

Date Adopted: December 7, 2020

Amended: April 12, 2021

## VISION

The following Policy Vision is outlined in the District of Oak Bay Committee and Commission Policy, adopted by Council on July 27, 2020:

*Local government Committees and Commissions are strong public engagement tools for civic involvement. For the District of Oak Bay, they are primarily established to inform Council's governance role and associated decision-making process through the receipt of input, advice and recommendations that represent the broader interests of the community.*

## MANDATE

The Public Art Advisory Committee (PAAC) is a select committee of Council established under Section 142 of the *Community Charter*. The Public Art Advisory Committee provides artistic expertise and community advice to staff and Council on the implementation of the District's current *Public Art Policy* (as amended or replaced from time to time), and supports the work of the District to promote and enhance arts and culture in Oak Bay.

## DUTIES

The duties of the Committee are to:

- provide advice and expertise to Council on matters referred, including municipal public art strategies, projects, policies and programs;
- in collaboration with staff, propose and support community activities, develop initiatives and events (in accordance with the Council-approved Annual Work Plan) that promote arts and culture, and facilitate opportunities for artists;
- provide input to staff on the annual ArtsAlive program, including the development of calls for artist proposals, jurying of submitted artwork and recommendation of artwork and placement for display in the public realm; and,
- act as an advisory resource to Council as requested on specific arts-related issues, such as proposed gifts, donations, bequests, de-accessions and loans of artwork to the Municipal collection.

Additional duties for the Arts Laureate position are described below on page 2.

## AUTHORITY

The PAAC is an advisory committee of Council. It is authorized to review matters as outlined within its mandate and duties, and make recommendations to staff and/or Council, as appropriate pursuant to the *Public Art Policy*. (Note - Council is the main decision-making body of the District of Oak Bay – as such, all advisory committee recommendations require Council approval prior to implementation).

The PAAC is further authorized to collaborate with staff on the delivery of community initiatives as outlined in the Committee’s Annual Work Plan approved by Council (see “Reporting” section). These initiatives must align with the Committee’s mandate and duties, and facilitate implementation of the *Public Art Policy*. They may involve liaising or partnering with other arts and culture organizations in the region, as appropriate.

## MEMBERSHIP

The PAAC shall be constituted and appointed by Council as follows:

- Up to six (6) volunteer members appointed by Council
- One Arts Laureate (see below)
- One Council Liaison appointed by the Mayor, with full voting privileges and membership rights pursuant to the *Community Charter*.

For the citizen representatives, the District will endeavour to appoint one youth representative and one representative from the business community. For the remaining positions, preference may be given to experienced or aspiring arts professionals (e.g. curatorial or gallery experience, visual artists, art historians, authors, poets, musicians, performing artists etc.), landscape architecture or design professionals.

Quorum for the PAAC will be a majority of the members appointed.

## ARTS LAUREATE

The Oak Bay Arts Laureate position was created by the District of Oak Bay in 2013, prior to the establishment of the PAAC. With the establishment of that Committee, the Arts Laureate now functions as a member of the PAAC.

The role of the Arts Laureate is to act as a good will ambassador to enhance arts and culture within the community. Additional responsibilities of the Arts Laureate, include:

- Informing the development and details of the PAAC Annual Work Plan, with the support of staff, for Council approval;
- Facilitating the development and details of the Annual Report for the PAAC and the Arts Laureate for presentation to Council, with the support of District staff;
- Collaborating with staff on the implementation of the PAAC Annual Work Plan as approved by Council and as per Council direction provided throughout the year;
- Responding to additional calls from Council for advice or input on matters related to public art;
- Collaborating with District staff to seek out sponsorships and partnerships for the annual ArtsAlive program for Council’s consideration;
- Assisting staff with the implementation of Council-endorsed arts and culture projects and events, including attending, promoting and providing hosting-related support as requested by staff; and,
- Providing Arts Laureate activity updates to the PAAC at regularly scheduled meetings.

The Arts Laureate may submit requests for reimbursement of pre-approved, out-of-pocket expenses incurred while carrying out the role of the Arts Laureate for events or projects that are pre-approved as part of the Annual Work Plan. Requests shall be submitted in accordance with the Remuneration and Budget section below.

## APPOINTMENT AND TERM

Except for the Arts Laureate, members of the PAAC will initially be appointed by Council for a term expiring December 31, 2021. Subsequently (beginning January 1, 2022), members will be appointed for staggered terms of two (2) to three (3) years. The Arts Laureate will initially be appointed by Council for a term expiring December 31, 2024, followed by regular terms of four (4) years.

All members, including the Arts Laureate, will be required to seek re-appointment by Council at the end of each term. Except for the Arts Laureate, a member appointed by Council shall serve a maximum of six (6) consecutive years. The maximum length of tenure for the Arts Laureate is generally two (2) terms or eight (8) consecutive years.

Members who have served the maximum tenure permitted are subject to a mandatory one-term absence from the PAAC prior to seeking re-appointment for any subsequent term unless Council deems their reappointment to be necessary for expertise and continuity purposes.

The PAAC will elect a Chair and Vice-Chair annually at the first meeting of each calendar year from amongst its volunteer members, including the Arts Laureate. As per the *Committee and Commission Policy*, the Chair is appointed for a maximum of one two-year term, unless otherwise extended by Council.

A member who fails to attend three successive meetings of the PAAC, except because of illness or with leave of Council, will be deemed to have resigned their membership.

## MEETING PROCEDURES

The provisions of the current *Council Procedure Bylaw* and *Committee and Commission Policy* will govern the meetings of the Committee. All decisions of the Committee will be reached by consensus or a majority vote of the members present, provided a quorum is present.

At the first meeting after its appointment, the Committee shall be provided with an annual schedule of regular meetings. Regular meetings will generally take place on a monthly basis, if there is business to consider. As per the *Council Procedure Bylaw* and the *Committee and Commission Policy*, there will be no committee meetings in August and during a local government election year there will be no meeting held in the month of the municipal election. Special meetings, if necessary, shall be at the call of the Chair, in consultation with the Staff Liaison, and with the approval of the Chief Administrative Officer or the Corporate Officer.

Except where the provisions of the *Community Charter* apply, all Committee meetings shall be open to the public. Where the Committee wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with the *Community Charter*.

Public participation in the Committee proceedings is not permitted, pursuant to the *Committee and Commission Policy*. This is to allow the Committee members to focus on the matter before them, and to direct all public input to Council as the District's main governing and decision-making body.

A member of the PAAC who has a direct or indirect pecuniary interest, or another interest in the matter that constitutes a conflict of interest in a matter before the Committee, distinct from that possessed in common

with the public generally (ex. a personal gain or personal relationship with artists selected for commissions or shortlisted for artist calls), shall:

- a) In open session declare such interest;
- b) Refrain from participating in any discussion or voting on the matter; and
- c) Leave the meeting room for the duration of discussion or voting on the matter.

PAAC members who are visual artists may not enter any District of Oak Bay public art competitions during their tenure on the Committee.

As per the *Committee and Commission Policy*, Committee meetings shall be adjourned no later than two (2) hours from the scheduled start time of the meeting. If business cannot be completed within two (2) hours, the Chair or Council Liaison may request a special meeting through the Chief Administrative Officer or the Corporate Officer, for the sole purpose of completing the unfinished business.

## AGENDAS AND MINUTES

Committee meeting agendas and minutes must be prepared, distributed, posted and filed in accordance with the current *Council Procedure Bylaw*, the *Committee and Commission Policy*, and all related corporate administrative guidelines.

## STAFF SUPPORT

Staff support for the PAAC will be provided by one Staff Liaison from the Parks, Recreation and Culture Department and one Recorder. The roles and responsibilities of the Staff Liaison and Recorder are outlined in the *Committee and Commission Policy*. The Parks, Recreation and Culture Department is the primary contact for the PAAC and will provide the required professional and clerical support.

## REPORTING TO COUNCIL

Committee recommendations, strategies and actions will generally be conveyed to Council in staff reports prepared by the Staff Liaison, or his/her designate. All matters related to the acquisition of public art will first be referred to staff as per the *Public Art Policy*, as may be amended or replaced from time to time. Council decisions will be reported back to the Committee by the Corporate Officer via memorandum.

The Committee shall submit an Annual Report and Annual Work Plan to Council, pursuant to the *Committee and Commission Policy*. Both the Annual Report and Annual Work Plan shall be submitted in the form prescribed by the Corporate Officer, as may be amended or replaced from time to time.

## REMUNERATION AND BUDGET

Members of the Committee shall serve without remuneration; however, they may be reimbursed for expenses incurred while engaged in Committee duties. Pursuant to the *Committee and Commission Policy*, these expenses must be pre-approved by the Chief Administrative Officer or Director of Financial Services, as appropriate.

Two budgetary resources are available to the PAAC, as follows:

1. Operational funding for the PAAC is provided through the Parks, Recreation and Culture annual budget, including funds for training, administration and projects as approved by Council in the Annual Work Plan.

2. The Public Art Fund is comprised of annual contributions by the District of Oak Bay and public donations and sponsorships, pursuant to the *Public Art Policy*. It may be used to fund public art installations that are administered in accordance with the *Public Art Policy*, recommended by the Committee, supported by staff and approved by Council.

In collaboration with the Chair, the Staff Liaison shall submit the budget request to the Director of Financial Services as part of the annual financial planning process with Council, or as an additional request mid-year when achievable within existing budget.

#### ALIGNMENT WITH COUNCIL STRATEGIC PRIORITIES

- Ensure Access to Diverse Housing Options within the Built Environment
- Achieve Sustainable Service
- Provide Service Excellence
- Enhance and Promote Quality of Life and Sense of Place
- Demonstrate Leadership in Fostering Community Health