

## PUBLIC ART ADVISORY COMMITTEE (PAAC)

### TERMS OF REFERENCE

#### Title

1. The Public Art Advisory Committee shall be an ongoing advisory committee of Council and shall be known as the **“Public Art Advisory Committee”** (hereafter referred to as the “PAAC”).

#### Definitions

2. **“Public art”** shall include but not be limited to any and all art forms, whether temporary, freestanding, incorporated with other forms of development, or otherwise, which the PAAC in its collective judgment determines to be public art. Public art shall become part of the City’s permanent “Collection”. Public art refers to those works which reside in public facilities or located on public lands, in addition to that which resides in publically accessible private facilities and lands.

#### Purpose

3. The PAAC shall be a voluntary city-wide advisory group that provides expert community input on the City of New Westminster’s public art policies, projects and procedures – including reviewing all public art projects, inventory management, conservation, maintenance, deaccessioning, and repair or alteration of artworks in the municipal inventory – and giving guidance and advice from the earliest stages of public art projects proposed for City-owned lands and/or related to potential donations to the City. The policies, procedures and funding strategy shall be collectively referred to as the Public Art Master Plan. The PAAC will develop the Terms of Reference for art selection and commissioning but none of its members will participate on any selection committees or juries for specific public art projects, proposals or commissions.

#### Mandate

4. As an advisory body to Council, the mandate of the PAAC is to:
  - a) encourage the development of Public Art in the City of New Westminster;

- b) develop the Public Art Master Plan for consideration by City Council and monitor the activities of the City in the implementation of the Public Art Master Plan;
- c) support the Public Art Master Plan by providing expert input on the City of New Westminster's public art policies and procedures, projects, and funding strategies, giving guidance and advice to City departments, agencies, sponsors, boards and commissions from the earliest stages of public art projects proposed for City-owned lands and potential art donations to the City;
- d) promote awareness and understanding of the importance of public art, soliciting input from the Arts community where appropriate;
- e) provide advice to City staff on the management and promotion of the City of New Westminster's public art collection;
- f) act as a resource to City Council and to its boards, agencies, commissions or staff, and to developers and citizens; and strive to provide reasonable and objective advice and guidance on any matter where public art is involved;
- g) work within the goals and recommendations of the Public Art Master Plan – which includes policies, procedures and ideas respecting gifts of public art, the conduct of public art competitions, the de-accessioning of public art, and other applicable policies as City Council may from time to time adopt;
- h) draft the terms of reference for each Public Art selection jury and be responsible for the appointment of jury members.

## **Membership**

5. It is important to have PAAC members with experience, expertise and commitment in and to public art. The PAAC should have at its core artists and arts professionals who are well informed about contemporary and public art practice. The PAAC shall be made up of 11 people appointed by City Council as follows:

- (a) Voting members shall consist of:
  - artists of recognized standing in the New Westminster arts community (2)
  - other arts professionals – artists, designers, gallery directors, curators, historians, educators, conservators, etc. who have a thorough knowledge of public art, and who are of recognized standing in the arts community (3)
  - urban designers – architects, landscape architects, engineers or others (2)
  - developer recognized by the community (1)

- members of the community at large (2)
- one member of the Arts Commission (1)

All voting members shall serve without remuneration.

(b) Non-voting City staff liaisons to the Commission shall consist of:

- one member of City Council (who will serve ex-officio)
- the City's Manager of Arts & Cultural Development
- a Recording Secretary from the Department of Parks, Culture and Recreation

### **Terms of Appointment**

6. (a) Voting members shall be appointed by Council for a two year term, commencing on the first day of February after the appointment;
- (b) Voting members of the PAAC may not serve more than three (3) consecutive terms however, after at least one year out of office that member may be re-appointed;
- (c) In the event of a vacancy, Council may appoint a person to fill the vacancy for the remainder of the term.

### **Selection of the Chair**

7. (a) At the first meeting of the year, the PAAC; shall elect one of its members to serve as Chair;
- (b) At the first meeting of the year, the PAAC shall elect one of its members to serve as Acting Chair in the absence of the Chairperson.

### **Meeting Procedure**

8. (a) The PAAC shall meet at the call of the Chair;
- (b) Members of the public are permitted to make a presentation or submission at a PAAC meeting with permission from the Chair. The PAAC may request persons with a particular expertise to make presentations before the PAAC on matters relating to public art;
- (c) The duties of the Chair shall be to call and preside at meetings of the PAAC in accordance with the Terms of Reference of the PAAC and such other duties as the PAAC may prescribe;
- (d) It shall be the duty of the Chair to ensure new members are conversant with the terms of reference and the guidelines set out thereof,

- (e) A quorum for the meeting shall be half the number of voting members plus one. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of members present at the meeting and the meeting shall adjourn;
- (f) All PAAC decisions must be made by resolution. Unless specifically provided for in these Terms of Reference, a resolution is adopted if a majority of the members present at the meeting vote in the affirmative;
- (g) Unless specifically provided in this Terms of Reference, the PAAC shall be governed by the meeting procedures as set out in the City Council's Procedure Bylaw and its Rules of Order.

### **Attendance**

- 9. (a) Members shall advise the Recording Secretary of their intent to attend or to be absent from meetings;
- (b) Any member who is absent from three (3) consecutive meetings of the PAAC, or in excess of one-third of all meetings over any six (6) month period without leave of absence from the PAAC, or a reason satisfactory to the PAAC shall by resolution be recommended to Council for removal from the PAAC.

Adopted: Regular Meeting of Council, February 14, 2011