



## **Terms of Reference**

### **Prince Edward County Public Art Committee**

#### **1. Mandate**

The mandate of the Prince Edward County Public Art Committee (“Committee”) is to act as a resource to the Public Art Coordinator (“PA Coordinator”) and Corporation of the County of Prince Edward (“municipality”) in the implementation of the [2025-30 Prince Edward County Public Art Plan](#) and public art program. Guided by the Public Art Plan, Policy, and procedures, and informed by relevant professional expertise and/or lived experience, Committee Members will provide advice, assistance, and recommendations, and help promote the public art program and initiatives in the broader community.

#### **2. Goals / Purpose**

The goals and purpose of the Public Art Committee include, but are not limited to:

- 2.1. Support the Public Art Coordinator in the implementation of the Public Art Plan and program, the scope of which includes: public art planning and collection management including art accession, conservation and maintenance, re-siting or deaccession, information management, and communication and outreach for the public art program and collection.
- 2.2. Review and provide feedback on public art procedures for municipal commissions, community-initiated public art proposals, donations, loans, and private developer-initiated public art initiatives; and review public art proposals when requested.
- 2.3. Provide input on and support municipal public art commission projects and other public art program initiatives as needed, including events, professional development training, etc.
- 2.4. Review and approve the draft Prince Edward County Public Art Policy prior to its presentation for approval by Council, and review and approve future Policy updates as needed.
- 2.5. Review and provide feedback on annual public art program work plans, annual reports, and program budgets.

### **3. Roles**

3.1. Committee Members will actively participate in, and provide expertise to support, the work of the Committee. Specific roles within the Committee may be assigned.

3.2. The Public Art Coordinator (a staff member of County Arts) will work to facilitate and ensure participation by Committee Members, maintain decorum, and be the primary contact of the Committee. They will also schedule and Chair meetings, and prepare and circulate agendas and minutes; these roles may also be assigned to other Members. The Public Art Coordinator will serve as a voting Member and count towards meeting quorum.

3.3. The municipal Public Art Liaison, a staff member of the Corporation of the County of Prince Edward, will act as a liaison between the Committee and the municipality, and provide input and guidance on relevant municipal legislation and matters. They will not have voting privileges.

3.4. Any person with particular expertise, including County Arts staff, may be invited by the Public Art Coordinator or municipal Public Art Liaison to attend a meeting in order to provide information or advice.

### **4. Membership**

4.1. The Committee will be composed of up to six (6) community representatives and the Public Art Coordinator, all of whom will have voting privileges. The municipal Public Art Liaison (or a suitable replacement) and other County Arts staff as needed will participate in meetings of the Committee in an advisory capacity but will not have voting privileges.

4.2. Recruitment and selection of the Committee's community representatives will be conducted in accordance with the PEC Public Art Committee Community Representative Recruitment & Selection Guidelines.

4.3. Community representatives must 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.

4.4. 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.

4.5. Committee Members should have expertise, and/or knowledge in a variety of areas including, but not limited to:

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

Community representatives will be selected on the basis of experience, the extent to which their knowledge and skills complement the expertise of other Committee Members, and their availability to attend and participate in meetings.

4.6. As the Public Art Committee is a County Arts committee, for administrative reasons Committee Members will be given and must maintain a complimentary County Arts membership during their term.

4.7. The appointment of Committee Members may be terminated at any time with cause.

## **5. Responsibilities**

5.1. Committee members will be required to sign a statement agreeing that they:

1. Will work cooperatively to achieve the mandate and goals of the Committee; be guided by the 2025-30 Prince Edward County Public Art Plan, including the key components and principles listed in Appendix 1 below; and conduct themselves in the best interest of the Committee and the community.
2. Have read, understood, and will abide by the spirit of: County Arts Inclusivity, Diversity & Equity Policy including the Respectful Work Environment and Relationships section; County Arts Indigenous Land Acknowledgement; County Arts Public Art Content Standards and relevant municipal procedures, by-laws or other applicable legislation.

5.2. Committee Members shall not allow their private interests and/or outside activities to impair their ability to objectively perform duties related to their participation in this Committee.

5.3. Committee Members shall notify the Public Art Coordinator if they have any concerns or questions about their participation in the Committee, if they have a conflict of interest, or if they need to resign.

5.4. The Committee shall make recommendations on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.

5.5. The Committee cannot recommend actions which are contrary to existing policies or directives of, or establish policies for, County Arts or the municipality.

5.6. The Committee may take on additional initiatives as recommended or approved by the Public Art Coordinator and/or municipal PA Liaison.

5.7. Committee Members are not permitted to speak directly with the media on behalf of the Public Art Committee.

## **6. Conflict of Interest**

6.1. Any party to a public art program process, including Committee Members and any advisors to the Committee, shall declare any direct or indirect benefit to themselves or any of their respective employers, partners, families or associates arising from the municipality's acquisition or disposal of public artworks or other program processes.

6.2. Where a Committee Member believes or has been advised that they have or may have a conflict of interest in a particular matter and/or do not feel they can act in an impartial manner, they shall: a) prior to any consideration of the matter, disclose their interest and the general nature thereof; b) leave the room for the duration of time that the matter is being considered; c) not take part in the discussion of, or vote on any question or recommendation in respect to the matter, and; d) not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question or recommendation.

6.3. If otherwise eligible, artists who are also Committee Members may apply to the public art program's commissions, acquisitions or other projects.

6.4. Committee Members may apply to participate in public art program selection panels, and may receive compensation for this work if applicable.

6.5. Committee Members with relevant lived experience and/or expertise may be engaged and receive compensation for consulting and providing equity perspectives in support of special public art program initiatives.

6.6. No member of a public art program selection panel or other selection process, or a member of that person's household or a representative of that person, may apply for public art commissions, acquisitions, or projects for which the panel or selection process was formed.

## **7. Working Groups**

7.1. The Committee may form working groups on specific subject matters or to work on specific projects.

7.2. The Committee will ensure that working group opportunities are shared with the public, and will receive and review applications.

7.3. The working groups will report to the Committee and include at least one Committee Member.

7.4. The establishment of a working group and any changes to the group must be reported in the meeting minutes.

## **8. Term**

8.1. Committee Members are appointed for two-year staggered terms. At the outset, four (4) of the public representative Committee Members will be assigned a two-year (2) term, and two (2) will be assigned a three (3) year term, so that not all terms come due at the same time. Term length assignments will be based on Committee Member preferences and/or random draw, and arranged by the PA Coordinator.

8.2. Committee Members may only serve on the committee for six (6) consecutive years and must be off the Committee for one (1) year before being considered for reappointment.

8.3. The Committee's work and term lengths may be impacted by Council decisions regarding the municipality's investment in the public art program and/or County Arts' involvement with the program beyond the current three-year (2025-27) Partnership Agreement.

## **9. Relationship to County Arts and the Corporation of the County of Prince Edward**

9.1. County Arts and the municipality have entered into a 3-year partnership agreement through which County Arts is developing and managing the implementation of the public art program from 2025-2027 in collaboration with municipal staff.

9.2. The Prince Edward County public art program and the artworks that result from it belong to the municipality.

9.3. The Committee's work may intersect with that of the Interdepartmental Public Art Team (IPAT). The IPAT, composed of relevant municipal staff and the Public Art Coordinator and municipal PA Liaison, will work to facilitate and maintain public art initiatives on municipal

property by sharing information and helping advocate for and coordinate public art project-related activities including capital project planning, site selection/suitability, safety, maintenance, etc.

9.4. The Committee will act as an advisory body, and its work will be communicated by the Public Art Coordinator as part of annual reports on the public art program activities and strategies to Council.

## **10. Attendance**

10.1. If a Committee Member is absent for three consecutive meetings they have forfeited their membership unless their absence has been approved by the Chair. If a Committee Member's attendance record is preventing their full participation and engagement in the Committee, they may forfeit their membership.

## **11. Meetings**

11.1. At minimum, meetings will be held between 9-12 times per year and will be no longer than two (2) hours in length, except under extraordinary circumstances as agreed to by the Committee Members present.

11.2. Meetings may be convened, cancelled or rescheduled by the Public Art Coordinator.

11.3. Committee Members are expected to attend all regularly scheduled meetings. Committee Members must inform the Public Art Coordinator of their intent to attend or be absent from a meeting. If the majority of Committee Members indicate that they will not be attending the meeting, the Public Art Coordinator will cancel and reschedule the meeting.

11.4. Decisions will be made by consensus whenever possible and by majority vote if necessary.

11.5. Meetings will be held in person at the County Arts Lab or another suitable location. Committee Members may participate electronically as needed, and will count towards quorum.

11.6. A quorum shall be a majority of all voting members, which is four (4) Committee Members. Quorum is the minimum number of voting members who must be present in order to conduct meeting business. Actions cannot be taken without quorum.

11.7. If there is no quorum present within 15 minutes of the scheduled start time, the Committee Clerk will: i. Record the names of the members present, and those absent; and ii. Conclude the meeting until the next scheduled meeting.

11.8. Minutes of meetings will be available to the public on the County Arts website. They will be action-based and only include: a) Attendance; b) Items discussed; c) Resolutions that were adopted; d) Action Items that were directed; e) Recommendations that were directed or adopted by the Committee.

11.9. There will be no financial remuneration for sitting on the Committee. A Committee Member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the Public Art Coordinator.

11.10. The Committee may, from time to time, invite other persons or groups to address the committee and participate in discussions on subjects before the committee. These guests will not have voting privileges.

11.11. Short document review and correspondence tasks may be required between meetings.

## **12. CONFIDENTIAL INFORMATION**

12.1. Committee Members shall not use confidential information including knowledge acquired by virtue of their position that is not in the public domain, including emails and correspondence from other Members, or third parties, for personal or private gain, or for the gain of relatives or any person or corporation, or to cause detriment to the municipality, County Arts, or others.

12.2. In certain situations in which Committee Members are assessing applications, all discussions and decisions, and any related information, application materials or audiovisual, digital or other documentation received, must be kept confidential. Committee Members have no rights whatsoever with respect to this information; all intellectual property rights in the materials provided by the applicant for the purposes of assessment are held by the applicant.

12.3. Confidential information may include, but is not limited to information:

- (a) Disclosed or discussed during a closed session of the Committee;
- (b) Circulated to Committee Members and marked "Confidential"; and
- (c) Information that is given verbally in confidence in preparation of or following a meeting that is closed to the public and includes, but is not limited to the following types of information: a) Personal matters about an identifiable individual(s); b) Information about suppliers provided for evaluation which might be useful to other suppliers; c) Matters relating to legal affairs; d) Sources of complaints where the identity of the complainant is given in confidence; e) Items under negotiations; and f) Matters identified as solicitor-client privileged.

12.4. Committee Members and the Committee's work is subject to County Arts' Privacy Policy.

### Relevant Documents

- [PEC Public Art Committee Community Representative Recruitment & Selection Guidelines](#)
- [2025-30 Prince Edward County Public Art Plan](#)
- County Arts documents: [Inclusivity, Diversity & Equity Policy](#); [Indigenous Land Acknowledgement](#); [Public Art Content Standards](#); [Privacy Policy](#)

## Appendix 1 - Summary of Key Points - 2025-30 Public Art Plan

**1) A community-informed vision for public art** (locations, themes, and more) in Prince Edward County

**2) The 7 key recommendations, 19 strategies, and 43 actions** (including Implementation Plan) required to implement the Public Art Plan

**3) Scale:** The need to strive for a balance of longer term and more temporary activations and a mix of small (\$5-30k), medium (\$30-75k), and large (\$75k+) scale projects, working to manage expectations of scale, timelines, and outcomes within the constraints of the annual public art budget.

**4) A tool for Indigenous placemaking** - The public art program represents a crucial opportunity for our municipality and community to decolonize our public spaces - to reflect on whose stories are being - and need to be - told; to create opportunities for Indigenous-created and -led art and storytelling activations; and to help forge a more equitable path and platform for all of our stories.

### **5) Vision - Prince Edward County Public Art Program:**

Prince Edward County is a rural leader in public art, championing creativity as a catalyst for vibrant community engagement in our public spaces. Access to creating and experiencing art is equitable and inclusive. Public art initiatives welcome, enrich, and inspire our community; showcase artistic excellence; and create opportunities to respectfully discover and celebrate all of our stories.

### **6) Values - Prince Edward County Public Art Program**

1 - Creativity

- Artists can access employment/learning opportunities to create vibrant, engaging public art experiences

*Created: February 2025*



- Artists, the arts, and a creative approach are embedded in efforts to address community challenges
- Artistic excellence is a key criterion for the review and selection of art Artists' rights are protected.
- The program uplifts and celebrates the public art collection and abilities of local artists and collaborators.

## 2 - Inclusion

There is equitable access to opportunities to participate in the creation/enjoyment of public art experiences.

## 3 - Collaboration

Public art initiatives facilitate community cohesion and respectful dialogue, and structures and processes are in place to ensure timely, effective and open communication between stakeholders (artists, community members, public art program, committees, municipal staff, etc.).

## 4 - Respect

There is access to opportunities to respectfully discover, explore, depict, and engage with the stories of this land and all of its historical and contemporary residents and stewards. Public art projects have minimal impact on our natural environment and built heritage.

## 5 - Accountability

There is sufficient and responsibly stewarded funding to maintain a professional, robust public art ecosystem. There are open and transparent processes for decision-making and public engagement in public art projects.