

## **TERMS OF REFERENCE – 2023**

### **Public Art Advisory Committee**

#### **PURPOSE:**

The Public Art Advisory Committee (PAAC) is a Select Committee established by Council. The purpose of PAAC is to serve as an advisory/liasion body between Council and the arts and cultural community. The committee will be advisory to Council with respect to public art and policies and their application to promote and facilitate the integration of public art throughout the City of Chilliwack (COC). The committee will report its findings and opinions to Council.

#### **COMPOSITION:**

The Chair, with assistance from a COC staff liaison, and in consultation with the Mayor, will coordinate the membership selection process. The Mayor will coordinate the selection for all of the Select Committees and make final appointment recommendations to Council.

The membership of PAAC shall consist of one (1) elected official representing Council as Chair, a COC liaison staff member from Recreation & Culture, and up to ten (10) voting members appointed by Council.

PAAC may also consist of non-voting members, including:

2. Liaison COC staff members; and
3. others, as necessary.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place. Members are expected to attend at least 75% of the meetings.

The members of PAAC shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of PAAC.

Council may, at any time, remove any member of PAAC and any member of PAAC may resign at any time upon sending written notice to the Chair of PAAC. In the event of a vacancy occurring during a regular term on PAAC, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

#### **PROCEDURES:**

1. The meetings shall be held quarterly or as determined by the Chair on an 'as needed' basis.
2. In the event the Chair is not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Chair.
3. A quorum of PAAC will be greater than 50% of its members. If a quorum is not present the Chair, at his/her discretion, may carry on with discussion of items on the Agenda, but will not entertain any motions for referral or recommendation to Council. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of PAAC.

4. The meetings shall be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3 of the *Community Charter*, and shall be held at City Hall.
5. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
6. An Agenda package shall be provided to PAAC members at least three (3) days in advance of the meeting date.
7. Responsibility for the items appearing on the Agenda will rest with the Chair in liaison with the staff person assigned to support PAAC. PAAC members are encouraged to submit items for inclusion on the Agenda.
8. PAAC will only concern itself with the items on the Agenda, and with respect to any new business that may be brought up, the Chair may entertain a general discussion and, where appropriate, the item will be referred to the next regular PPAC meeting for full discussion and recommendation.
9. In addition to items raised by the Chair and PAAC members, PAAC will also address matters referred by Council.
10. Minutes of the meeting shall be prepared by COC staff, subsequently signed by the Chair, and forwarded to Council. PAAC will report to Council through its minutes and by making recommendations for Council's consideration.
11. PAAC will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the committee may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate certain matters or wishes to make recommendations with respect to Council's policies, procedures, and practices.
12. PAAC may hold public meetings to obtain feedback from the community and to relay information to the community.
13. PAAC may appoint sub-committees of its members to review and provide recommendations on specific issues to the committee.
14. PAAC may invite or entertain delegations that are either directly related to, or have a peripheral interest in, public art matters to receive their comments and recommendations with respect to specific issues.
15. PAAC will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
16. PAAC will consider, as appropriate, Council's objectives and strategies as contained within the COC Annual Report when making recommendations to Council.
17. If an industry committee member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Chair.

**CONFLICT OF INTEREST:**

PAAC members must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time. If a conflict of interest arises between a PAAC member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.