

**Oshawa Public Art Task Force  
Terms of Reference  
May 2017**

**Background**

Oshawa City Council approved the City's first Municipal Cultural Plan in 2014: *Culture Counts: Oshawa's Arts, Culture and Heritage Plan* ("Culture Counts"). The Strategy to "Implement a Public Art Policy and Program" recommended the action item to "Finalize and implement the Oshawa Public Art Policy and Program".

In February 2015, Oshawa City Council approved Oshawa's first Public Art Policy. Additionally, the strategy recommends the action item to "establish a Public Art Task Force to manage juried competitions in the City".

The development of the following Terms of Reference is in response to this action item.

**Purpose and Responsibilities**

The Purpose of the Public Art Task Force is to provide strategic direction and advice to the City of Oshawa's Recreation and Culture Services staff. Working with Recreation and Culture Services staff, the Public Art Task Force's objective is to:

- Assist with the development of a city-wide Public Art Strategy which will identify priority projects, locations and site selection, criteria and selection processes, and review conservation and maintenance of artworks;
- Review and provide advice on matters relating to public art including the Public Art Policy, procedures and issues;
- Assist with the implementation of the Public Art Strategy (once completed) to determine prioritization, implementation, and budget considerations for public art projects;
- Promote the activities of the Public Art Task Force and raise public awareness and importance of public art in Oshawa;
- Make recommendations for the striking of public art juries and the development of Terms of Reference for juries;
- Review and assist with the development of Call for Artists;
- Advise and recommend to staff on proposed gifts, donations and bequests to the City in accordance with the Public Art Policy and other City guidelines;
- Advise and recommend to staff the accessioning and de-accessioning of works associated with the City of Oshawa's Public Art Collection;
- Receiving and approving applications for community group-driven public art projects.

**Task Force Composition**

The Public Art Task Force are representatives of the community and visual arts stakeholders and will include a total of seven (7) individuals. The membership of the Task Force will be comprised of the following:

<b>Member</b>	<b>No. of Members</b>
Representative from the Cultural Leadership Council	1
Representative from The Robert McLaughlin Gallery	1
Representative from the Oshawa Art Association	1
Representative from Durham College (Faculty of Media, Art and Design)	1
Representatives from community	2
Representative from the City of Oshawa (Recreation and Culture Services)	1

All members shall live or work in Oshawa. City of Oshawa employees are not eligible to apply.

Successful applicants to the Public Art Task Force will not be eligible to apply for public art competitions, as they would be in a conflict of interest.

Only members of the Task Force may vote on any issues.

Individuals representing the Cultural Leadership Council, The Robert McLaughlin Gallery, Oshawa Art Association and Durham College may not transfer their membership to other individuals within their respective organizations.

The representative from the Cultural Leadership Council cannot be the representative from The Robert McLaughlin Gallery or Oshawa Art Association.

Skills required from representatives in the community include professional experience related to the following: urban planning, visual, literary and/or performing arts, art history, arts administration, visual arts consulting, civil engineering, heritage research, architecture, landscape design and planning.

City of Oshawa Staff from other departments may attend meetings to provide expertise on various matters relating to their responsibilities with Public Art (e.g. Parks, Engineering).

### **Working Groups and Juries**

The Public Art Task Force can establish, as necessary, Working Groups on a project-by-project basis.

Juries will be established for each specific public art project. A separate Terms of Reference will be developed, as needed, for each jury and project.

### **Term of Appointment and Remuneration**

Members to the Public Art Task Force shall be appointed for (2) two years with the option to extend their term for another 2 years. This can be done by notifying the Chair in writing

that they wish to extend their term for another 2 years. A maximum of two terms may be served in succession.

A Chair and Vice Chair shall be elected by the members for a year (2) two-year term in January of each year and may be reelected for another (2) two- year term.

Members of the Public Art Task Force are volunteers and serve without remuneration.

### **Location and Frequency of Meetings**

The Public Art Task Force shall meet the first Wednesday of the month on a bi-monthly basis in a City of Oshawa facility. Additional meetings will be at the discretion of the Chair and as needed.

Working Groups and juries, established on a project-by-project basis, shall meet as required.

### **Quorum and Administration**

- **Quorum and Absences**
  - o Meeting quorum is the majority plus one (4 members)
  - o If a member has been absent for three (3) consecutive meetings and failed to advise the Chairperson, the members seat will be deemed vacant.
  
- **Staff support**
  - o Administrative support will be provided by Recreation and Culture Services staff
  
- **Reporting**
  - o The Public Art Task Force will report to the City of Oshawa Supervisor, Cultural Development & Programming or the appropriate designate.

### **Code of Conduct and Conflict of Interest**

Members of the Public Art Task Force work in partnership with the City of Oshawa and for the citizens of Oshawa. Members must respect confidential information and declare conflict of interest, when required. As a City of Oshawa working group supporting the implementation of Culture Counts, a significant strategic document, Public Art Task Force Members are expected to support and contribute to a safe, respectful, transparent and accountable environment. The City of Oshawa has zero tolerance for any form of violence, vandalism, or inappropriate behaviour in its facilities or properties.