

## **Public Art Advisory Board (PAAB)**

### **TERMS OF REFERENCE**

#### **1. Purpose of Committee**

Public Art Advisory Board (PAAB) supports the implementation of the [Public Art Policy](#) and [Public Art Master Plan](#). The Public Art Master Plan prioritizes sites for the installation of public art on municipally-owned lands, provides input into the incorporation of public art into municipal infrastructure, and recommends specific art pieces for such installations.

The Public Art Advisory Board works under the direction of the Town's Senior Arts and Culture Specialist who leads the public art program. The Public Art Advisory Board supports the implementation of the Public Art Master Plan through the following activities:

- Provide input into public art policies and project calls for proposals
- Determine appropriate public art projects and locations
- Provide advice on the integration of public art into capital projects
- Determine appropriate kinds of installations
- Review public art proposals from artists and recommendations from Art Selection Panels
- Review gifts, bequests with a view to acquisition and de-accessioning
- Review existing works with regard to maintenance

#### **2. Membership, Recruitment and Selection of Committee Members**

The Public Art Advisory Board consists of seven members; three representatives from Town staff and four representatives from the community. Members commit to a three year term.

Staff representatives on the Public Art Advisory Board are selected based on skills, knowledge and relevance to their areas of expertise and roles within the Town. Staff members include:

- Senior Arts and Culture Specialist (Manages Public Art Program)
- Gallery Curator
- A staff representative from either Recreation and Parks or Planning and Development whose areas of expertise include infrastructure, capital projects, facilities, planning projects and procedures, heritage, landscape architecture and urban design

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

Community members will be made up of three community representatives and one designate from the Arts and Culture Working Group. The Arts and Culture Working group designate to the PAAB will be reviewed annually in light of the work load of that group and may change over the course of the three year PAAB term.

Community representatives will be recruited through an open recruitment process. Applicants will be reviewed by the Town staff representatives. Interviews will be held if necessary to determine the most appropriate applicants to become members of the PAAB.

#### Community Member Applicant Eligibility:

- Must be a resident of or have their artistic practice based in the Town of Halton Hills
- Over the age of 18 years
- Not employed by the Corporation of the Town of Halton Hills
- Commitment for a three year term

#### Community Member Applicant Qualifications:

- Practicing artist active in an artistic discipline with demonstrated training, skill and experience, arts collector, curator, or other professionals with experience working in the arts sector
- Strong connections to the local arts and culture sector
- Demonstrable history of giving public presentations
- Experience on a team, ideally community-based
- Jurying experience an asset
- Previous experience with public art projects an asset

Members who wish to serve another 3-year term, may reapply. Their application will be assessed along with the pool of new applicants to ensure that the PAAB has the balance of the needed skills and experience to support the Public Art Program. There is no limit on the number of terms a member can reapply for.

### 3. Roles and Responsibilities:

Public Art Advisory Board Members will:

- Serve in a volunteer capacity (no remuneration)
- Support the goals of the Public Art Program and the Advisory Board
- Act as a community ambassador to raise the profile of the Public Art Program

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

- Promote calls for artists, consultations and other projects of the Public Art Program to their networks
- Represent the PAAB on other committees and cultural projects as appropriate
- Attend and participate in Advisory Board Meetings (in-person or virtual)
- Actively participate in online discussions and consultations between meetings as needed
- Review plans, documents, policies and recommend amendments
- Review public art proposals and provide feedback and recommendations as required
- Actively listen to the contributions of others
- Provide support and insight from the view of their respective roles and experiences
- Exchange and share knowledge, ideas and advice
- Provide ideas, suggestions, and feedback in a respectful way and with a solution in mind
- Be open to different opinions
- Endeavour to make recommendations by consensus
- Declare conflicts of interest if present and recuse themselves from discussions on the relevant topic

#### **4. Chair**

The Town's Senior Arts and Culture Specialist will serve as Chair. If the Senior Arts and Culture Specialist is unable to attend, the Gallery Curator will perform this role.

#### **5. Meetings and Time Commitment**

The Committee will meet on an as-needed basis depending on work load and project deliverables. The term of service on the PAAB is three years. Members must be able to dedicate time to Board activities with a minimum of 4 hours per month. It is not expected that Committee meetings and work (i.e., reviewing proposals and documents) will exceed 50 hours per year. Meeting dates will be set at a time convenient to the majority of members. Meetings will be held virtually or at a physical location agreed upon by the members. Town staff are responsible for planning meetings, setting agendas, circulating meeting materials, researching required information for decision making, etc.

#### **6. Decision Making**

Whenever possible, the Chair will seek a consensus on a decision. When a consensus is not possible, the majority will rule.

#### **7. Vacant Seat**

The position of a member of the PAAB becomes vacant if the Member is absent for two (2) consecutive meetings without prior notification. The final decision to determine if a position

is vacant will be made by the Chair.

#### **8. Minutes**

Minutes of the Public Art Advisory Board will be sent out to members one week following a meeting.

#### **9. Agenda**

Agendas will be distributed to the Board one week prior to the scheduled meeting.

#### **10. Town Policies, Guidelines and Procedures**

Members of the PAAB must adhere to all Town policies, guidelines, codes of conduct and administrative procedures. Members will be provided with an information package on relevant policies at the start of their term.

#### **11. Policies, Plans and Strategies**

The following policies, plans and strategies are relevant to the PAAB:

- [Public Art Policy](#)
- [Public Art Master Plan](#)
- [Cultural Master Plan](#)
- [Integrated Community Sustainability Strategy](#)
- [Economic Development and Tourism Strategy](#)

#### **12. Reporting Mechanism**

Updates on the Public Art Advisory Board's activities will be included in the State of Culture Report. Additional Reports will be made to Council as needed to support the Board in advancing the Public Art Master Plan and its objectives.

#### **13. Sunset/Terms of Reference Review Date**

This is an ongoing Committee. The Terms of Reference shall be reviewed every three (3) years, concurrent with the Committee's term. Council will approve changes of substance at the beginning of each new three year term.

These Terms of Reference were updated February 2021