

ATTACHMENT "1"

Halifax Regional Municipality Cultural Advisory Committee (CAC)

Terms of Reference

1 May, 2006

Purpose:

The **Cultural Advisory Committee** is established to advise Council on areas of strategic importance with respect to the Implementation of the HRM Cultural Plan.

Background:

In 2006 Regional Council adopted the Municipality's first Cultural Plan. The Plan provides policy direction and actions to guide HRM's service delivery and investment in Culture over a three-phase, ten-year horizon. The five overarching strategic directions of the Plan include:

1. Cultural Access and Equity
2. Community Character and Heritage
3. Life-Long Learning and Creative Expression
4. Service Delivery and Partnerships, and
5. Strategic Investment and Promotion

These strategic directions are formed from the core values that HRM citizens place on Culture. These values can be summarized into seven key "pillars" which include: heritage, arts, community character, diversity, leisure and celebration and economic development.

The development of the Cultural Plan was community-driven, therefore, it is essential that it's ongoing implementation be community-driven and supported through the input and participation of a multi-stakeholder Cultural Advisory Committee.

Committee Role:

The CAC is an advisory body to Regional Council and will make ongoing recommendations to Council regarding areas of strategic importance to the implementation of the Cultural Plan. The Committee will also provide a key communication and working link between Council and the community: citizens and multi-sector stakeholders.

The Committee will work with an HRM staff liaison for the purposes of advising Council on:

- policy development and implementation procedures (including public art)
- annual business planning and priorities
- progress measurement and public reporting
- policy & procedures around cultural support programs (grants, management agreements, etc.)
- research and development
- communication, promotion and community awareness
- economic development (including development of a multi-sector Creative Community Strategy)
- partnership development (including public/private funding and cost-sharing opportunities)
- cross-committee collaboration
- governance and committee(s) structure
- community consultation programs

Responsibilities:

- to provide an annual report to Council on overall progress of the Plan's implementation and a report of Committee activities
- to provide information reports to Council on milestones and issues (as needed) to effectively keep Council informed
- to meet with staff at a frequency that is sufficient to deliver project outcomes in a timely manner. Meetings shall be no less than once monthly except where circumstances warrant a meeting cancellation or rescheduling
- abide by HRM's rules and procedures affecting the business of Boards and Committees
- entertain and encourage participation from stakeholders through regular (or special) meetings by allocating an adequate period of time for presentations
- establish issue-specific sub-committees, task forces' or advisory committees of Council as required, and as per a terms of reference approved by the CAC, to effectively achieve the strategic directions under the Cultural Plan including reporting and decision-making procedures as needed to ensure strong coordination and link to the mandate of the CAC
- assist in the planning, and implementation of public participation meetings and communication initiatives as required to raise the profile of the CAC and effectively represent HRM citizens

Membership:

The Committee will be comprised of:

Two (2) members from Halifax Regional Council

Two (2) members from the arts sector

Two (2) members from the cultural sector

One (1) member from the education sector, and

One (1) member from the business sector

One (1) member from the HRM Heritage Advisory Committee

One (1) member from the HRM Community & Race Relations Committee

One (1) member from the HRM Advisory Committee for Persons with Disabilities
Three (3) citizens at large

Selection Criteria:

Applicants will be evaluated according to the following criteria:

- individuals contribute to a CAC that is made up of a range of geographic communities and communities of interest
- individuals representing a sector broadly through an agency or organization will be considered
- individuals demonstrate a willingness and ability to commit to the two-year term and the membership requirements
- individuals bring specific skills and experience related to the responsibilities outlined in this terms of reference

The HRM Membership Selection Committee reserves the right to make final recommendations to Council regarding membership selection in an attempt to seek an appropriate and diverse balance of committee members based on the sound application of the evaluation criteria.

Appointments:

A membership recruitment process encouraging people from a diverse range of HRM citizens and communities will be used.

The term of the membership will be for a period of two (2) years. Members may be reappointed for no more than two (2) consecutive terms.

All membership appointments shall be made by Halifax Regional Council

In the case of any member missing three (3) consecutive meetings without the consent of the Committee, the member shall be deemed to have resigned.

Officers:

The Cultural Advisory Committee shall bi-annually elect a chair and vice-chair position from its members at the first meeting of the year.

The role of the chair, in whole or part, can be shared with or delegated to the vice-chair in order to carry-out the role and responsibilities of the Committee.

The Chair (Vice-Chair) will have the following responsibilities:

- guide the discussion and facilitate meetings,
- encourage participation by Committee members
- work with staff in preparing meeting agendas and supporting materials

- act as spokesperson for the Committee

Decisions:

Quorum shall consist of not less than 50% +1 of the voting members. Decisions shall be made by majority vote.

Meetings:

Meetings will be held monthly (or at a frequency that is necessary to conduct the business of the Committee). A regular meeting schedule will be determined at the first meeting of the calendar year.

Resources:

Council will provide staff resources for all regular and special meetings as follows:

- coordination and arrangement of meeting time, and venue
- circulation of meeting agendas and minutes
- preparation & distribution of materials
- reporting ongoing project information and status updates
- presentation of planning material as required
- coordination and communication between the CAC and other related staff and Council Committees as required

These Terms of Reference for the Cultural Advisory Committee were approved by Halifax Regional Council on: May 9, 2006