

Corporation of the City of Clarence-Rockland Policy 2015-78

Cultural Advisory Committee Terms of Reference – Schedule C

Administration

Section 1 – Objectives and Responsibilities

- 1.1 The Clarence-Rockland Cultural Advisory Committee has for main objectives to:
 - a) Working on the development of a municipal cultural policy;
 - b) Establishing a strategic cultural programming plan;
 - c) Seeing to the promotion of arts and culture;
 - d) Proposing partnerships with and among artistic and cultural groups and business people;
 - e) Promoting the Optimiste Performance Hall;
 - f) Identifying the needs of the community with respect to arts and culture and providing relevant advice;
 - g) Offering opinions and submitting recommendations to the Council.
- 1.2 The Advisory Committee is considered the official citizens' voice regarding the decision process.

Section 2 – Committee Members

- 2.1 The Committee, which is appointed by resolution of the Municipal Council shall be formed by the following:
 - a) A maximum of one (1) councillor of the City Clarence-Rockland
 - b) A maximum of six (6) residents of the City of Clarence-Rockland who represent diversity within the arts and culture community.
- 2.2 The committee shall nominate a Chairperson.
- 2.3 No member of Council or municipal employees can be appointed to the position indicated in item 2.2.

Section 3 – Quorum

- 3.1 The quorum cannot be less than fifty percent plus one (50%+1) of the appointed members. The president only votes when there is a tie.

Section 4 – Service Department/Resource Person

- 4.1 A municipal employee of Community Services shall act as resource person to the committee.
- 4.2 The Community Services will act as the responsible department. The Department shall:
 - Convene the Committee's meetings;
 - Prepare the agendas;
 - Process the minutes of all meetings;

- Follow-up with the correspondence;
- Keep the minutes of all meetings and any files related to the applications as well as to the decisions taken and all official documents of the Committee.

Section 5 – Preparation of the Agenda

5.1 The Community Services should send the documentation for members of the committee no later than Friday preceding the committee meeting. The service should ensure that the agenda is available for the public during that day on the City's website.

Section 6 – Frequency of Meetings

6.1 The meetings will be held on a bimonthly basis (two months), as established by the committee's responsible service.

Section 7 – Procedures and Guidelines

7.1. All procedures and guidelines stated in Policy C2015-001 or in a later version apply to this committee, unless otherwise indicated in the law. In case of disparity between the present terms of reference and this policy, the latter shall prevail.

7.2. The committee must respect the rules of procedure as prescribed by the existing procedural by-law.