY ART COMMITTEE**

(Amended September 25, 2006)

**PURPOSE OF THE COMMITTEE**

As a standing committee of Council, the Community Art Committee shall advise Council on matters pertaining to public art.

**DUTIES AND RESPONSIBILITIES**

The committee shall:

- 1. Create a public art policy that will:
  - Establish processes and criteria for the selection, placement and maintenance of public art;
  - Identify funding mechanisms for public art, independent of capital budget funding;
  - Identify opportunities for community engagement, education, and enjoyment of public art.
- 2. Plan and implement public art projects in accordance with the public art policy;
- 3. Act in an advisory capacity to Council on matters pertaining to the purchase or acquisition of public art;
- 4. Review Town of Banff initiatives involving opportunities for public art;
- 5. Conduct its operations and meetings in accordance with the Town of Banff Procedural Bylaw and the Committee Appointments Policy;
- 6. Act in a manner respecting the Corporation of the Town of Banff, Banff National Park, the community, residents, and visitors.

**MEMBERSHIP AND MEETINGS**

The Community Art Committee shall be comprised of two Town of Banff representatives (one Community Services Representative and one Planning and Development Representative), and up to seven public members selected in accordance with Town of Banff Policy C019 – Committee Appointments.

Committee members should include representatives from the Whyte Museum of the Canadian Rockies and The Banff Centre if possible, as well as the local art and business community. Council shall encourage representation from the tourism industry when appointing public members. Council shall appoint public members for three-year terms in accordance with Town of Banff Policy C019.

The Chair and Vice-Chair of the Community Art Committee shall be selected in accordance with the Town of Banff Procedural Bylaw and shall be elected to serve for one-year terms.

The Community Services Representative will act as the primary liaison between the committee and Town of Banff administrative staff and will support the working activities of the committee. Other administrative staff



members shall attend and/or provide information to the committee as required by the Chair.

An administrative assistant from Community Services shall act as recording secretary and will facilitate communication between the committee and Council through the distribution of meeting minutes and reports. The administrative assistant shall provide clerical support, including but not limited to, agenda package preparation, meeting scheduling, and meeting notification.

Committee meetings shall be scheduled to occur a minimum of three times annually, based on the work requirements of the committee. Other meetings may be designated as working meetings.



# POLICY C103

## Public Art

Approved by Council

Date: May 8, 2006

Motion: COU06-163

Department: Community Art Committee

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### 1.0 POLICY

It is the policy of the Town of Banff that public art will be managed by the Community Art Committee. The Community Art Committee has determined its vision, mission, and mandate as follows:

**Vision:** To enrich Banff through public art.

**Mission:** The Town of Banff seeks to celebrate and expand the diverse and unique nature of Banff through public art. Through siting, acquiring, commissioning and facilitating arts for public spaces, we will create links between the cultural, human, and geographic aspects of Banff. We will provide opportunity for discovery, moments of **reflection, dialogue, and engagement - enriching the quality of life for residents and visitors alike.**

**Mandate:** The primary purpose of the Community Art Committee is to enhance the Banff town site with diverse art forms. To fulfill that objective, the committee is charged with setting goals and making plans that articulate the vision and mission, engaging the community, and implementing through an integrated process, policies, and procedures which identify and select new opportunities for public art.

### 2.0 PURPOSE

This policy clarifies the role of the Community Art Committee in the public art process from selection through to installation, and provides the guidelines and procedures to be followed for the acquisition of public art and effective project development.

The installation of public art throughout the Town declares to visitors and residents **Banff's commitment to culture and identifies Banff as a healthy, vital, and proud** community. Public art has the potential to:

- Document the past and provide a legacy for the future;
- Contribute to civic pride;
- Contribute to economic development and tourism;
- Enhance the commercial atmosphere of Banff;
- Provide creative opportunities and challenges for artists;
- Create and raise awareness of assets in the community;
- Involve residents in shaping the community;
- Stimulate private investment in cultural resources;
- Develop partnerships and collaborations among community members;
- Convey to the public the significant role the Town of Banff plays in developing public art in the community;
- Portray a positive image of the municipality;
- Improve visitor experience; and
- Improve quality of life.

Public art will also provide another means to realize the objectives of the Heritage Tourism Strategy, significantly contribute to downtown enhancement, and improve the visitor experience. Public art addresses the following goals of the Banff Community Plan:

- 3.2.3 Development Quality - by creating assets in the community.
- 3.2.7 Tourism and Economy - by enhancing the natural and cultural heritage to support tourism.
- 3.2.8 Transportation and Parking - by encouraging more pedestrian movement.
- 3.2.11 Community and Visitor Services - by adding to the aesthetics of Banff.

### 3.0 SCOPE

This policy establishes a framework to govern the conception, selection, commissioning, siting, installation, acquisition, maintenance, and conservation of all art located on lands within the Town's jurisdiction.

### 4.0 RESPONSIBILITIES

#### 4.1 The Community Art Committee: As articulated in the committee's Terms of Reference (attached as Appendix A), the Community Art Committee shall:

- Plan and implement public art projects in accordance with this policy;
- Act in an advisory capacity to Council on matters pertaining to the purchase or acquisition of public art;
- Review Town of Banff initiatives involving opportunities for public art;
- Conduct its operations and meetings in accordance with the Town of Banff Procedural Bylaw and the Committee Appointments Policy; and
- Act in a manner respecting the Corporation of the Town of Banff, Banff National Park, the community, residents, and visitors.

#### 4.2 The Community Art Committee Town of Banff Staff Liaison: is responsible for providing administrative support to the Community Art Committee and facilitation between artists, contractors, Town of Banff staff, Council, and Community Art Committee members.

#### 4.3 Council: Any public art installations upon or involving the use of public lands must have the prior approval of Council.

### 5.0 RELATED POLICIES

The Public Art Policy shall be consistent with the policies, bylaws, and regulations applicable to the Town of Banff, including but not limited to, the following:

- Banff Community Plan
- Town of Banff Heritage Resource Policy
- Town of Banff Street Pole Banner Policy
- Town of Banff Land Use Bylaw
- Town of Banff Street Use Bylaw
- Banff National Park Management Plan
- Town of Banff Model Class Screening / Canadian Environmental Assessment Act

- Town of Banff Purchasing Policy



## 6.0 DEFINITIONS

- 6.1 Public Art Program** refers to the entire process by which the Town of Banff Community Art Committee places art in public locations. This includes, but is not limited to: proposing locations, creating competitions, arranging commissions, fundraising, jurying, awarding, adjudicating, siting, installing, collecting, promoting, maintaining, inventory management, and relocating and **decommissioning all works of art held within the Town of Banff's Public Art Collection.**
- 6.2 Community** refers to the town of Banff proper. While the town of Banff is the primary community this committee seeks to serve, the wider community of the Bow Valley, Alberta, Canada, and the sensibilities of our international tourist market will be considered in realizing the goals of the Community Art Committee.
- 6.3 Art** is defined as any medium of artistic expression resulting from the human creative process. For the purposes of the Community Art Committee, art shall be of the highest quality at all times and shall also serve the criteria of this program.

## 7.0 PROCEDURES

### 7.1 General Procedures - Administration

a) **Funding Sources:**

Council will provide an annual allocation to the Public Art Capital Reserve. In addition, the Community Art Committee will use other sources of funding when available and appropriate, such as:

- Grants;
- Donations and gifts;
- Gifts-in-kind;
- Partnerships and co-sponsors; and
- New funding mechanisms created by Council.

b) **Budget:**

Council is responsible for approving the use of all capital budgets. If a public art project is under consideration, administration will make a submission in the Capital Budget Plan. In some circumstances, a project may be brought forward after the budgeting process, but only if funds are available in the Public Art Capital Reserve.

The budget for any public art project will include an allocation for administration for the art and all its related costs and maintenance. The maintenance allocation must be ten percent of the total budget for the project and will be set aside in the Recreation Operation Reserve. Unused amounts from this reserve may be factored into future projects, depending on the nature and scope of the project, and the likelihood of future maintenance concerns.

- c) **Management of the Public Art Program:**  
The management of the Town of Banff's public art program is the responsibility of the Community Art Committee.
- d) **Dedication of Town Resources:**  
To support the public art program, the Community Art Committee will collaborate and consult with other Town departments where different perspectives and skills are required, such as: Planning and Development; Community Services; Corporate Services; Engineering; and Operations. Depending on the nature and scope of the project, dedication of additional Town resources through the departments will vary.
- e) **Staffing Requirements and Town Support Staff**  
The Town of Banff will support the work of the Community Art Committee by providing staff resources as outlined in the **committee's** terms of reference.
- f) **Public Engagement**  
While the committee recognizes the importance of community-building, it acknowledges that the **committee's** first responsibility is public art. It is the desire of the committee to engage the community defined earlier in an active relationship with works of public art. Residents of Banff may be involved in the work of the Community Art Committee in a number of different capacities including participating in public art selection open houses; becoming a committee member; acting as a jury member in the art selection process; or planning and implementing events, celebrations, and unveilings.
- g) **Communication**  
The Community Art Committee will keep residents of Banff well informed of its initiatives and projects through the use of various forms of media, including press releases and other such announcements.

## 7.2 General Procedures - Public Art Projects

- a) **Initiating Projects:**  
The Community Art Committee is responsible for initiating public art projects, including developing an ongoing inventory that identifies key sites and types of projects, as well as encouraging private sector and other initiatives.
- b) **Artwork Selection Criteria:**  
The Community Art Committee encourages the consideration of challenging as well as traditional art forms in its public art program. The Committee will evaluate all public art pieces for its collection according to the following requirements:

- Relevance to the Town of Banff;
- Relevance to the Request For Proposal (RFP) or Call to Artists;
- Relevance to the Heritage Tourism Strategy;
- Quality of work;
- Uniqueness;
- Ability to withstand the weather conditions of this area;
- Ease of maintenance; and
- Ability to meet the conditions of the contractual agreements between the Town and the artist.

c) **Artist Selection Criteria:**

Artists shall be professionals having proven exhibition experience and sound creative

History. A history of public work is preferred

d) **Site Selection Criteria:**

The Community Art Committee will work with Planning and Development, Engineering, Community Services, and other prospective project partners to identify the most appropriate location for public art. Before a site is selected, a number of different factors must be taken into consideration, including:

- Public accessibility to the artwork, visibility and potential for profile;
- Environmental impact;
- Traffic and pedestrians;
- Structural, electrical, and mechanical considerations;
- Maintenance;
- Budget;
- Project aesthetics;
- Potential to fulfill Town objectives, goals, and departmental initiatives;
- Public safety;
- Town employee safety;
- Potential theft or defamation; and
- Partnership potential.

e) **Methods of Art Selection:**

There are four different methods of selecting art for a public art project:

- Open Call - Invites any artist to submit a proposal for a public art project. A jury appointed by the Community Art Committee will adjudicate the selection process based on the appropriateness and quality of art for placement within the town;
- Limited/Invitational Call - Invites selected artists to submit proposals. A jury will be appointed by the Community Art Committee for the selection process;
- Direct Award/Commission - A specific artist is chosen by the Community Art Committee to develop a public art piece for an identified site; and
- Acquisition of an existing work as selected by the Community Art Committee.

f) **Selection Panels/Juries:**

In the case of the first two methods mentioned in the previous section, the Community Art Committee is responsible for appointing a jury which will adjudicate on the appropriateness and quality of art. A jury will be appointed for each project, made up of individuals with professional expertise, practicing artists, and members of the community. Jury size is determined by the scope of the project, but a five to seven member jury is generally desirable. Throughout the jury process minutes will be taken, records kept, and information will be clearly communicated. All information exchanged between the jury is strictly confidential until the announcement of a winner.

g) **Agreements/Contracts:**

The selected artist will enter into a written contract with the Town following the approval of the proposed project. Contracts over \$2,000 must be co-signed by the Manager of Corporate Services for the purchase of products or services. While other agreements may be necessary, depending on the nature and scope of the project, the contract will include:

- Description of project;
- Work timeline and installation plans;
- Description and list of materials;
- Proof of artist insurance;
- Drawings as approved by a structural engineer;
- Liaison with and payment to sub-contractors;
- Payment schedules;
- Plaquing;
- A maintenance and conservation plan;
- Copyright;
- Reproduction rights;
- Property transfer;
- Property of the artist;
- Assignment of contract;
- Warranty; and
- Handling of disputes.

A general template will be used for drafting contracts between the Town and artists. However, additions and/or revisions to this contract will occur depending on the nature and scope of the project.

h) **Insurance:**

Public art on public land will be insured under the Town's property insurance, which covers the Town for all risks related to direct physical loss or damage to an art piece.

i) **Safety & Liability:**

For all projects, a safety audit and liability assessment will be undertaken in conjunction with a structural engineer and the Town of Banff Risk Management Coordinator, and will be based on project and environmental variables associated with each installation.

engineer to  
project has  
drawing.

Artists participating in the selection process will work with the structural engineer to create an engineering drawing for the proposed art project. Once an art project has been selected and approved, the artist will submit an engineer stamped drawing.

that

During various stages of installation, the engineer will be present to ensure structural engineering standards for the project have been met.

The Community Art Committee will complete a final evaluation of all projects including, but not limited to, an evaluation of: project administration and related procedures, contracts, calls/invitations to artists, jury processes, installations, and openings.

Upon substantial completion, a final review of the installation by the Community Art Committee will be conducted. Subsequently, any outstanding conditions or aspects of the project found to be unsatisfactory or unsound will be addressed until the committee is satisfied with the state of the project.

j) **Periodic Policy Review:**

Upon completion of each public art project, the Community Art Committee will review this policy and recommend any necessary policy amendments. Council must approve any amendments to the public art policy before they come into effect.

### 7.3 General Procedures - Management

a) **Public Art Collection**

The Community Art Committee is responsible for the public art collection. This entails keeping clear and thorough records of each acquisition, ensuring the provision of routine care and maintenance, and addressing any related issues that may arise.

b) **Ownership, Rights, and Responsibilities**

As per federal legislation, copyright of an artistic work, including preliminary drawings, models, sketches, and work incidental to the production of the artwork will remain with the artist.

Reproductions of artwork may be used for public relations, marketing, and educational purposes. As per federal legislation, reproduction rights of an artistic work belong to the owner of the artwork. In most instances, the Town will be the sole owner of the artwork. In other instances, jointly owned works between the Town and artists require each party to inform

the other of each new, one-time use of these rights and the purpose thereof. Other conditions of ownership must clearly grant reproduction rights to the Town of Banff. Failure to do so may void the Town's ability to collect the work.

c) **Materials and Warranty**

Materials will be supplied by the artist and will be indicated in the artist's proposal to the Town prior to the award of contract. A detailed maintenance plan will also be included in the artist's proposal.

The artist will provide to the Town warranties with respect to materials and workmanship. This will guarantee and maintain the work of art against all defects of materials or workmanship following installation and acquisition. The artwork will be the responsibility and at the risk of the artist up to and including the date of delivery of the artwork to the location designated by the Town.

Upon delivery, regardless of the stage of completion, the Town will assume responsibility for the artwork, and will keep and maintain insurance against all risks and file any necessary claims in the event of damage to or destruction of the artwork. The Town will accept responsibility for the site where artwork is to be installed, and will also be responsible for providing a storage area for materials and equipment during installation.

d) **Routine Care and Maintenance**

It is the responsibility of the Town of Banff to maintain all works of art, including periodic cleaning, routine site checks, conservation, and repair of damages in accordance with the artist's approved maintenance plan. An appropriate Town department may be responsible for the care and maintenance of public art pieces unless the Town has recommended to retain a more qualified contractor to undertake this task, or has deemed another body responsible.

e) **Plaquing**

Town of Banff public art installations must be clearly labelled with a standard Town of Banff plaque including the following information:

- Name of piece
- Name of artist
- Date of piece
- Credit line citing all parties involved in the acquisition of the work including grantors, partners, the Town of Banff, etc.
- One line description to create context for public (may be optional).

The plaque will be considered a requirement of the installation and will be included in the RFP process. The plaque will be the artist's responsibility

but final approval (including text and design) rests with the Community Art Committee. All costs associated with plaques will be included in the overall budget for the project.

## 8.0 ATTACHMENTS

- Appendix A - Community Art Committee Terms of Reference

## 9.0 REVISION HISTORY

2006.05.08 Policy approved.

This policy shall be in effect on the date it is approved by resolution of Council.

Approved on May 8, 2006 per Council motion COU06-163.

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John Stutz  
Mayor

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Robert Earl  
Town Manager

## TERMS OF REFERENCE COMMUNITY ART COMMITTEE

### PURPOSE OF THE COMMITTEE

As a standing committee of Council, the Community Art Committee shall advise Council on matters pertaining to public art.

### DUTIES AND RESPONSIBILITIES

The committee shall:

1. Create a public art policy that will:
  - Establish processes and criteria for the selection, placement and maintenance of public art;
  - Identify funding mechanisms for public art, independent of capital budget funding;
  - Identify opportunities for community engagement, education, and enjoyment of public art.
2. Plan and implement public art projects in accordance with the public art policy;
3. Act in an advisory capacity to Council on matters pertaining to the purchase or acquisition of public art;
4. Review Town of Banff initiatives involving opportunities for public art;
5. Conduct its operations and meetings in accordance with the Town of Banff Procedural Bylaw and the Committee Appointments Policy.
6. Act in a manner respecting the Corporation of the Town of Banff, Banff National Park, the community, residents and visitors.

### MEMBERSHIP AND MEETINGS

The Community Art Committee shall be comprised of three (3) professional representatives, two (2) Town of Banff representatives: (1) Community Services Representative and (1) Planning and Development Representative, and up to four (4) **public members selected in accordance with Town of Banff Policy C019 - Committee Appointments.**

Professional representatives, defined as a representative of the Whyte Museum, representative of the Banff Centre, and a representative of the tourism industry, shall be appointed by their respective agencies. Council shall appoint public members for three-year terms in accordance with Town of Banff Policy C019.

The Chair and Vice-Chair of the Community Art Committee shall be selected in accordance with the Town of Banff Procedural Bylaw and shall be elected to serve for one-year terms.

One staff member from Community Services shall be assigned by the Town Manager to act as a primary liaison between the committee and Town of Banff administrative staff



and to support the working activities of the committee. Other administrative staff members shall attend and/or provide information to the committee as required by the Chair.

The community Services administrative assistant shall act as recording secretary (minute-taker) and will facilitate communication between the committee and Council through the distribution of meeting minutes and reports. The Community Services administrative assistant shall provide clerical support, including but not limited to agenda package preparation, meeting scheduling and meeting notification.

Committee meetings shall be scheduled to occur the third Wednesday of every second month.

**Mandate:** This Board has been created to provide expert community input on public art for The City of Calgary.

- Promote awareness and understanding of the importance of high-quality public art.
- Recommend and advise on public art policies, guidelines, plans and issues as they relate to the City of Calgary.
- Review all public art project plans to ensure established criteria are met.
- Review all acquisitions and donations of public art according to established criteria.
- Act as a resource to City Council and to its boards, agencies and the administration on all public art matters.
- Support Public Art staff in carrying out the Mission of the Public Art Policy.
- Prepare an Annual Report to Council.

**Composition:** 6 Citizens-at-Large  
 2 Visual Artists  
 1 Representative from Calgary Arts Development Authority

Nine (9) citizens appointed by Council in accordance with The City's procedures including a minimum of two visual artists and one representative from the Calgary Arts Development Authority (CADA). Citizen members to be chosen from a broad range of individuals with experience or interest in public art such as:

- Arts Administrators
- Arts Consultants
- Art Curators
- Museum Professionals
- Art Historians
- Heritage Professionals
- Architects
- Landscape Architects
- Design Professionals
- Business Representatives
- Civil Engineers
- Conservators
- Citizen-at-Large

Non-voting Members:  
 Superintendent - Public Art

**Term:** 3 years - Maximum of two terms served in succession

**Term Expiry Month:** October

**Meetings:** Monthly

**Day:** 3rd Monday

**Time:** 5:00pm - 7:00pm

**Location:** Cliff Bungalow Arts Centre - 2105 Cliff Street SW  
 Calgary

**Quorum:** 5

**Resource Staff:** Seupersad, Ms.Rachael (403-476-4317)

**Administrative Contact:** Ms. Sarah Iley (Manager, Culture)  
 Community Services  
 City of Calgary  
 P.O. Box 2100, Station M, Mail Code #63  
 Calgary AB T2P 2M5  
 Bus: 403-476-4303

**Reports To:** to Council through the SPC on Community and Protective Services.

## MEMBER POSITION PROFILE

# PUBLIC ART BOARD

### ELIGIBILITY REQUIREMENTS:

- **Two visual artists and one representative from the Calgary Arts Development Authority Board.**
- **Visual Art administrators, consultants, historians, curators, conservators.**
- **Heritage and business representatives, engineers and citizens at large.**
- **Architects, landscape architects and other design professionals.**

### INELIGIBILITY:

- **City of Calgary staff.**
- **Citizens active on other Council Boards and Committees.**

### TIME COMMITMENT:

- **Monthly meetings are 2 hours, held on the 3<sup>rd</sup> Monday of the month.**
- **Special meetings called by the Chairman of the Board.**
- **Additional advocacy at community meetings and public art program events and initiatives as required.**

### TRAINING:

- **Orientation session.**

### REMUNERATION:

- **Voluntary position.**