



## **Public Art Committee (PAC)**

### ***Terms of Reference***

#### **Overview**

PAC is sub-committee of the Cultural Services Advisory Committee (CSAC) and is mandated to provide expert community input on City of Thunder Bay public art policies, projects and procedures.

#### **Duties**

Promote and Advocate:

- Awareness and understanding of the importance of diverse, high-quality public art.
- Inclusion of public art in both private and public capital projects.

Advise on:

- Management of the City's public art collection including acquisitions, decommissioning, conservation and maintenance, and promotion.
- Opportunities for inclusion of public art in City projects; suitable locations for public art; themes and specifications for public art aspects.
- City of Thunder Bay public art policies, projects and procedures.
- Opportunities for community engagement, education and enjoyment of public art.
- Funding mechanisms for public art.

Assist with:

- Review and update of public art policies and procedures.
- Public art competitions, commissions and programs.
  - Establishing parameters, RFP's, jury appointment, determining budget and artist compensation, review of proposals
- Developing and maintaining an inventory of the City's art collection.
- Preparation of a Public Art Master Plan

#### **Membership**

PAC shall be comprised of 12 voting members:

- 9 community members who reside, work or own a business/property in the city of Thunder Bay. Individuals who do not meet these criteria may be non-voting members of the committee.
  - These members will represent a broad range of individuals with interest and/or experience in public art including: visual arts (including Thunder Bay Art Gallery), heritage (including Thunder Bay Historical Museum and City of Thunder Bay Heritage Advisory Committee), business, and other knowledgeable individuals
  - These members will represent diversity in gender, ethnicity and age.

- 4 City of Thunder Bay representatives
  - Cultural Services
  - Development Services
  - Tourism
  - City Archives

### **Sub-Committees and Juries**

The PAC may establish sub-committees to undertake ongoing or time-limited projects.

Sub-committees and juries will be chaired by a PAC member and will include at least one other PAC member in addition to project-specific members.

### **Appointment and Term**

Members will be selected through application (general community representatives) and invitation (Gallery, Museum and HAC representatives).

Term will be 2 years with a maximum of two terms served in succession.

A CSAC member will be appointed as committee chair on an annual basis. The committee will elect a vice-chair from the membership on an annual basis.

Any PAC member who is absent from *three (3) consecutive regular meetings* without leave of absence from, or reason satisfactory to, the committee may be asked to forfeit their membership.

Members may resign at any time with one month's written notice submitted to Recreation & Culture through Cultural Services.

### **Compensation**

Membership on the PAC is voluntary and without compensation.

### **Orientation**

New members shall receive an orientation to the Cultural Policy and Policy for Art in Public Spaces of the City of Thunder Bay.

### **Staff Support**

Administrative support for the PAC will be provided by the Recreation and Culture Division.

The Supervisor of Cultural Services shall serve as administrative liaison to the committee.

The PAC shall not have the authority to assign tasks to designated City staff; however staff will work cooperatively with the PAC and assume related duties as directed by the Recreation & Culture Division.

### **Conflict of Interest**

The PAC will be governed by the *Municipal Conflict of Interest Act*. Copies of the Act will be provided to the members.

**Administration**

Regular committee meetings will be held once a month except during July, August and December.

A quorum of one-half plus one member shall be required for carrying out business.

The objective is to reach consensus when possible. Members of the Committee shall verify their positions through a voting process. Each Committee member shall be entitled to one vote, with the exception of non-voting, ex-officio members.

Prior to presentation to the Recreation & Culture Division any decisions and recommendations of the Committee must be adopted by Committee resolution with a majority affirmative vote from members present at that time.

**Amendment of Terms of Reference**

These terms of reference shall be reviewed by PAC as necessary and may be amended at any time by PAC with the endorsement of CSAC and the Recreation & Culture Division.