Terms of Reference

Region of Waterloo - Public Art Advisory Committee (PAAC)

1. Committee Mandate

1.1 The Public Art Advisory Committee, upon request of the Commissioner of Planning, Development and Legislative Services will:

   a) Assist with developing, maintaining and implementing the Public Art Policies and Procedures for The Regional Municipality of Waterloo, including but not limited to, the selection, acquisition, display, retention, maintenance, storage and de-accessioning of public art which is owned by or on loan to the Region.

   b) Assist with the selection process for acquiring new public art by advising on potential project locations, themes, budgets and jury membership. Each jury will be selected to recognize the unique characteristics and stakeholders of a site. Project specific guidelines will be established to assist each jury.

   c) Provide guidance and advice to Regional staff on the inclusion of design related project enhancements.

   d) Comment on policies, plans, programs or legislation of Regional departments and other organizations related to public art in the Region.

1.3 The Public Art Advisory Committee will serve as a forum for the public and/or agencies to raise their viewpoints on particular public art related issues and/or findings.

1.4 The Public Art Advisory Committee will endeavor to increase public awareness and understanding of issues taken up by the Committee.

2. Membership

2.1 The Regional Municipality of Waterloo will appoint up to eight (8) members to the committee. The committee will be comprised of the following:

   a) One (or two) members of Regional Council appointed for the term of each Council

   b) Six (6) community representatives with a demonstrated interest in Public Art in the Region

2.2 Community representative appointments will be recommended on the basis of experience, how their knowledge and skills complement the expertise of the committee, and their availability to attend meetings. The diverse range of committee member experience and expertise in public art may include, but is not limited to artists, architects/landscape architects, design professionals, curators, conservators,
educators, administrators and community animators.

2.3 The community representatives are all three-year terms, staggered where possible to ensure a certain amount of continuity, knowledge and familiarity of issues being dealt with by this committee. Committee members may reapply to serve up to three consecutive three-year terms in accordance with Regional Council policy.

2.4 Advertisements will be placed as required in local newspapers through the Regional Clerk’s office to invite applications for persons wishing to sit on this committee. Applications received will be reviewed by Regional staff, who will make recommendations for appointments to the Community Services Committee and Regional Council. Advisory Committee members are encouraged to assist with recruitment of potential members.

2.5 Any member missing three consecutive meetings or a total of four meetings in a year without excuse may be requested to resign from the Committee and will be replaced at the earliest opportunity.

2.6 A representative of Cultural Services and a representative of Facilities Management shall be in attendance at all meetings.

2.7 The Commissioner of Planning, Development and Legislative Services or his/her designate shall be in attendance at all meetings.

3. Reporting Structure

3.1 The Public Art Advisory Committee reports to the Community Services Committee through the Commissioner of Planning, Development and Legislative Services.

4. Meetings

4.1 Meetings will be held as required, at the call of the Chair.

4.2 The Chair and Vice-Chair of the Public Art Advisory Committee will be selected from among the members at the first meeting of each calendar year.

4.3 The quorum for a meeting will be a majority of the members.

4.4 The Public Art Advisory Committee may, from time to time, invite other persons or groups to address the committee and participate (non-voting) in discussions on subjects before the committee.

4.6 Minutes of meeting will be kept by Planning, Development and Legislative Services.

4.7 The Public Art Advisory Committee will be supported by Planning, Development and Legislative Services staff in the preparation of agendas, minutes, distribution of information, facilitation of meetings, research and preparation of draft reports as appropriate.
5. **Remuneration**

5.1 Members will be reimbursed if a submission is made for mileage and incidentals (parking, long distance telephone, bus tokens, meals and snacks) as required.

6. **Conflict of Interest Policy**

   All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Council on May 28, 2003. At the start or renewal of member terms, members shall review and complete the agreement and signature form attached to the policy. Signature forms are to be returned to the Committee Clerk for safe keeping.

   Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the Region is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.

   If a conflict of pecuniary interest arises the member is required to declare the conflict including the reason for declaration.