



## **Call for New Public Members – City of Lethbridge Public Art Committee**

The City of Lethbridge Public Art Committee provides leadership and support to the City in the coordination and implementation of the Public Art Master Plan and associated policies. The Committee is an administrative committee of the Recreation and Culture Department at the City of Lethbridge. The Committee operates in an advisory capacity, reporting its activities to City Council as required. Public members receive a modest honorarium for participation on the Committee.

**The City of Lethbridge Public Art Committee is currently seeking up to three (3) new public members, with an emphasis on practicing artists and/or BIPOC+ identifying individuals.** Public members are appointed for a maximum of two consecutive two-year terms (maximum four-year appointment.) The Committee meets approximately four times per year. To be eligible for this opportunity, you should be a resident of Lethbridge and at least 18 years of age. Virtual participation is possible for applicants who maintain a sustained relationship to the region for the duration of their Committee term. Decisions to allow virtual participation are made at the Committee's discretion.

Committee Terms of Reference are included at the end of the application for reference.

**DEADLINE FOR APPLICATIONS IS MARCH 4, 2024.**

*For more information, please visit [this webpage](#) to review the City's Public Art Policy, Master Plan, and current Work Plan.*

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To apply for this opportunity, please prepare and submit the following materials:

- A Letter of Intent that includes the following information:
  - o An explanation of your interest in joining the City of Lethbridge Public Art Committee.
  - o An overview of your interest in Lethbridge's arts and culture community.
  - o A description of any experiences you have serving on Board, Committee, or in any relevant organizations, and strengths you would bring to the Committee as a result of your previous experiences.
  - o Confirmation of your residency in Lethbridge or a description of how you will maintain a sustained relationship to the region for the duration of your Committee term.

- Your availability for meetings (weekdays, weekends, weeknights) including any comments to clarify availability.
- Two character references including name, relationship to you, phone number and e-mail.
- A CV or listing of relevant experience/accomplishments/education.

The Public Art Committee endeavors to welcome members from diverse backgrounds and viewpoints. We are seeking up to three (3) Public Members, with an emphasis on practicing artists and/or BIPOC+ identifying individuals. If you identify as a practicing artist and/or as BIPOC+, please share information about yourself as you feel comfortable.

Please direct your application by e-mail to:

Jillian Bracken, Community Arts and Culture Manager  
Recreation and Culture Department, City of Lethbridge  
[jillian.bracken@lethbridge.ca](mailto:jillian.bracken@lethbridge.ca), 403-320-3040

Accommodations can be made for an oral presentation or in-person engagement to facilitate an application. Please contact Jillian by February 19, 2024 to discuss alternate formats for submitting an application.

## **City of Lethbridge Public Art Committee**

### **Terms of Reference**

#### **1. Name and Type of Committee**

- City of Lethbridge Public Art Committee
- Administrative Committee of the Recreation and Culture Department

#### **2. General Purpose**

The City of Lethbridge Public Art Committee provides leadership and support to the City in the coordination and implementation of the Public Art Master Plan and Public Art Policy (CC30).

#### **3. Key Duties and Responsibilities**

The City of Lethbridge Public Art Committee is a volunteer expert umbrella body responsible for advising the City in the implementation of the Public Art Master Plan. The Committee exists to:

- Advise the City on public art policies and guidelines
- Develop a four-year project plan and budget to be approved by City Council following CIP approval, and report back on an annual basis
- Participate in the periodic review of the Public Art Master Plan
- Advise the City on adjudication processes for commissioning and acquiring public art
- Advise the City on maintenance and management of the Public Art Collection
- Evaluate and advise the City on proposed public art donations
- Provide advice on the decommissioning of public art

#### **4. Composition and Appointments**

- Voting Members:
  - o Allied Arts Council (AAC) Executive Director or designate
  - o Southern Alberta Art Gallery (SAAG) Executive Director or designate
  - o University of Lethbridge Director/Curator or designate
  - o Sir Alexander Galt Museum and Archives CEO/Director or designate
  - o Up to three (3) Public Members, with an emphasis on individuals identifying as practicing artists and/or as BIPOC+.
- Non-voting Members:
  - o Recreation and Culture Designate (City of Lethbridge), Chair
  - o Public Art Program Coordinator (External Contract)
  - o Planning Representative (City of Lethbridge)
  - o Urban Revitalization Representative (City of Lethbridge)
- The Chair will only vote in the event of a tie.

#### **5. Meetings**

- Meetings will be held as required.
- Agendas will be emailed to all members at least one week prior to the meeting.
- At least fifty percent (50%) plus one (1) of Public Art Committee Members must be present at a meeting for the valid transaction of business. If the number falls below quorum, there can be no further transaction of business until a quorum is again present, except to set the date of the next meeting.

## 6. Reporting Mechanisms

- The Committee will provide City Council with an annual report.
- Input will be provided as requested in conjunction with City Council’s capital budget processes.

## 7. Resources

- The City of Lethbridge will provide technical and administrative support to the Committee as necessary.

## 8. Ad Hoc Project Commissioning Committees

- Ad hoc Project Commissioning Committees:
  - o are project-specific committees with the following responsibilities: review and score artist submissions, and participate in selection committee meetings
  - o are chaired by the Public Art Program Coordinator (non-voting.)
  - o will report to the City of Lethbridge Art Committee as required.
  - o have the power fix their own procedural rules.
- All members of an ad hoc committee must be present to have quorum.
- Committee meetings may be held at any place and in any manner that suits the agenda, subject to approval by all members affected. Committees shall keep a record of their meetings and shall report the results of their work to the Public Art Committee in the form and timelines requested by the Public Art Committee.
- A Large Project Commissioning Committee shall be comprised of representatives appointed for the term of the project only, and shall include:
  - o Voting Members:
    - Art Committee Representative
    - Artist
    - Technical Support (engineer/sculptor)
    - Site Owner
    - Public Representative
  - o Non-voting Members:
    - Public Art Coordinator (Chair)
    - Recreation and Culture Designate (City of Lethbridge)
    - Procurement Representative (City of Lethbridge), as required

## 9. Committee Term

- Public Members on the Public Art Committee are appointed for a maximum of two consecutive two-year terms. Public Members shall be eligible for re-appointment after one year of retirement.

## 10. Approval and Review Date

- The Terms of Reference will be reviewed annually.

### Revision History

Review Date	Description
October 28, 2020	Rescinded Terms of Reference adopted from Public Art Master Plan (2012) and accepted new Terms of Reference
January 22, 2024	Reviewed, no changes