

Public Art Advisory Committee Terms of Reference

1. Purpose

In accordance with the Public Art Policy and the Arts, Culture & Heritage Advisory Committee By-Law, the Public Art Advisory Committee (PAAC) is a sub-committee of the Arts, Culture and Heritage Advisory Committee (ACHAC). It administers the Public Art Policy and provides strategic input and advice to ACHAC and Staff on matters pertaining to the City's Public Art Program.

2. Responsibilities

2.1. The Public Art Advisory Committee will:

- 2.1.1. Provide advice and act as a resource to members of the Arts Culture & Heritage Advisory Committee and staff of the City's Arts Culture & Heritage division on the development, selection, acquisition, installation and maintenance of a public art program;
- 2.1.2. Provide input to staff in the development of policies, plans and programs related to public art, and the development of an annual public art report for ACHAC, and for Council as required.
- 2.1.3. Take into consideration the financial feasibility of all public art opportunities, and explore other funding sources;
- 2.1.4. Review all proposed public art projects, and ensure the application of established City by-laws, policies and procedures on a project-by-project basis;
- 2.1.5. Set the Terms of Reference for each project, appoint juries for public art competitions in accordance with established guidelines, and ensure the Public Art Policy is followed; notwithstanding this, the committee may recommend engaging the services of a contractor to deliver a project in accordance with the above procedures.
- 2.1.6. Advise ACHAC on De-accessioning of Individual public art works;
- 2.1.7. Establish and maintain a Public Art Inventory;
- 2.1.8. Raise awareness and understanding of the importance of public art in the City;
- 2.1.9. Identify opportunities to include public art in City Capital projects.

- 2.1.10. Review the City Public Art Policy and procedures, and recommend amendments as required.

3. Membership

- 3.1. The Public Art Advisory Committee shall be composed of up to seven (7) voting members with an interest or experience in fine arts, architecture, building construction, design, cultural tourism, history or community based art programming. Where possible, the Committee should reflect the diversity of our community, in such considerations as age, gender, ethnoculture, socio-economics, etc.
- 3.2. Members will be selected by an ACHAC Nomination Working Group through application and invitation. The Chair of the Nomination Working Group will present the slate of members for approval by ACHAC.
- 3.3. Applications for appointments will be advertised through local media.
- 3.4. The Chair is a member of ACHAC, and the Vice Chair is elected by the membership at the first meeting of each calendar year.
- 3.5. The Chair of ACHAC will serve as a non-voting ex-officio member.
- 3.6. Four members of PAAC shall constitute a quorum for the transaction of business.
- 3.7. Committee members shall serve without remuneration or gifts.

4. Working Groups and Juries

- 4.1. At its discretion, the Advisory Committee may establish Working Groups on any matters considered by the Committee to require particular study or comment.
- 4.2. The Advisory Committee shall appoint at least one Member to each Working Group.
- 4.3. The Chair of any such Working Group shall be a Member of the Advisory Committee.
- 4.4. Juries will be composed of five voting members and chaired by a PAAC member.
- 4.5. Juries will include at least one other PAAC member, and a sponsor member where appropriate, in addition to project-specific members.

5. Term

- 5.1. All members of the Committee will hold office for two years.
- 5.2. Every member is eligible for re-appointment.
- 5.3. The Chair may review the attendance of any member who has missed three consecutive meetings without prior notification, and may recommend to ACHAC that the member's appointment be terminated.

6. Meetings

- 6.1. The Committee will be scheduled to meet from January to June and September to November, and at such other times as it considers necessary, or at the discretion of the Chair.
- 6.2. Minutes of the meetings are prepared by City staff.

7. Procedures

- 7.1. Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.
- 7.2. The Arts, Culture & Heritage Division will manage issues relating to Public Art.

8. Staff Role

- 8.1. Staff shall provide technical advice and ensure that appropriate City policies and procedures are followed.
- 8.2. Support for The Committee will include:
 - 8.2.1. The Manager, Arts Culture & Heritage or their designate;
 - 8.2.2. The Art Gallery Peterborough Director or their designate;
 - 8.2.3. The Artspace Director or their designate;
 - 8.2.4. Other contract employees who may be engaged for projects;
 - 8.2.5. Other staff resources may be involved as required;
- 8.3. All staff are non-voting members of the committee.

9. Conflict of Interest and Confidentiality

- 9.1. During their term on the Committee members cannot be considered for, nor participate in any project monitored by the Committee.
- 9.2. The City's policies related to Conflict of Interest and Protection of Personal Privacy and Confidentiality apply to all Committee members.

10. Reporting

- 10.1. The PAAC reports to ACHAC and all minutes, and reports will be presented directly to ACHAC.