

ART COLLECTION ADVISORY COMMITTEE
Terms of Reference

1. PURPOSE

- 1.1 The Art Collection Advisory Committee ("ACAC") is an advisory committee to the Strathcona County Recreation, Parks and Culture department ("RPC").
- 1.2 The purpose of the ACAC is to provide advice to RPC on, and assist RPC with, matters related to art, including the Strathcona County Public Art Program and the Strathcona County Annual Art Acquisition Program.

2. DUTIES

- 2.1 To achieve its purpose, the ACAC will:
 - i. be a resource and provide advice to RPC on matters related to art within Strathcona County, including the Strathcona County Public Art Program and the Strathcona County Annual Art Acquisition Program;
 - ii. support RPC initiatives designed to:
 - a) foster an awareness and enjoyment of art by Strathcona County residents;
 - b) encourage and support artists resident in Strathcona County; and
 - c) inform the community of the opportunity to and guidelines for donating and bequeathing art to Strathcona County;
 - iii. attend community art and cultural events in order to better understand our local arts community;

- iv. when requested by RPC, provide feedback to RPC on:
 - a) proposed processes and procedures by which RPC proposes to consult with and inform the community about art and its location;
 - b) the development of policies and goals for the identification of public art projects and selection, placement, maintenance, conservation, and de-accession of public art;
 - c) sources of funds available to Strathcona County for the purpose of supporting art initiatives;
 - d) the administration, management, and disbursements of funds in Strathcona County's Cultural Development Reserve;
 - e) Requests for Proposals for public art projects and recommended responses to those proposals;
 - f) location and design for monument projects that fall under the direction of various Strathcona County departments; and
 - g) art purchases by Strathcona County outside the scope of purchases for Strathcona County's Art Collection
- v. assist RPC with the administration of the Strathcona County Annual Art Acquisition Program, including advising RPC on policies and guidelines related to the selection process, juries, placement, maintenance, conservation, de-accession of art works in Strathcona County's Art Collection, and presenting purchase and loan recommendations to Strathcona County Council on behalf of RPC.

3. MEMBERSHIP

- 3.1 The ACAC will be comprised of as few as five (5) members and as many as seven (7) members.
- 3.2 RPC will appoint the members of the ACAC. In making the appointments of members, RPC will endeavour to ensure terms of members overlap so that there is continuity of membership on the ACAC.

- 3.3 Members of the ACAC:
- i. should be residents in Strathcona County;
 - ii. must have an interest or expertise in art, architecture, planning, building construction, cultural tourism or history; and
 - iii. must not be employees of Strathcona County.
- 3.4 At least two members of the ACAC should be visual artists.
- 3.5 No more than two members of the ACAC may be residents outside of Strathcona County.
- 3.6 Members of the ACAC should represent a variety of professions with expertise in public art. Acceptable professions include: artists, art administrators, art historians, art conservators and curators, architects, landscape architects, design professionals, engineers, business representatives and community representatives.
- 3.7 RPC may terminate a member's appointment:
- i. if the member misses three (3) consecutive meetings in a twelve (12) month period without a valid reason;
 - ii. if the member is in breach of section 5; or
 - iii. for any reason RPC considers sufficient to warrant the termination of a member's appointment.

4. TERMS

- 4.1 Members will be appointed for terms of up to two (2) years.
- 4.2 Members may serve more than one (1) term, but cannot serve for greater than four (4) consecutive years.
- 4.3 Notwithstanding section 4.2, a member may serve for up to six (6) consecutive years if RPC determines that extraordinary conditions warrant such appointment.

5. CONDUCT

- 5.1 A member must promptly advise the Administrative Representative of any real or perceived direct or indirect benefit to the member (including to the member's employers, partners, associates, or family) arising from the County's acquisition or de-accession of any art or art-related activities, or any activity or decision of the ACAC.
- 5.2 A member must not participate in any activity or decision of the ACAC if that member (including the member's employers, partners, associates, or family) may have, or could be perceived as having, a direct or indirect benefit based on that activity or decision of the ACAC.
- 5.3 Members of the ACAC may promote and share information about Strathcona County art-related initiatives with the community at large, or as otherwise authorized by RPC. Otherwise, members of the ACAC must not speak on behalf of the ACAC, RPC and Strathcona County.

6. CHAIR AND VICE-CHAIR

- 6.1 At its first meeting of each calendar year the ACAC will elect a Chair and Vice-Chair from among its members.
- 6.2 The Chair will preside at all meetings. If the Chair is unable to perform the Chair's duties, the Vice-Chair will perform those duties.

7. MEETINGS

- 7.1 The ACAC will meet at least six (6) times per year, or at the call of the Chair.
- 7.2 At its first meeting of each calendar year, the ACAC will determine its regular meeting schedule for that calendar year.
- 7.3 RPC will give at least 24 hours notice to the members of a meeting called by the Chair and any changes to the meeting schedule determined in accordance with this section 7.
- 7.4 Notice of a meeting is properly given if posted on the Strathcona County website.

8. QUORUM AND VOTING

- 8.1 Quorum for ACAC meetings is met as follows:
- i. by the attendance of a majority of the members if the number of members of the ACAC is five (5) or seven (7); and
 - ii. by the attendance of three (3) members if the number of members of the ACAC is six (6).
- 8.2 If there are an equal number of votes for and against a resolution, the resolution is defeated.
- 8.3 Emerging issues may be voted on via email. In such event the Chair and Administrative Representative will determine the process and advise the members of the ACAC. The Chair and Administrative Representative will then report on the results of such vote at the next meeting where these results will be recorded in the minutes.

9. MEETING PROCEDURES

- 9.1 Except when it is inconsistent with these Terms of Reference, the ACAC will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw, or as otherwise directed by the Chair.

10. ACAC ADMINISTRATIVE REPRESENTATIVE

- 10.1 RPC will appoint an Administrative Representative for the ACAC.
- 10.2 The Administrative Representative is not a member of the ACAC and cannot vote on any matter before the ACAC.
- 10.3 The Administrative Representative will perform the following duties and functions for the ACAC:
- i. prepare and distribute meeting agendas and minutes to the members at least one (1) week prior to the next scheduled meeting;
 - ii. liaise between the ACAC and RPC;
 - iii. prepare the Annual Acquisition Report to Strathcona County Council; and
 - iv. provide advice, research, information and additional support as required by the ACAC to fulfill its obligations set out in these Terms of Reference.