

Terms of Reference

Arts and Culture Advisory Committee

1. Name

The Arts and Culture Advisory Committee (ACAC).

2. Definitions

Terms that should be defined to assist the Committee in understanding and decision-making.

3. Purpose

ACAC will make recommendations and provide advice to Cambridge City Council on matters pertaining to arts and cultural activities/initiative in the community.

4. Mandate

The City of Cambridge recognizes the growing importance of the need for the continued development of artistic and other cultural opportunities in the City in relation to and in support of the quality of the life of City residents, and the reinforcement of the City's own cultural identity.

5. Responsibilities and Opportunities

Recommending goals for cultural development

Assessing progress towards the goals and setting annual priorities for the committee's work in the following manner

- The committee will provide input into the development of at Arts and Culture Plan including goals, initiatives and actions each year in setting committee priorities. The City will prepare the actual plan which will be ultimately included in the City's Master Plan for Parks, Recreation and Open Space. The committee will evaluate and revise priorities and goals based on relevance, current issues and needs of the community
- The Committee will stay apprised of all published reports relevant to arts and culture with the city of Cambridge
- At The Committee every fourth year will formally review and the Arts and Culture Plan and forward to Council their recommendations for goals, initiatives and actions for the subsequent five year period. This will be part of the City's Master Plan for Parks, Recreation and Open Space.
- Supporting an increased awareness of the arts within the community through cross marketing and joint promotional opportunities

- When necessary, preparing and presenting, in cooperation with staff, annual updates to the General Committee and Council, including recommendations on priority issues identified by the Committee and/or community concerns brought to the Committee by Council, community members or groups

6. Composition

The ACAC committee shall be composed of the following:

- A maximum of 13 and a minimum of 9 citizens of which a minimum of 4 representing Arts organizations in Cambridge
- 1 Council Representative
- 1 Community Development staff liaison (non-voting)

The members of the ACAC shall serve in a volunteer capacity, with no remuneration.

7. Support

Administrative support, to include meeting co-ordination, liaising with staff, compiling minutes from the ACAC will be provided by the Staff of the Community Development department.

8. Term of Office

Unless otherwise legislated, membership on ACAC will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.

a) Appointment

Striking Committee will consider Advisory Committee applications quarterly for citizen members.

b) Duration of Appointment

Members are eligible to serve for a maximum of eight (8) consecutive years (two terms) on ACAC.

9. Meetings

All meetings will be open to the public, except those which meet criteria under Section 239 of the Municipal Act, 2001, and only members of the ACAC may attend the closed session of the committee.

Date and time of meetings will be determined by ACAC members.

10. Agendas

Agendas will be assembled and distributed by the staff liaison in consultation with the Committee Chair. Agenda packages will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the (ACRONYM).

Agendas will be posted on the City's website.

11. Minutes

Minutes of each meeting will be recorded and distributed to ACAC electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the ACAC will be reported out to Council.

Approved minutes will be posted on the City's website.

12. Delegations

Delegations are welcome to attend meetings of the ACAC for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes. Delegations will be approved by the Chair or Staff Liaison.

13. Meeting Procedures

a) Quorum

Quorum will be a simple majority of the ACAC members (50% + 1). If quorum is not achieved at the scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting will stand adjourned until the next regular scheduled meeting. If quorum is lost during a meeting, the Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum is present. If quorum is not achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

Any meeting which has not achieved quorum will still publish a set of minutes, which simply reflects Members' attendance and absence.

b) Voting

Members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held. In the event of a majority vote, all members who are present have the right to vote in favour or opposition of the motion, or abstain from voting.

The Council Representative will have voting privileges on ACAC.

In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion.

c) Conflict of Interest

Members are expected to follow the Municipal Conflict of Interest Act and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

14. Code of Conduct

Members are expected to follow the Code of Conduct for Local Boards and Advisory Committees. Persons in violation of the Code of Conduct may be asked to refrain from the active participation with the Committee at the discretion of the City of Cambridge.

Each Member will receive a copy of the Code of Conduct. Members will be asked to sign an acknowledgement stating that they have received, read and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.

15. Review

The Terms of Reference will be reviewed, revised (if necessary) and recommended for Council approval annually.

a) Updates

Last Updated: 04-February-2020