

TERMS OF REFERENCE
ARTS ADVISORY COMMISSION
2015

Overview

Mandate: To recommend activities for the stabilization and strengthening of the arts community; to inform Council of issues and achievements in the Hamilton arts community; to liaise with and act as a point of contact for members of the arts community regarding issues affecting the arts community; to monitor and assist with the implementation of the Public Art Program; to monitor and assist with the implementation of the Arts Awards Program.

Composition: Up to 8 Members

Duration: To expire with the 2014-2018 term of Council or at such time as successors are appointed by Council.

Reporting to: General Issues Committee

Stipend: No

Staff Liaison: **Ken Coit**
Program Manager, Public Art and Projects
(905) 546-2424 Ext. 6281

Meeting Schedule: 4th Tuesday of every second Month
5:45 p.m. to 7:45 p.m.
Special meetings may be called as needed.

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1. MEMBERSHIP

- 1.0 The Commission is made up of up to eight (8) members representing a balance among artists and the community. One of the eight (8) members must be a member of the current City Council and is ex-officio.
- 1.1 Membership should represent a balanced range of artistic disciplines that may include but are not limited to:
- visual arts,
 - literary arts,
 - media arts,
 - theatre arts,
 - music,
 - dance,
 - crafts.

Every effort will be made to have membership reflect the diversity of Hamilton's many communities.

- 1.2 A member may represent more than one of the above disciplines/sectors.
- 1.3 Based on the above criteria, members of the Commission are appointed by Hamilton City Council.

2. TERMS OF MEMBERSHIP

- 2.0 A term extends from the date of appointment in the first year of the four-year term of Council until the expiry of the Council term or until such time as successors are appointed by Council.

3 ROLES AND RESPONSIBILITIES OF MEMBERS

- 3.0 Members are expected to further the Mission and Mandate of the Commission.

- 3.1 Members are expected to attend all scheduled meetings of the Commission. If unable to attend, a member is expected to send regrets at least 24 hours before a scheduled meeting. A member who misses three consecutive meetings of the Commission may be asked to resign.
- 3.2 The Commission, with approval of a majority of the Commission members, may work with other municipal committees and external arts organizations to further the Mission and Mandate of the Commission.
- 3.3 At the September meeting of each year, the Commission will elect an Executive consisting of a Chair and a Co-Chair or Vice-Chair. The term for any Executive member will be one (1) year, renewable to a maximum of two (2) consecutive years. In the event of a vacancy on the Executive, the Commission will hold an immediate election.
- 3.4 The Chair will chair all Commission meetings and be spokesperson for the Commission.
- 3.5 The Co-Chair or Vice-Chair will assume the responsibilities of the Chair in the Chair's absence. In the absence of the Chair and Vice-Chair, a quorum of Commission members will elect a Pro-Tem Chair.
- 3.6 The Executive Committee will work with Staff to prepare agendas, monitor the work of the Commission, and work with Staff between meetings to carry out the business of the Commission.
- 3.7 The Commission will develop an annual Work Plan, and as part of the regular meeting agendas, review the Commission's progress in implementing the goals and objectives of the Work Plan.

4 COMMITTEES

- 4.0 There will be two (2) standing sub-committees: Community Engagement and Arts Awards.
- 4.1 The Arts Awards Sub-Committee will participate in coordination of the annual Arts Awards.

- 4.2 The Community Engagement Sub-Committee will ensure an effective flow of communication and information between the Arts Advisory Commission and the arts community.
- 4.3 The Commission may strike ad hoc committees as needed to deal with the implementation of the Mandate, and the goals and objectives of the Work Plan.

5 CONFLICT OF INTEREST AND CONFIDENTIALITY

- 5.0 Conflict of interest occurs when a member participates in discussion or decision-making about any matter that may financially benefit that member, a member of his/her family, a person with whom the member is in personal or business contact, or any organization with whom the member is affiliated.
- 5.1 In all cases where the Commission agenda presents such a conflict of interest for a member, that member will declare a conflict of interest, and will abstain from all discussion and voting on the issue.
- 5.2 All Commission members will refrain from the personal use and communication of any privileged or confidential information.
- 5.3 All Commission members will sign a conflict of interest agreement reflecting the above.

6 DECISION-MAKING

- 6.0 Although the Commission should endeavor to reach decisions by consensus, when a vote is necessary a simple majority vote will carry the question.

7 GUIDELINES FOR MEETINGS

- 7.0 Meeting of the Commission will be held on a bi-monthly basis on a day and time determined by the Commission, Special meetings may be called at the discretion of the Chair, or upon written submission by five (5) members.

- 7.1 Only members present at a meeting may cast a vote.
- 7.2 Meetings of the Commission are open to the public.

8 EDUCATION AND TRAINING

- 8.0 All members are expected to participate in orientation and training sessions offered by the City of Hamilton for volunteer citizen members.
- 8.1 Subject to the Commission's approval, members may represent the Commission at arts related workshops and conferences as a delegate. At the conclusion of the event the member will provide a report to the Commission.