

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.