

# 2026

## Public Art Committee (PAC)

### *Terms of Reference*

#### **Overview**

Public Art Committee (PAC) is mandated to provide expert community-based advice and knowledge to the Recreation & Culture Division on marketing, sponsorship, program content, and infrastructure for the provision of high-quality, successful City-delivered public art as well as on City of Thunder Bay public art policies, projects and procedures related to the Inspire Thunder Bay Culture Plan.

#### **Duties**

Promote and Advocate:

- Awareness and understanding of the importance of diverse, high-quality public art.
- Inclusion of public art in both private and public capital projects.
- The growth, development, and improvement of City-run public art initiatives.
- City-run public art activities and events, as well as provide informed advice by attending a number of these activities and events, and by ensuring committee representation is present at these activities.

Advise on:

- Management of the City's public art collection including acquisitions, decommissioning, conservation and maintenance, and promotion.
- Opportunities for inclusion of public art in City projects; suitable locations for public art; themes and specifications for public art aspects of other projects.
- City of Thunder Bay public art policies, projects, and procedures.
- Opportunities for community engagement, education, and enjoyment of public art.
- Funding mechanisms for public art and public performance.

Assist with:

- Review and update of public art policies and procedures.
- Public art competitions, commissions, and programs.
  - Establishing parameters, RFP's, jury appointment, determining budget and artist compensation, reviewing of proposals.
  - Selecting and scheduling of musical talent, non-musical performers, vendors and activity providers as requested.

- Developing and maintaining an inventory of the City's art collection.
- Preparation of a Public Art Master Plan.

## Membership

PAC shall be comprised of up to **16** voting members:

**Seven (7)** Institutional/committee representatives, one from each of:

- Definitely Superior Art Gallery
- Thunder Bay Art Gallery
- Heritage Advisory Committee
- Thunder Bay Historical Museum
- Lakehead University Faculty of Social Sciences and Humanities, Department of Music or Visual Art
- Confederation College
- Thunder Bay Community Economic Development Corp. (CEDC/Tourism)

**Five (5)** Community Members who reside, work, own a business/property, or attend school in the city of Thunder Bay. Individuals who do not meet these criteria may be non-voting members of the committee. These members will represent a broad range of individuals with interest and/or experience in public art, cultural development and events including but not limited to:

- Visual arts
- Heritage
- Architecture and design
- Business, Sponsorship, and/or Tourism
- Music & Entertainment, or Event Planning & Delivery
- Secondary or post-secondary student body
- Other knowledgeable individuals with an interest in supporting the goals of the PAC.

These members will represent diversity in gender, ethnicity and age. At least one (1) of these community members should identify as Indigenous.

**Four (4)** City of Thunder Bay representatives from:

- Development & Emergency Services OR Infrastructure & Operations (Planning Services, Engineering & Operations: Active Transportation, etc.)
- Parks & Open Spaces
- City Archives
- Municipal Accessibility Specialist

## Sub-Committees and Juries

The PAC may establish sub-committees to undertake ongoing or time-limited projects.

Sub-committees and juries will be chaired by a PAC member and will include at least one other PAC member in addition to project-specific members.

### **Presentations to PAC**

Presentations to PAC will be kept to 10-minutes in length, followed by time for questions and discussion.

### **Appointment and Term**

Members will be selected through application for the 5 community representatives. This application process to be facilitated through the City of Thunder Bay Volunteer Program with appointments made by the Recreation & Culture Division. Institutional/Committee representatives and City of Thunder Bay representatives are by invitation/appointment through the Recreation & Culture Division.

Community Representative member terms will be 4 years, at which time they can reapply to serve additional terms. Term limits do not apply to City of Thunder Bay or invited Institutional/Committee representatives.

A Chair and Vice-Chair will be elected from the voting membership on an bi-annual basis at the first meeting of the calendar year. The PAC Terms of Reference will be reviewed annually at the first meeting of each calendar year.

Elected Chair and Vice-Chair will serve a two-year term with no more than two consecutive terms. The Chair will serve an additional one-year term as Past-Chair to support the newly elected Chair in their position.

Any PAC member who is absent from **three (3) consecutive regular meetings** without leave of absence from, or reason satisfactory to the committee may be asked to forfeit their membership.

To ensure quorum, PAC members are responsible to send regrets well in advance to scheduled meeting.

Members may resign at any time with one month's written notice submitted to Recreation & Culture Division through Cultural Development, Community Programming & Events.

### **Compensation**

Membership on the PAC is voluntary and without compensation.

## **Orientation**

New members shall receive an orientation package, including but not limited to: the currently adopted Thunder Bay Culture Plan, Public Art Policy of the City of Thunder Bay, and the Events programming season.

## **Staff Support**

Administrative support for the PAC will be provided by the Recreation & Culture Division. The Cultural Development and Public Art Coordinator, and the Assistant Coordinator – Cultural Development and Public Art, shall serve as administrative liaisons to the committee.

Supervisor of Cultural Development, Community Programming and Events or designate, will serve as a resource person for the PAC.

The PAC shall not have the authority to assign tasks to designated City staff; however, staff will work cooperatively with the PAC and assume related duties as directed by the Recreation & Culture Division.

## **Conflict of Interest**

The PAC will be governed by the *Municipal Conflict of Interest Act*. Copies of the Act will be provided to the members.

## **Administration**

Regular committee meetings will be **two-hours** in length, held on the **4<sup>th</sup> Wednesday of every month, excluding July, August, and December**.

A quorum of one-half plus one member of currently filled positions of the committee shall be required for carrying out business.

The objective is to reach consensus when possible. Members of the Committee shall verify their positions through a voting process. Each Committee member shall be entitled to one vote, except for non-voting, ex-officio members.

Prior to presentation to the Recreation & Culture Division any decisions and recommendations of the Committee must be adopted by Committee resolution with a majority affirmative vote from members present at that time.

## **Amendments to Terms of Reference**

These terms of reference shall be reviewed by PAC as necessary and may be amended at any time by PAC with the endorsement of the Recreation & Culture Division.

*Adopted by PAC: May, 2025*