



## **Community Representative Recruitment & Selection Guidelines Prince Edward County Public Art Committee**

### **1. Guidelines Statement**

1.1. The Prince Edward County Arts Council (“County Arts”) recognizes that the Prince Edward County Public Art Committee (“the Public Art Committee” or “the Committee”) will play an important role in the development and implementation of Prince Edward County’s public art program by providing guidance, expertise, and a voice for the community.

1.2. County Arts is committed to ensuring the selection of qualified candidates to the Public Art Committee in a manner that is transparent, fair and consistent.

### **2. Purpose**

2.1. The purpose of these Guidelines is to establish a framework for calling for, receiving, and reviewing applications for Public Art Committee membership, and for selecting members.

### **3. Definitions**

3.1. “County Arts” means the Prince Edward County Arts Council.

3.2. “Municipality” means the Corporation of the County of Prince Edward.

3.3. “Public Art Program” refers to a program established and funded by the Municipality to enable the implementation of the 2025-30 PEC Public Art Plan (hereinafter the “Public Art Plan”) and future Public Art Policy and procedures aimed at ensuring the long-term sustainable management of public art in Prince Edward County. The program scope includes art planning and collection management including art accession, conservation and maintenance, re-siting or deaccession, administration, information management, and communication and outreach for the program and collection.

3.4. “Public Art Coordinator” means the County Arts staff person implementing the public art program in collaboration with municipal staff.

3.5. "Municipal Public Art Liaison" means the municipal staff member who will act as a liaison between the PAC and the municipality and provide input and guidance on relevant municipal legislation and matters.

3.6. "Community Representative" means members of the public selected to serve on the Public Art Committee.

3.7. "Selection Panel" means an ad-hoc group of members of the public with relevant expertise, along with the Public Art Coordinator, who are engaged to review and score applications for Committee membership.

3.8. "Scoring Matrix" means a scorecard used to evaluate and compare the suitability of candidates.

3.9. "Terms of Reference" means the PEC Public Art Committee Terms of Reference.

#### **4. Calling for and receiving applications**

##### 4.1. Recruitment occurrences

- i. There are two occasions when recruitment may occur:
  - The initial establishment of the Public Art Committee
  - When vacancies arise - depending on the availability of qualified un-selected candidates who applied during, and time elapsed since, a previous recruitment round

##### 4.2. Call for Applications

- i. For the initial establishment of the Public Art Committee, and at other times as needed, a notice of call for applications will be issued by County Arts including but not limited to the following information: the committee name and purpose; number of positions to fill; eligibility criteria, key qualifications and desired competencies; process for submitting applications and deadline for receipt of applications; and direction to detailed information about the committee/board and, if applicable, current members and meeting times.

- ii. The following methods may be used to provide notice of recruitment: County Arts website; County Arts social media channels; County Arts newsletters; municipal communications channels; ad in the local newspaper or local radio station.

- lii. County Arts may conduct targeted outreach to potential applicants.

##### 4.3. Application submission

- i. Persons wishing to apply to the Committee must complete an Application Form and provide any required or optional support material in the prescribed format.
- ii. Complete Application Forms are to be submitted on or before the application deadline. Alternate methods of submissions may be made available upon request.
- iii. Applications received after the submission deadline and for non-advertised vacancies will not be considered, but may be retained to fill future vacancies.
- iv. All personal information will be treated in confidence and protected pursuant to the County Arts Privacy Policy.

## **5. Eligibility Requirements**

### **5.1. Applicants must:**

- i. be eligible electors of the municipality of Prince Edward County with the exception that a maximum of two of the six may be non-residents from a neighbouring municipality in the Quinte region (i.e. residents living in and around Tyendinaga Mohawk Territory, Deseronto, Belleville, and Quinte West) provided those non-residents meet an unfilled gap in the particular expertise and/or lived experience sought for the Committee.
- ii. be at least 18 years of age;
- iii. not be a municipal staff member or municipal Councillor;
- iv. meet any additional eligibility requirements required by legislation or otherwise such as a specific skill set and experience required for membership established by the Terms of Reference.

5.2. Members are required to maintain their eligibility and qualifications throughout their term.

5.3. Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. The nature of the conflict will be considered in determining whether the applicant should be selected.

## **6. Selection Process**

6.1. For the initial establishment of the Public Art Committee, County Arts will form an assessment panel of 2 individuals with relevant subject matter expertise and/or lived

experience, prioritizing the participation of individuals who identify as members of equity-denied groups. Panel members will be compensated.

6.2. Applications will be circulated to panel members and the Public Art Coordinator, who will all review and score applications received using the Scoring Matrix.

6.3. Committee Membership should reflect a mix of areas of expertise and/or knowledge including but not limited to:

- Public art (preferred) / the arts (artist, curator, arts administrator, arts educator, art conservator, art historian)
- Community building/animating
- Local Indigenous art, culture, and heritage
- Business
- Urban planning
- Architecture and design
- Civil engineering
- Heritage

6.4. Recruitment and selection efforts should aim to form a Committee Membership that reflects diversity in such areas as age, gender, language, geographic representation, abilities, and that prioritizes involvement from Indigenous and other equity-denied individuals/groups, to encourage broad community participation and ensure that all citizens have an equitable opportunity for democratic engagement. Applicants will have the opportunity to share about the lived experience they would bring to their role as a member of an equity-denied/underrepresented group in the application form.

6.5. Following the panel assessment process, the Public Art Coordinator will then review the initial scores, conduct interviews and/or reference checks if necessary, and take a holistic approach to determine the selected candidates taking into account the panel's scores, and the extent to which top candidates' knowledge, skills, and availability complement that of other top candidates to form a well-qualified, representative Committee.

6.6. In accordance with County Arts' Voluntary Self-Identification Framework & Equity Priority Policy, if there are multiple well-assessed applications of equal merit but insufficient space to select all deserving candidates, the applications of artists who self-identify as belonging to one or more of the Equity Priority groups in the Application Form will be prioritized.

6.7. If the number of applicants is greater than the number of vacancies, the applications of top candidates who were not selected will be retained for possible reconsideration in the case of future vacancies.

6.8. In the event of a vacancy, the Public Art Coordinator will fill it either by reviewing applications from a previous recruitment round and selecting a suitable replacement or running a new public Call for Applications. In the latter case, all applicants will be asked to participate in the new application process.

## **7. Notification**

7.1. All applicants will be notified in writing of the result of the process.

7.2. An updated list of the Public Art Committee Members will be posted on the County Arts website.

## **8. Reappointments**

8.1. Committee Members may only serve on the committee for six (6) consecutive years and must be off for one (1) year before being considered for reappointment. Acknowledging the value of experience and the need for continuity, following their maximum term Committee Members may seek reappointment in the event of a vacancy after a one year hiatus. They may update their initial application.

8.2. Reappointment is not guaranteed.

## **9. Resignations/Removals**

9.1. Resignations must be provided in writing to the Public Art Coordinator and shall indicate the date upon which the resignation will commence. Resignations will be included in the minutes.

9.2. County Arts retains the right to replace a Committee Member at any time and for any reason including but not limited to attendance issues and breach of the requirements and policies outlined in the Terms of Reference.

## **Documents**

- [PEC Public Art Committee Terms of Reference](#)
- [Scoring Matrix - Public Art Committee Applications](#)
- County Arts [Voluntary Self-Identification Framework and Equity Priority Policy](#)
- County Arts [Privacy Policy](#)