

Public Art Advisory Committee Work Group  
Planning Meeting  
Wednesday, March 9, 2016 1pm  
Recreation Board Room

Minutes

Present: Becky Rogers, Bruce Stonehouse. Regrets: Dennis Cartier Edwards, Bill Kimball, Jennifer Guerin, Fynn Leitch.

1. Human Resources:

- a) New Member's Position Description: Draft reviewed and approved.
- b) Recruitment Package: Application, Information: City Appointments to Committees Form to be amended to include applicants interest in committee / jury duties.
- c) Identify Candidates to Receive Invitation: lists received with thanks from Jon Lockyer and Wendy Trusler. Becky will communicate with Celeste, and representatives for the Youth Committee, New Canadian Centre, and Disability Committee. Individuals expressing interest will be made aware of appointment posting via their email address.
- d) Advertisement: Will contain statement "City values Diversity". The notice will be published via regular City media including newspaper. Date is yet to be established.
- e) Selection Committee: Will consist of three members and city representative ( Becky ). Search will be for six candidates appointment. Closing date, short listing and interview date will be subject to publishing date. The selection process will provide the opportunity to determine if candidates are not selected due to a large response they may wish to be called for jury work. Recommended appointments will be subject to ACHAC approval.

2. Administration:

- a) Orientation For New Members: will entail an overview of:
  - i) Terms of Reference, Policy and Procedures,
  - ii) PA 101 Visual Presentation,
  - iii) Work Plan, Budget and Project Outlines,
  - iv) Municipal Culture Plan,
  - v) Organization chart and contact listing of staff and members,
  - vi) City's Committee Procedure Bylaw,
  - vii) Photos of selected local public art.

A document binder containing the above will be issued to each new member and support staff.

- b) Meetings: Schedule will call for meetings to be set the last Monday of each month to align with ACHAC reporting. Becky will provide a recommendation as to agenda and minute recording substance and formats.
- c) Gratitude to PA Initiatives Group Members: Bruce to send correspondence upon commencement of PAAC.

3. Next Meeting: March 21st, 3:00pm