



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### COUNCIL POLICY

<b>TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee</b>	<b>NO. ADMIN - 48</b>
<p><b>PURPOSE</b> The purpose of the Arts, Culture and Special Events Advisory Committee is to:</p> <ul style="list-style-type: none"><li>• Advise Council, recommend policies and actively support and promote the arts, culture and special events.</li><li>• Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.</li></ul> <p><b>MANDATE</b> The Arts, Culture and Special Events Advisory Committee will, consistent with the purpose described above, undertake the following:</p> <ul style="list-style-type: none"><li>• Develop and recommend policies to Council and respond to Council requests for advice and information.</li><li>• Provide a community perspective on services, programs, events and facilities related to the arts and culture.</li><li>• Identify sources of funding and grants to support arts, culture and special events related activities.</li><li>• Promote and support special events.</li><li>• Foster public awareness, recognition and support for local artistic talent and multi-culturalism.</li><li>• Provide leadership in, and actively promote community activities related to the arts, cultural and special events.</li><li>• Provide liaisons, linkages and networks to assist community activities and clubs.</li></ul> <p>In its advisory role, the Committee will provide organizational context to discussions and ensure that:</p> <ul style="list-style-type: none"><li>• any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;</li><li>• any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.</li></ul> <p>The Arts, Culture and Special Events Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.</p>	

<b>EFFECTIVE DATE:</b> January 17, 2011	<b>APPROVED BY:</b> Council	<b>REF:</b> Staff Report ADM-11- 001	<b>RESCINDS NO.</b> February 9, 2009	<b>PAGE 1 OF 3</b>
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– Arts, Culture and Special Events  
Advisory Committee**

**NO. ADMIN - 48**

**MEMBERSHIP**

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members – Two (2) appointed by the Mayor.
- Community representatives – Up to Seven (7) appointed by the Council, representing the broad interests of the community.
- A Youth representative – appointed by Council per Council’s policy “ADMIN – 60, Role of Youth Representative Appointment to Council Committees”.

Non Voting Members

- A representative from the Department of National Defence.
- A liaison representative assigned by the Parks and Recreation Advisory Committee.
- A staff liaison position – appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees.”
- A recording secretary – assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

**QUORUM**

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
  - If: 7 full voting members – quorum is 4
  - 8 full voting members – quorum is 5
  - 9 full voting members – quorum is 5
  - 10 full voting members – quorum is 6

**TERMS**

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

**MEETINGS**

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

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At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

**ORIENTATION/TRAINING**

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

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