DEPARTMENT: Community and Economic Development

TITLE: **Community Arts Council Committee Policy**

Minutes reference date: 26 March 2012

PURPOSE:

To establish a policy for the governance of the Community Arts Council (CAC) Committee to carry out the Arts, Culture and Heritage Strategy.

BASIS:

The basis for the CAC Committee comes from the Town's Arts Culture and Heritage Strategy known as Authentically Amherst.

ROLE OF COMMITTEE:

The role of a Community Arts Council Committee is to:

1. Provide advice to the Arts, Culture and Heritage Coordinator;
2. Assist the Coordinator in the implementation of the Arts, Culture & Heritage Strategy;
3. Monitor and evaluate and make recommendations concerning all the Town's plans and policies which are expected to have an impact on cultural life in the community;
4. Increase communication and cooperation amongst the community stakeholders;
5. Take leadership in setting community arts direction;
6. Take an active role in promotion of the arts, culture and heritage community;
7. To act as a liaison between Council and the cultural community;
8. To act as an informed resource for staff and Council by responding to requests for information or advice.

MEMBERSHIP:

1. The Council shall appoint members to the Community Arts Council Committee by resolution.

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2. Membership shall include:
   - 2 members of Town Council
   - 4 members at large(one from outside the Amherst Geographic Boundary, but based in Cumberland County)
   - 1 member for the hospitality/accommodation sector
   - 1 member from Amherst Youth Town Council
   - The Mayor will be appointed as an ex-officio member.
   - The Director of Community and Economic Development will be a non-voting member and will participate in meetings as required.

3. The term for public members shall be two or three years, and members may be re-appointed to the Committee.

4. In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper.

5. At the beginning of the first meeting of the fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice-chair may be re-elected.

STAFF RESOURCES:

1. The Arts, Culture and Heritage Coordinator is responsible for all functions of the Committee including:
   a. Calling meetings;
   b. Taking minutes;
   c. Distributing reports and other information as required;
   d. Notifying and contacting public as required; and
   e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.

2. Where additional information or work is required of staff by the Committee the Director of Community and Economic Development will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.

3. Meetings are to be attended by the Arts, Culture and Heritage Coordinator or designate. At the discretion of the Coordinator, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer, the Director of Transportation and Public Works, the Director of Planning and Development and the Director of Community and Economic Development.

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MEETINGS:

1. Meetings will be scheduled by the Chairperson in consultation with the Arts, Culture and Heritage Coordinator.

2. All meetings are open to the public

3. Meeting agenda packages are to be delivered to Committee members and the CAO at least 48 hours prior to any scheduled meeting.

Amherst Town Council may at any time by resolution repeal this policy and therefore release the committee members of their obligations as members.