



Corporation of the
City of St. Thomas

Report No.
STPAC-01-17

File No.

Directed to: Mayor Heather Jackson and Members of St. Thomas City Council

Date Authored:
November 14, 2017
Meeting Date:
December 4, 2017

Department: Parks, Recreation & Property Management

Prepared for: Laura Woermke, Chair of STPAC

Attachment
Appendix "A" – St. Thomas Public Art Policy
Appendix "B" - Terms of Reference

Subject: First Report of the St. Thomas Public Art Committee

THAT: Report STPAC-01-17 entitled "First Report of the St. Thomas Public Art Committee" be received as information; and further,

THAT: Council adopt the revised St. Thomas Public Art Policy (Appendix "A") dated November 14, 2017.

Background:

At the February 21, 2017 Council meeting staff presented Report PR-02-17 titled "St. Thomas Public Art Policy". The following recommendation was approved:

THAT: Council adopt the St. Thomas Public Art Policy (Appendix "A") dated February 2017.

Report PR-02-17 also stated that the Committee would be establishing Terms of Reference.

Report:

Over the past few months the Committee has reviewed and revised the St. Thomas Public Art Policy in order to streamline information.

The St. Thomas Public Art Committee has also established Terms of Reference as per attached (Appendix "B").

The next steps for the Committee are to develop additional guidelines to support some of the policy statements and log items currently on display and in storage for archive.

Respectfully,

Laura Woermke
Chair, St. Thomas Public Art Committee

Reviewed By: _____
Treasury Env Services Planning CAO Human Resources P&R

Appendix “A”



ST. THOMAS PUBLIC ART POLICY

City of St. Thomas

November 2017

ST. THOMAS PUBLIC ART POLICY TABLE OF CONTENTS

Vision/Policy Statement/Purpose 3

Definitions 3,4

Roles and Responsibility 4

Guiding Principles 4

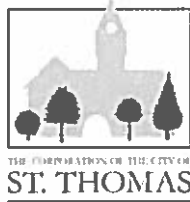
Acquisition, Purchase or Commission, Loan 4

Donation 5

Selection Criteria 5

Material Selection Guidelines for Artworks 5

Agreements 6



ST. THOMAS PUBLIC ART POLICY

Vision/Policy Statement/Purpose

Public art contributes to a vibrant and unique community identity by proclaiming a sense of place, strengthening connections between residents and visitors and celebrating the historical, cultural, social and natural environment. Designated public spaces become the focal points creating dialogue, interest and a sense of pride.

Art work connects new development and populations to historical buildings, older communities and serve to express shared experiences. Art engages the community, fosters neighbourhood sustainability and stimulates excellence within community spaces.

The St. Thomas Public Art Policy incorporates a process for the evaluation and selection of potential artworks in public spaces throughout the City. The policy will provide Council, Committee, staff and the community with a clear, concise and consistent framework for decision-making and to ensure that a lasting legacy is sustained for future generations.

Definitions

Public Art

Public art is defined as an original work of art, in a publicly accessible location, created with the intention of reflecting and engaging the community and can take a variety of forms. It may be functional, free standing or fully integrated into the design structure of a site and should not be a mere extension of the design of the architecture, landscape architecture or interior design of the new development.

Artist

A person who is critically recognized as an artist, possesses skill, training, and experience in their artistic discipline and is committed to the art practice, with a portfolio and or a history of exhibitions.

Public Space

Municipally owned public spaces are areas available and frequently used by the public that are owned, occupied, maintained and operated by the City of St. Thomas.

Public Art Inventory

Original art created for, or located in, City owned spaces including; permanent, temporary or mobile works acquired by the City of St. Thomas.

Public Art Committee

The St. Thomas Public Art Committee is an advisory Committee of Council comprised of appointed members and City staff that makes policy recommendations on public art in public spaces within the City of St. Thomas.

Roles and Responsibilities

The St. Thomas Public Art Committee oversees the management of the Public Art Inventory on City property, responsible for the administration of the policy and application appendices, make recommendations regarding the protection and maintenance of public art as part of the municipal environment, advise on available public art to be displayed, assist with the logging of items on display and in storage for archive. The Committee will review the public art inventory on a regular basis.

Guiding Principles

To develop a collection of original artworks that commemorates events of local, National and Provincial significance and may involve the contributions of local artists,

To ensure that the collection is made safe and accessible to the public where possible; when it is beneficial to, or in the best interest of the community,

Appropriate distribution of public art across the City with a balance of major works which serve as City landmarks and community-oriented works,

To cultivate audiences for the arts while maintaining the aesthetic and cultural significance of the City's public domain and

To ensure that all artworks in the City of St. Thomas will be part of a coherent program of maintenance, conservation and preservation that is adequately recorded and well maintained.

Acquisition, Purchase or Commission, Loan

Public art collected for Municipally owned public space may be acquired through purchase, commission or donation. All works of public art that are to be purchased, commissioned or donated to the City of St. Thomas will be subject to the terms and conditions of the Public Art Policy. Purchased art is existing artwork that is bought by the City from an artist, gallery, agent or through another direct method. Commissioned art is a work of art created by a selected artist for a specific site. Artwork on loan would be on a temporary basis for display in public spaces and is not owned by the City of St. Thomas. Loan items may require insurance coverage or a signed waiver.

In the event that unsolicited works of art are found in public spaces, the City, at its discretion, will require these works to be removed at the owner's expense.

Donation

Donated art is existing artwork given to the City in the form of a bequest, gift, or sponsored acquisition. An official gift of public art or the installation of an artistic tribute to acknowledge a significant historic event should be sent in writing to the Committee for review and recommendation to City Council. The submission should include a detailed description of the donation or gift and the relevance of the subject matter to the City of St. Thomas.

Selection Criteria

The selection criteria serves to guide the evaluation and ensure a responsible and consistent art acquisition process. Selection criteria will be determined by and at the discretion of the Committee. Upon receiving a report from the Committee, the final decision will be made by Council. Each piece of art that is being considered for acquisition or donation to the City's Public Art Inventory will be evaluated according to the following criteria:

- suitability of the donation as determined by the guidelines and mandate of the City of St. Thomas Public Art Policy,
- quality of artwork, based on a professional assessment of the work, detailed written proposal, drawing and or photographs,
- suitability of the theme of the artwork to a public venue,
- appropriateness of the artwork to the site (artworks should reflect the intent and objectives of the City's Public Art Policy and should be compatible in material, form, size and content with their surroundings), in the case where a site has been identified,
- qualifications of the artist based on documentation of previous art work and the artist's professional qualifications,
- financial implications based on the costs of the project, the installation of the artwork and its ongoing maintenance,
- durability of the artwork with respect to wear, vandalism and potential danger (artworks should not pose any safety hazard to the public) and
- ease of maintenance and repair.

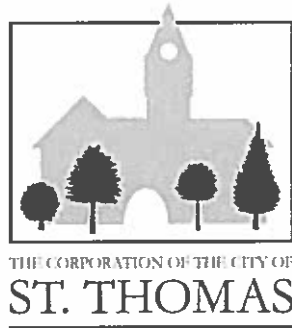
Material Selection Guidelines for Artworks

Artwork being considered for the City of St. Thomas Public Art Inventory will be assessed from a maintenance and conservation perspective to determine its durability and potential maintenance costs to the City. The materials selected can make a significant difference to the lifespan of artwork. Other determining factors include: quality of workmanship, fabrication and finishing methods and design details.

Agreements

The Artist will enter into a written agreement with the City of St. Thomas following the approval of the acquisition of the artwork. This agreement will address the artist's obligations, which will include materials, timelines, installation, maintenance/conservation plan, copyright, warranty and payments to sub-contractors.

APPENDIX "B"



City of St. Thomas Public Art Committee

Terms of Reference

November 14, 2017

TABLE OF CONTENTS

1 INTENT 3

2 PURPOSE..... 3

3 FUNCTION..... 3

4 MEMBERSHIP 3

5 TERMS OF APPOINTMENT 4

6 REPORTING STRUCTURE/MEETINGS..... 4

7 CODE OF CONDUCT AND CONFLICT OF INTEREST..... 4

1 INTENT

These Terms of Reference apply to the City of St. Thomas Public Art Committee.

2 PURPOSE

The purpose of the St. Thomas Public Art Committee (STPAC) is to provide advice and act as a resource to City Council and staff on the Public Art Policy.

3 FUNCTION

- a) Provide expert input on the City of St. Thomas's Public Art Policy and Procedures.
- b) Promote awareness and understanding of the importance of public art.
- c) Provide advice to City Council and staff on the management and promotion of the City of St. Thomas's public art collection.
- d) Work within the guidelines of the Public Art Policy respecting gifts of public art, the de-accessioning of public art and other applicable City Council recommendations.
- e) Take into consideration the financial feasibility of all public art projects.
- f) Undertake a review of the costs and benefits of all acquisitions and new projects.
- g) Inventory and maintain an accurate record of the public art collection.

4 MEMBERSHIP

- a) The Committee shall be appointed by City Council consisting of 1 member of Council, 2 members of the Community, 1 member of the St. Thomas Public Art Centre, 1 staff member from the Parks, Recreations and Property Management Department and 1 member from the Environmental Services Department.
- b) The majority of the members will be residents of St. Thomas or surrounding area; they should have knowledge of public art practice and represent a broad cross-section of the community.
- c) Members of the Public Art Committee are volunteers and serve without remuneration.

5 TERMS OF APPOINTMENT

Members of the STPAC are appointed for the term of Council.

6 REPORTING STUCTURE/MEETINGS

- a) STPAC will appoint a Chair to call and preside at meetings and to set an agenda. Meetings are to be set in advance and projected deadlines are to be established.
- b) Minutes shall be kept of all regular and special meetings and recorded by the secretary of the Committee.
- c) Minutes will be forwarded to the Clerk's Department for keeping of public record and available to Council. Recommendations adopted by the Committee shall be recorded in the minutes of the meeting.
- d) It is recommended that the St. Thomas Public Art Committee report to Council on a yearly basis.

7 CODE OF CONDUCT AND CONFLICT OF INTEREST

Members of the Public Art Committee work in partnership with the City of St. Thomas and for the citizens of St. Thomas. Members must respect confidential information and declare any conflicts of interest, when required. As a City of St. Thomas working group supporting the implementation of the Public Art Policy, members are expected to support and contribute to a safe, respectful, transparent and accountable environment. The City of St. Thomas has zero tolerance for any form of violence, vandalism or inappropriate behavior on its properties or in its facilities.



November 22, 2017

REPORT OF THE COUNCIL STIPEND REVIEW COMMITTEE

At its meeting of August 21, 2017, City Council created a Select Committee to review the stipend and expense allowances being paid to members of City Council.

The Terms of Reference for the Committee are attached to this report.

In establishing the Council Stipend Committee, City Council appointed the following individuals to serve on the Committee:

Mr. Mark McDonald
Mr. Terry Metcalf
Ms. Linda Pressey
Mr. Russell Schnurr

At its first meeting, Terry Metcalf was selected as Chair of the Committee.

Within its review, the Committee undertook the following work:

- a) Reviewed the current Council Stipend By-law
- b) Reviewed the findings of the compensation review as conducted by HCI Consultants (2016)
- c) Undertook an additional review of related municipalities
- d) Reviewed the roster of Committee work and the assignment of that work as it relates to individual Council Members
- e) Reviewed a typical monthly calendar of Council activities
- f) Reviewed the health benefit provisions
- g) Considered costs associated with council work and the provision of resources including iPads, mileage, office supplies
- h) Considered potential impacts of pending Canada Revenue policies relating to removing the 1/3 tax shelter on council stipends
- i) Considered attendance at conferences and training events where full day attendance was required

Having received and reviewed all of the background information, the Committee discussed the fact that its work should:

- a) Be fair and equitable
- b) Take into account the fact that another member will be added to City Council in 2018
- c) Its work should have an eye to the future in the establishment of any adjustments
- d) Take into account the potential of phasing of some costs should increases be recommended

Recommendations

1. The Committee supports the work of the City's Consultant, and recommends that the mean salaries be endorsed. Having said that, adjustments to the Mayor's stipend is recommended to be phased in over two years. With regard to the Council member stipend, because the current rate is above the mean salary, no base adjustments are being recommended at this time.

2. The Committee recommends the following adjustments be instituted in 2019 to coincide with the new Canada Revenue policy relating to the 1/3 tax shelter:

Additional compensation for Mayor : \$5,800 (without benefits) \$5,600 (with benefits)
Additional compensation for Council member : \$2,100

3. In order to offset the cost of members from potentially having to forfeit a day's pay to attend a conference it is recommend that the following rates be paid to the members when a full day is required for a conference or training exercise:

\$150.00 per day with a maximum annual allotment for the Mayor of \$2,000 and
\$1,000 for each councillor.

4. The Committee has reviewed the area of additional compensation for use of cell phones, office supplies etc and does not recommend any additional amounts for these items given that the City provides iPads and data packages to the members.
5. Once the stipends are aligned with the median rates, the stipends should be adjusted annually in concert with any increases being provided in the Non Union By-law.
6. A table of proposed adjustments is attached to this report.
7. The Committee recommends that the council stipend be reviewed again in the third year of the next Council to ensure the rates are being kept current.

The Committee trusts that our work meets the mandate as provided by City Council.



Terry Metcalf, Chairman

		Current	HCI Mean	2018	2019	2020	2021
			Stipend				
MAYOR							
	Annual Compensation	\$ 52,077.00	\$ 58,039.00	\$ 55,060.00	\$ 58,040.00	\$ 58,909.00	\$ 59,793.00
	Health Benefit in lieu				\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Mileage	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Daily Conferenec Allowance @ \$150/day			\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	CRA Tax Shelter Adjustment Without Benefits				\$ 5,800.00	\$ 5,800.00	\$ 5,800.00
	CRA Tax Shelter Adjustment With Benefits				\$ 5,600.00	\$ 5,600.00	\$ 5,600.00
COUNCILLOR							
	Annual Compensation	\$ 21,510.00	\$ 19,473.00	\$ 21,297.00	\$ 21,297.00	\$ 21,297.00	\$ 21,297.00
	Health Benefit in lieu				\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Acting Mayor - per day	\$ 49.64		\$ 50.38	\$ 51.14	\$ 51.91	\$ 52.69
	Mileage	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	Daily Conference Allowance @ \$150/day			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
	CRA Tax Shelter Without Benefits				\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
	CRA Tax Shelter With Benefits				\$ 2,100.00	\$ 2,100.00	\$ 2,100.00