



Art Advisory Committee Terms of Reference

Purpose

The Art Advisory Committee is an advisory committee to the Mayor and Council. The purpose of the Parkland County Art Advisory Committee is to obtain permanent works of art by local artists for display in Parkland County owned facilities and rotation through the collection sponsor's home office. Committee members will recognize the value of artworks, encourage and support local artists, as well as provide assistance to administration in researching and recommending funding from private sector and non-profit sector stakeholders.

Roles & Responsibilities

- ~~1. To meet a minimum of four (4) times and maximum of twelve (12) times per year.~~
2. The committee on an annual basis (either at the first meeting of each year or at the first meeting following Council's strategic planning retreat), review the Terms of Reference for the committee, and identify goals and priorities for the following year.
3. The actions of the committee are to align with Council's vision and assist in the execution of Council's goals as identified in the Strategic Plan.
4. To assist administration in the recommendation of jury members.
5. To approve juried selection of artworks for purchase to the Municipal Art Collection, dependant on the available budget dollars.
6. To determine project priorities for the year (commissioned work, lease, loan, gifts and donations).
7. To encourage and support local artists.
8. To raise community awareness and participation in the Municipal Art Program.
9. To create and evaluate criteria for the annual selection of art.
10. To assist administration with coordination of the annual permanent art collection launch event.
11. To recommend how and where artworks are to be displayed.
12. To recommend to Council an annual budget allocation.
13. To address issues regarding the formation of the art collection as they arise.
14. The Chairperson shall, on an annual basis, make a presentation to Council, either in writing or by formal presentation, regarding the work undertaken and the accomplishments to date of the committee.

Membership

1. Membership is open to any Parkland County resident and appointments will be made by Parkland County Council.
2. Preference may be given to individuals with an arts administration background/education and/or professional/amateur artists.
3. The committee shall be composed of three public members, one youth member, sponsor representative(s), and one Parkland County Council member.
4. One public member position will serve a one-year term in 2011, followed by two-year terms beginning in 2012. The other public member positions will serve two- year terms beginning in 2011 to ensure we have public member consistency.

5. The youth member shall be appointed for a period of one year, will be a Parkland County resident and be under the age of 30. Preference may be given to students, both secondary and post-secondary.
6. Parkland County's Public Committee Members Policy C-AD26 provides for the selection, appointment, removal, remuneration, and recognition of public committee members.

Meetings

1. Meetings will be held a minimum four times and maximum twelve times per year.
2. A quorum of the committee shall be a majority of the members.
3. Decisions are encouraged to be made by consensus. If a vote is required on any question, all members, including the Council representative, shall vote.
4. One administrative person from Parks, Recreation and Culture Services shall attend meetings, to provide administrative support.
5. Minutes of all meetings of the committee shall be kept by the administrative support person.

Roles and Duties of Administration

1. Administration shall orientate public committee members with regards to the Terms of Reference and roles of committee members and administration.
2. Administration shall attend meetings to provide guidance and assistance in accordance with the Terms of Reference, and to take minutes.
3. Agendas will be prepared by administration, in consultation with the appointed Council member and Chairperson, which will be provided to all members one week in advance of the meeting.

*Last Revised: December 2013
Council Approved: December 2010*