

RICHMOND PUBLIC ART ADVISORY COMMITTEE (RPAAC)
TERMS OF REFERENCE

1. INTENT

These terms of reference apply to the Richmond Public Art Advisory Committee (“Committee”).

2. PURPOSE

The Committee’s purposes are to:

- a) Provide advice and act as a resource to City Council and staff on the City’s Public Art Program; and
- b) Propose and support activities that benefit and advance public art in the City.

3. OBJECTIVES

The objectives of the Committee are as follows:

- a) Raise awareness and understanding of the importance of public art in the City;
- b) Advise on strategies, policies and programs to achieve excellence in art in the public realm;
- c) Propose and support City programs, initiatives and events that advance public art in the City;
- d) Review and submit recommendations to Council on public art project plans; and
- e) Provide input to staff in the development of an annual Public Art Program report to Council, including an RPAAC annual work plan.

4. COMPOSITION

Appointments of Members:

- a) The Committee is to consist of nine members of the public, appointed by Council, who:
 - i. Must have an interest or expertise in art, architecture, planning, building construction, cultural tourism or history; and
 - ii. Must not be City employees.
- b) A minimum of two committee members must be visual artists. Other members should represent a variety of professions with expertise in public art, including some or all of the following:
 - i. Artists
 - ii. Arts Administrators
 - iii. Art Historians
 - iv. Art Conservators and Curators
 - v. Architects
 - vi. Landscape Architects
 - vii. Design Professionals
 - viii. Engineers

- ix. Business Representatives
- x. Community Representatives
- c) The Committee will choose from among its members one Chair and one Vice-Chair.
- d) Council may appoint annually one Council liaison to the Committee.
- e) The General Manager, Community Services, will appoint a staff liaison to the Committee.

5. TERM

- a) The appointment of citizens to the Richmond Public Art Advisory Committee is to be limited to three (3) consecutive terms, or six (6) consecutive years, whichever is shorter as per Policy 1020, amended by Council in 2024.
- b) Every member is eligible for re-appointment but in no event will a member serve for more than three (3) consecutive terms.
- c) Appointments are served at the pleasure of Council.
- d) The Chair may review the attendance of any member who has missed three consecutive meetings without prior notification, and may recommend to Council that the member's appointment be terminated.

6. CODE OF CONDUCT

Conflict of Interest:

- a) A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.
- b) Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
- c) Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of 12 months following their term(s).

Professionalism:

- d) Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- e) Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate. Any Committee member who is absent for three meetings without reason satisfactory to the Committee may be removed from the Committee.

Reporting and Social Media:

- f) The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the

Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council or the media only if the Committee members identify themselves as an individual, not as representatives of the Committee.

- g)** Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.