



## **Public Art Advisory Committee (PAAC) Terms of Reference**

### **1. PURPOSE:**

To provide Council with advice and recommendations, using the Public Art Program and Policy as a guide, with the goal of integrating art into public spaces throughout Bowen Island. The Committee will incorporate best practices to build cultural vibrancy on the island, strengthen our community identity and civic pride, honour, preserve and encourage our cultural heritage and artistic diversity, and assist with community planning, economic development and cultural tourism opportunities.

### **2. MANDATE –DUTIES & RESPONSIBILITIES:**

2.1 The Committee is a select committee of Council that acts in an advisory capacity to Council, with final decisions in all matters brought before the Committee resting with the Council.

2.2 The Committee will:

- a. Make recommendations to Council regarding the public art program and policy including the acquisition, loan, donation, or de-accession of public art.
- b. Review referrals from Council regarding any projects, initiatives or rezoning applications that may have potential for public art components.
- c. Establish and maintain a Public Art Inventory.
- d. Develop public art priorities.
- e. Recommend to Council an annual budget for the Public Art Program.
- f. Initiate public art competitions and oversee the art selection process.
- g. Develop evaluation criteria and a process for the selection of art for Council's approval and recommend any changes or additions to the criteria for the selection of public art projects.
- h. Act as liaison between artists, community groups and the Municipality.
- i. Provide advice and support for Community Art Projects.
- j. Develop policies as necessary and bring forward to Council for approval, for example De-Accession Policy.
- k. Address risk management and maintenance issues.

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## 3. MEMBERSHIP:

3.1 The Committee shall be composed of up to seven (7) voting members.

- One (1) Municipal Councillor
- One (1) Bowen Island Arts Council Director
- Bowen Island Municipality staff member (Manager of Recreation and Community Services)
- One (1) Bowen Island Arts Council staff member (Executive Director)
- Up to three (3) representative(s) of the community at large with knowledge of or experience in the following:
  - fine arts
  - architecture
  - design
  - urban planning
  - general interest in community-based art programming.

3.2 The term of office of Committee members is two (2) years, or until a successor is appointed. Committee members are eligible for reappointment.

3.3 Council, pursuant the *Community Charter*, may rescind appointment of a committee member at any time.

3.4 Committee members are expected to attend meetings regularly. If a member is absent from committee meetings for four consecutive regularly scheduled meetings, unless the absence is because of illness, the member is deemed removed and Council may appoint a member to serve the remainder of the term.

3.5 Committee members shall serve without remuneration.

3.6 Subcommittees: Time-duration subcommittees may be established by the Committee focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

## 4. HOLDING OF MEETINGS – QUORUM, VOTING AND CONDUCT

4.1 The Committee shall elect a Chair and Vice Chair at its first meeting after January 1<sup>st</sup> every year.

4.2 The Committee shall decide in January of each year by resolution where and when its regular meetings shall be held. Staff shall post a schedule of regular meetings in accordance with the Municipality's Procedure Bylaw.

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- 4.3 Unless specified at a Closed Meeting for reasons allowed under the Community Charter, all meetings shall be open to the public.
- 4.4 Meetings of the Committee shall be conducted in accordance with the Procedure Bylaw. In the absence of comment in the Procedure Bylaw, Robert's Rules of Order shall apply.
- 4.5 Pursuant to the *Community Charter*, quorum is a majority of the number of members of the Committee.
- 4.6 Resolutions of the Committee shall be decided by a majority vote with the names of those voting in the minority being recorded. Each member on the Committee shall have one vote.
- 4.7 Conflict of Interest pursuant to Division 6 of the *Community Charter*: Committee members shall absent themselves from discussions or decision making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings. Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public. Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information. As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

## 5. ADMINISTRATION

- 5.1 The minutes of the proceedings of all committee meetings shall be recorded and signed by the Chair once formally approved by the Committee. The Chair-approved committee minutes will be submitted to Council.
- 5.2 A minute taker will be provided for committee meetings.
- 5.3 The Manager of Recreation and Community Services will carry out the following duties:
- a. Work with and assist the Public Art Advisory Committee to implement the Public Art Program and Policy.
  - b. Liaise with various department and committees to encourage synergies for collaborative public art programs.
  - c. Ensure the ongoing maintenance of all public art.
- 5.4 Other staff may be made available to the Committee upon approval of the Chief Administrative Officer.
- 5.5 The Committee will provide a work plan and recommended budget to Council, review the terms of reference, and provide an Annual Report.