



TERMS OF REFERENCE (CULTURAL VITALITY COMMITTEE)

COMMITTEE NAME

Cultural Vitality Committee

COMMITTEE TYPE

Committee of Council

PURPOSE

The Cultural Vitality Committee is a committee of City Council that works within the Cultural Policy for the City of Sault Ste. Marie to ensure equal access to all individuals, groups and organizations to enjoy opportunities for the preservation, development and appreciation of cultural expression with the committed support of the City of Sault Ste. Marie.

The Committee's role is to oversee and implement the City of Sault Ste. Marie Cultural Policy and the Community Cultural Plan and provide advice to City Council on issues, policies and strategies related to cultural enterprises and activities in the city. The Cultural Vitality Committee oversees cultural support programs, participates in city planning and development processes and undertakes special initiatives approved by Council.

DUTIES

- To make recommendations on all matters referred to it by City Council utilizing the Cultural Policy approved by City Council on February 19, 2013 and as amended by City Council from time to time.
- Oversee and assist with the implementation the City of Sault Ste. Marie Cultural Policy and the Community Cultural Plan.
- Screen applications for civic grants for cultural endeavors, under the Sault Ste. Marie Arts and Culture Assistance Program and The Provincial/National/International Cultural Competition Policy and to recommend to City Council the awarding of such grants within the Municipality's Designated Budget. City Staff will receive applications and assist with the review and recommendations to the committee.
- Present annual award(s) under the, Community Recognition Award Program, to individuals, groups or organizations who contribute significantly to the cultural life of the community

- Encourage cultural activity in community events
- Create a forum at least every four years which will encourage and support the exchange of information related to the activities of local individuals/groups covered by the policy
- Participate in the selection of locally-produced cultural items to be used as municipal gifts to dignitaries, through a call for submissions from artists and juried process as outlined by each new council.
- Through the City of Sault Ste. Marie Cultural Endowment Trust Fund, safeguard and direct funds to purposes consistent with the Cultural Policy for the Corporation of the City of Sault Ste. Marie.

COMPOSITION OF THE COMMITTEE

The members of the Cultural Vitality Committee are appointed every two (2) years and they include:

- a) Mayor - Ex-officio
- b) One (1) City Councillor
- c) One (1) member of Mayors Youth Advisory Council.
- d) Minimum of six (6) members of the community based on their knowledge, interest and involvement in culture as defined in the Cultural Policy.

OFFICERS

At the first meeting of each year, the Committee shall elect a Chair and Vice Chair from its membership.

MEMBER RESPONSIBILITIES

Committee members are responsible for:

- Attending and actively participating in meetings.
- Declaring any conflict of interest regarding specific agenda items.
- Keeping confidential any information, which is identified by the Committee as such.

CHAIR RESPONSIBILITIES

A Chair and Vice Chair shall be selected by the Committee members at their first meeting of each year. The responsibilities of the Chair include.

- In consultation with others, determine the agenda and ensure that the appropriate materials are distributed in advance of the meeting.
- Chair all meetings of the Committee.
- Monitor members' participation on the Committee.
- Guide the Committee in addressing issues and concerns as they arise.
- Act as the official spokesperson for the Committee as required.

The Vice Chair will undertake these responsibilities in the absence of the Chair.

VACANCIES

When vacancies on the Committee arise, the Committee shall request that the Clerk's Department advertise the vacant positions. Applications received shall be reviewed by the Board and Committees Nominating Committee who make a recommendation to City Council for appointment to the Committee. All recommended candidates shall meet the requirements under Section 2 of this by-law, and are not required to be a member of a local cultural group.

MEETINGS

- The Committee shall meet on the third Wednesday of every month (excluding July and August) at 4:30 pm unless the Chair or Vice Chair cancel a meeting due to lack of business. In no event should the committee go longer than four months without a meeting. There will be flexibility given to the Chair or Vice Chair to call meetings at noon hour should quorum prove difficult at the stated time.
- Additional meetings called at the discretion of the Chair or Vice Chair.
- All meetings of the Committee shall be subject to the open meeting provisions of the Municipal Act, 2001.
- When no quorum exists, the meeting will be cancelled.
- The Committee shall keep Minutes of meetings and keep all papers and documents pertaining to the business of the committee and all books, documents and files kept by the committee shall be open to the inspection of City Council or any other person or persons appointed for that purpose by City Council.
- All out of town travel by Committee members for business related to the Committee shall first be approved by a resolution of City Council.

AD HOC/SUB-COMMITTEES

- Sub-committees may be formed for specific tasks and dissolved once the mandate is met.
- Chairs of sub-committees must be members of the Cultural Vitality Committee
- Membership on such Sub-Committees may be extended to community representatives and/or experts outside of the Committee's membership.
- Membership on such Sub-Committees must be approved by a resolution of the Committee.
- Sub-Committees shall report their findings to the Committee, and shall have no authority to make decisions on behalf of the Committee.

DELEGATIONS

Where members of public wish to address the Committee, a request must be made in writing, at least one week prior to the scheduled meeting. It is the Chair's responsibility to grant or deny the request.

Where members of the public attend open meetings, they may only participate at the Chair's discretion.

CONFLICT OF INTEREST

Where a member has a direct or indirect pecuniary interest, the member shall;

- Disclose the interest and its general nature before the matter is considered at the meeting.
- Not take part in the discussion of, or voting on the matter.
- Not attempt to influence the discussion before, during or after the meeting.

See Municipal Conflict of Interest Act for further information.

Procedures By-law 2013-100

Procedures By-law 2013-100, governs aspects of meeting procedure for the Cultural Vitality Committee