

Appendix II
CITY of WELLAND
Arts and Culture Advisory Committee
Terms of Reference

1. Purpose

- 1.1 To serve in an advisory capacity to City Council and staff on the advancement of arts and culture in the community.

2. Objectives

- 2.1 To advise staff regarding the implementation of the Arts and Culture Policy for the City of Welland.
- 2.2 To provide a forum for groups and organizations interested in preserving and/or promoting arts and cultural resources.
- 2.3 To conduct advocacy on behalf of Welland's arts and cultural communities.
- 2.4 To provide advice and guidance on the implementation of Welland's municipal arts and cultural policies and by-laws and other corporate policies that may affect arts and culture.
- 2.5 To advise on ways to increase the commitment to, and further public understanding of, arts and culture issues.
- 2.6 To provide advice and guidance on the success of Welland's arts and culture funding, development, facility, community and public arts, and cultural activity and initiatives, and recommend changes as required.
- 2.7 To report to City Council on the state of the arts and culture in Welland and resulting social, quality-of-life and economic impacts.

3. Membership

- 3.1 The Committee shall consist of seven (7) voting members:

Six (6) citizens

One (1) City Councillor

- 3.2 Members shall be recruited in accordance with corporate procedures using an Application Form and Selection Matrix tailored to assist in the screening of applicants to achieve community representation and qualified volunteers.

- 3.3 The Committee may establish sub-committees to undertake specific projects and conduct research as required. The Committee will establish a Terms of Reference for all sub-committees.
- 3.4 The Committee will engage non-voting resources that will serve in an advisory capacity:
 - I. One City staff liaison from the Parks, Facilities and Leisure Services Department.
 - II. Staff support from various City departments as required.
 - III. Representatives from various community organizations and agencies as required.
- 3.5 Committee members shall be appointed by City Council.
- 3.6 The Committee is required to elect a Chair and Vice-Chair.
- 3.7 Any resignation from the Committee shall be tendered in writing to the Chair who will advise Council through City Staff. Council shall approve a replacement member.
- 3.8 Members will be appointed for a period to coincide with the term of the appointing City Council.

4. Reporting

- 4.1 The Committee will report to Council through the Integrated Services Committee.

5. Meetings

- 5.1 A majority (50% plus 1) of all members shall constitute a quorum for Committee meetings.
- 5.2 The Chair will establish a regular Committee meeting schedule. A meeting agenda will be prepared and distributed at least one week prior to the meeting. Minutes will be recorded and submitted for approval at a following meeting.
- 5.3 In order to maintain a high level of commitment, members may be asked to resign if they have been absent for three (3) consecutive meetings without good cause.

6. Member Responsibilities

- 6.1 Committee members shall become familiar with the Parks, Recreation and Culture Master Plan, City Policies and Procedures and other relevant documents.

- 6.2 Each Committee member will serve as an independent community volunteer and will not represent the concerns of any particular community organization. Committee members shall work together as a team for the purpose achieving positive outcomes that will benefit the entire community.
- 6.3 Committee members are selected based upon their experience and knowledge and are expected to actively participate in committee meetings.
- 6.4 Committee members shall declare any situation that is, or has the potential to be a conflict of interest.