The Terms of Reference

Committee: Cultural Advisory Committee

1. Enabling Legislation

The Cultural Advisory Committee represents a merger of the former Museum Board and the Oakville Centre for the Performing Arts Board with the inclusion of other culture groups and organizations.

The Cultural Advisory Committee is established by Resolution of Council, on March 7, 2005.

The Cultural Advisory Committee is authorized to act as a Museum Board for the purposes of recognition as a municipal museum in accordance with 877 of the Ontario Heritage Act.

The March 7, 2005 Cultural Advisory Committee’s Terms of Reference were revised by Council on April 16, 2007, as follows:

“That the Terms of Reference for the Cultural Advisory Committee be amended to permit the Chair and Vice-Chair of the Committee to be elected from the citizen representatives and/or the group representatives.”

The Cultural Advisory Committee’s Terms of Reference were revised by Council on March 3, 2008, as follows:

The resolution states, in part:

1. That Advisory Committee Terms of Reference be amended to delete the mandate for any agency representatives within the “Membership Composition” section and include the provision for such representation as criteria to be considered for qualifications of members as citizen appointments, effective January 1, 2009;

2. That budget provisions not be included in any Advisory Committee Terms of Reference, recognizing that where funding may be required for a given project, such requests would be subject to Council’s approval on an individual basis;

3. That the usual term of membership for Advisory Committees be extended to be no greater than four (4) years and that appointees to such Committees continue to be limited to serving a maximum to two (2) consecutive terms on any one Committee;

4. That all Advisory Committee Terms of Reference, appended to the January 28, 2008 report of the Clerk’s Department be approved as amended to incorporate the staff recommendations as noted.”
2. Mandate

Aligned with the Council of the Town of Oakville, through the Recreation and Culture Department, the mandate of the Cultural Advisory Committee is to:

- advise Council, through the Community Services Committee, on issues pertaining to the development and promotion of Arts and Heritage in the Municipality of Oakville;
- provide a forum for ongoing community participation that connects the residents of the Town with the Corporate objectives outlined in the Parks, Recreation, Culture, and Library Master Plan;
- report to Council from time to time on issues solely related to the Museum, and for this purpose the Committee will meet and deal with Museum business and issues as separate agenda items.

This Committee will work to enrich the quality of life in Oakville through involvement in the development and promotion of cultural sites, programs and activities.

The Cultural Advisory Committee will report to the Community Services Committee, as required, and no less frequently than annually, upon its initiatives and activities.

Alignment with Corporate Strategic Goals

This mandate shall meet with the following Corporate strategic goals:

1. To be accountable in everything we do.
2. To be innovative in everything we do.
3. To be honest in everything we do.
4. To be dedicated in everything we do.
5. To treat everyone with respect.
6. To act as a team.
7. To enhance our natural environment.
8. To enhance our cultural environment.
9. To enhance our social environment.
10. To enhance our economic environment.
11. To ensure that our staff receives the same level of respect, commitment and caring that they are expected to deliver to the community.
12. To be the most livable town in Canada.

Deliverables

The Cultural Advisory Committee will accomplish its mandate by:

1. advocating for Arts and Heritage, and promoting community-wide Arts and Heritage initiatives;
2. assisting and advising staff/Council on the development and review of policy relating to cultural development;
3. advising staff/Council on priorities for cultural development, including the potential allocation of funds and other resources;
4. encouraging and promoting effective communication between community cultural groups, individuals, and the Town;
5. liaising with relevant cultural bodies and individuals beyond the boundaries of the municipality;
6. providing input and advice towards development of the corporate strategic Master Plan for Arts and Heritage, and annually reviewing that Plan;
7. reporting annually to Council.
2. Mandate (continued)

Definitions:

Arts includes: visual; performing, theatre, dance; music, vocal and instrumental.

Heritage includes: museums, historic sites of cultural interest not addressed under the mandate of Heritage Oakville, collections, archives, stories/oral histories.

The Cultural Advisory Committee will not be responsible for the following:

1. programme delivery;
2. budget approval;
3. day-to-day operations of town-owned facilities;
4. administrative matters, including direction to staff.

Timeframe

This Committee’s mandate will be examined every four years unless otherwise identified in Term 9. Completion Criteria.

3. Type of Committee

Citizen Advisory Committee
4. Membership and Roles and Responsibilities

1. Composition

The Cultural Advisory Committee is composed of the following 12 Members:

<table>
<thead>
<tr>
<th>Role</th>
<th>Member Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Committee Chair</strong></td>
<td>To be determined.</td>
</tr>
<tr>
<td>(To be elected from the Citizen Representatives and/or the Development Committee Representatives)</td>
<td></td>
</tr>
<tr>
<td><strong>Vice Chair</strong></td>
<td>To be determined.</td>
</tr>
<tr>
<td>(To be elected from the Citizen Representatives and/or the Development Committee Representatives)</td>
<td></td>
</tr>
<tr>
<td><strong>Councillor(s)</strong></td>
<td>2 Members of Council</td>
</tr>
<tr>
<td><strong>Committee Member(s)</strong></td>
<td>8 Citizens-at-Large&lt;br&gt;1 Representative from the Museum Development Committee&lt;br&gt;1 Representative from the Performing Arts Community Development Committee</td>
</tr>
<tr>
<td><strong>Support Staff</strong></td>
<td>Committee Coordinator</td>
</tr>
<tr>
<td><strong>Departmental Representative</strong></td>
<td>Manager, Culture and Heritage Services&lt;br&gt;Other Department Representatives as Required</td>
</tr>
<tr>
<td><strong>External Resources</strong></td>
<td></td>
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2. Qualifications

Qualifications include the skills, knowledge, and experience Committee members need to contribute effectively to the accomplishment of the Committee’s objectives. Membership will be sought on the basis of broad interest, understanding and commitment to cultural development in the municipality, in addition to specific expertise and interest.

Where possible, appointments to the Committee shall include representatives of the following organizations/associations:

- Museum Development Committee – Mandatory in order to access grants under the Ministry of Culture.
- Performing Arts Community Development Committee – Mandatory in order to access grants under the Ministry of Culture.
- Oakville Arts Council
- Oakville Chamber of Commerce
- Oakville Galleries
- Oakville Public Library
5. Meeting Schedule

The number of meetings shall be sufficient to address the mandate of the Cultural Advisory Committee.

The Cultural Advisory Committee will meet a minimum of four times during the year. Anticipated meetings will be held on the second Wednesday of the month. The meetings shall commence at 7:00 p.m., unless determined otherwise by the Committee.

Established meeting dates and times shall not be changed unless circumstances warrant special consideration. Meetings shall commence no later than 7:30 p.m. and shall conclude no later than 10:00 p.m.

Three or more consecutive cancellations of meetings shall result in a report to Council for evaluation as to the Committee’s mandate and functionality except in the following situations:

- Some committees may determine that meetings shall not be held during the summer months and possibly December to recognize holiday schedules as they relate to quorum requirements.
- During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

6. Reporting Requirements and Method

Specific Requirements

This Committee is established by Council, and reports to the Council through the Community Services Committee of the Town of Oakville.

Written reports/minutes from this Committee shall be submitted to the Community Services Committee after each meeting.

General Requirements

All minutes or reports of meetings shall be circulated to Council for necessary action after each meeting.

This Committee shall provide an annual report to the appropriate Standing Committee of Council or to a special meeting of Council convened for the purpose of reviewing all Committee Annual Reports.

This Committee shall make recommendations to Council through the Community Services Committee in response to a request from either Council or staff in the area of the Committee’s mandate.

Committees may make recommendations on issues within their mandate for Council’s consideration.

Annual Report

Committee mandates and achievements shall be included in the Committee’s Annual Report and Work Plan.
7. Budget and Resources

Committees are not given a budget, however, under special circumstances Council may approve a one-time-only expenditure to help Committees achieve their goals and objectives. Any financial requirement of the Committee should be identified prior to the approval by Council of the annual operating budget.

Resource Budget

The following Town of Oakville staff resources will be required for the successful operation of this Committee:

<table>
<thead>
<tr>
<th>Staff Resource</th>
<th>Time Commitment (FTE equivalent) per meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Position: Committee Coordinator</td>
<td>FTE 12 hours</td>
</tr>
<tr>
<td>Staff Position: Director/ Designate</td>
<td>FTE 12 hours</td>
</tr>
<tr>
<td>Staff Position</td>
<td>FTE</td>
</tr>
<tr>
<td></td>
<td>Total 24 hours</td>
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</tbody>
</table>
8. Code of Conduct

All employees and volunteers will be guided by the Town of Oakville’s policies and procedures including the Code of Conduct, Workplace Harassment, Discrimination Prevention Policy and Conflict Resolution Policy.

Such policies support a positive and respectful workplace that is free from personal harassment and workplace conflict.

Workplace conflict occurs when two or more parties have interests to some degree that are or can be perceived as being at odds which disrupts the cohesive relationships necessary for a productive and harmonious workplace.

Personal harassment is any unwelcome behaviour, conduct or communication directed at an individual, that is offensive to that individual. It is persistent and creates an intimidating, offensive or embarrassing work environment.

All staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions under this policy.

Conflict of interest

Committee members are deemed not to have pecuniary conflict of interest in that they have no decision-making ability. However members should be cognizant of perceived conflict in terms of issues which may serve to benefit them personally. Members shall not use their status on committees for personal or political gain.

Committee members shall have regard for the Corporate Policy addressing the use of corporate resources during an election year.

9. Completion Criteria

The mandate of the Cultural Advisory Committee will be considered complete when the goals set out in 2. Mandate, have been accomplished. A final report to Council will outline the details of these goals and any required next steps.