



Terms of Reference Public Art Advisory Committee

Authority

Section 55 of *The Cities Act*; City Council – Clause 6, Report No. 5-2014 of the Planning and Operations Committee; City Council – June 25, 2018

Mandate

The function and mandate of the Public Art Advisory Committee (“PAAC”) shall be to:

1. Adjudicate and approve works of art and the placement of public art on behalf of City Council and the Administration for placement in open space, civic facilities and other City-owned property (with the exception of the Remai Modern Art Gallery), in accordance with Policy No. C10-025, *Public Art Policy*
2. Provide advice to City Council on the:
 - purchase and donation of works of art
 - revision or development of any City policies regarding public art, memorials or commemorations
3. Provide advice to the Administration concerning the de-accessioning of artworks
4. Educate artists and community groups regarding the City’s Public Art Program
5. Review location for appropriateness for memorials or commemorations, appoint members to the Commemorative Review Committee, and review and comment on artistic merit of a proposed commemorative work or proposed memorial in accordance with Policy C09-038, *Commemorations and Monuments Policy*
6. Consider the Calls to Action of the Truth and Reconciliation Commission in adjudicating, approving and placing works of public art or commemorations or memorials on behalf of City Council

Composition

Voting Members:

- 1 citizen representative of the youth community (16 – 23 years old)
- 2 citizen representatives of the First Nations or Métis communities
- 7 additional citizen representatives

Non-Voting Resource Members:

- 1 Councillor
- Representatives of the City’s Administration from:
 - Community Services Department

Preferred Qualifications

- Demonstrated knowledge, expertise or interest in the following:
 - Public art
 - Socially engaged art
 - Visual arts
 - Media
 - Performance arts
 - Arts administration
 - First Nations art and culture
 - Métis art and culture
 - Site-specific art
 - Architecture
 - Landscape architecture
 - Design
 - Urban design
 - Art education
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The PAAC shall report to City Council through the Planning, Development and Community Services Committee (SPC-PDCS).

The PAAC shall report to the SPC-PDCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-PDCS or City Council.

The PAAC shall submit an annual report, in the prescribed form, outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-PDCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (6).

Subcommittees and Working Groups

- The PAAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the PAAC mandate may be the subject of an ad hoc committee established by the SPC-PDCS.

Meetings

- Meets on the second Friday of each month at 2:30 p.m. to 4:30 p.m. during each of January, February, March, April, May, June, September, October and November
- The City Clerk's Office shall provide administrative support to each meeting of the PAAC

Remuneration & Expense Reimbursement

PAAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled PAAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[Policy No. C10-025, Public Art Policy](#)

[Policy No. C09-038, Commemorations and Monuments Policy](#)

Any other policies as required