



2019 – 2022 Terms of Reference Arts, Creative & Cultural Innovation Committee

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1. The Committee shall consist of **Nine (9)** voting members appointed by City Council for a term ending December 31, 2022. Preference will be given for:
 - One (1) Shatford Centre and Okanagan School of the Arts representative
 - One (1) Penticton Art Gallery representative
 - One (1) Penticton & District Community Arts Council representative
 - One (1) South Okanagan Performing Arts Centre Society representative
 - One (1) Penticton Indian Band representative
 - Four (4) members of the community on the basis of their knowledge or an interest in arts and culture that could include, but is not limited to:
 - Art professionals
 - Art collectives
 - Architects
 - Landscape designers
 - Urban designers
 - Wineries
 - Conservation society
2. The Committee Members shall appoint a Chair and Vice-Chair each year.
3. Role of Council Representatives:
 - One (1) Representative
 - Non-Voting Member
 - Liaison to City Council
4. A majority of appointed voting members shall constitute a quorum.
5. The Director of Recreation & Facilities and Director of Development Services or designates, shall attend committee meetings to provide operational support to the Committee.
6. The Corporate Administration Department shall arrange for secretarial services to the Committee.
7. The Committee shall meet quarterly, or as required when a new piece of business is referred to the Committee by Council or staff requiring immediate action.
8. The Committee's mandate is to make recommendations to the Council on all matters referred to the Committee, including:
 - The Committee uses the City's Public Art Policy as its basis for advising City Council and its boards, agencies, commissions, committees or staff, developers and citizens when reasonable and objective advice and guidance on public art is needed.

- The Committee is responsible to ensure that the monies set aside for public art are spent to fulfill the directives of the Public Art Policy. Any expenditure must be pre-approved by City Council.
- The Committee undertakes to research, develop and propose an outdoor sculpture program to complement community revitalization efforts.
- The Committee undertakes to research, develop and propose a Downtown mural partnership alongside private and non-profit sector partners.
- The Committee undertakes to research, develop and propose other creative and cultural programs in line with the City's vision.
- The Committee, for each initiative it proposes to execute, will research, develop and propose funding source options for consideration, including, but not limited to, corporate sponsorship, community partnerships, grants, awards and municipal funding.
- The Committee is to analyze current capacity, existing utilization, market demand and projected needs of City-owned arts amenities in accordance with asset management plans for the City of Penticton, and make recommendations on achieving net neutrality on City operating budgets.
- Review all requests for assistance from the community arts and cultural groups and organizations and recommend appropriate actions to Council.
- Recommend actions which promote increased collaboration and communication between arts and cultural groups.
- Recommend actions, education and marketing initiatives which promote increased public awareness and participation in arts and culture in the community.
- The committee will not participate in operational matters respecting the City of Penticton.

9. Disqualification from Office

If an advisory Task Force member is continuously absent from Task Force meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the Task Force members, Council may choose to replace the member. The person who held the office is disqualified from holding office on any advisory Task Force of the City of Penticton for a period of one year.

10. Closed Meeting – no meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.
11. The Mayor will sign all correspondence initiated by the Committee on behalf of the City of Penticton.
12. For certainty, the rules and procedures of Council Procedure Bylaw No. 2018-35 and all amendments thereto shall be observed as far as may be applicable.