

# Charlottetown Arts Advisory Board

## 2022-2026 Terms of Reference

The City of Charlottetown has appointed an Arts Advisory Board to recommend arts and culture activities and initiatives to City Council and to undertake or support arts and cultural events, programs and projects.

**1. NAME:**

The Board is to be called the "Charlottetown Arts Advisory Board" (hereinafter called the "Board").

**2. MANDATE**

To advise City Council and staff on all matters, activities, and initiatives regarding arts and culture in the City of Charlottetown.

**3. REPORTING STRUCTURE**

The Board shall report to City Council through the Economic, Tourism & Cultural Development Standing Committee and has the authority to make recommendations to Council through this Standing Committee.

**4. ROLE AND RESPONSIBILITIES**

The Board will actively support the development and growth of arts and culture within Charlottetown and will:

- (a) develop and advance the goals and objectives established in City plans, strategies, and reports related to arts and culture, including but not limited to the Charlottetown Public Art Plan: Making Public Art a Priority (2022) and the Arts and Culture Task Force report (2012);
- (b) provide feedback and act as a resource for all matters pertaining to public art as outlined in the Public Art Policy;
- (c) advise and provide recommendations on policy and municipal programs and services related to arts and culture within Charlottetown;
- (d) act as a resource for the community, City Council, and municipal departments, in conjunction with the Culture and Economic Coordinator, on artistic and cultural matters;
- (e) facilitate and encourage communication, cooperation, and coordination among arts and culture organizations in Charlottetown;
- (f) encourage community awareness, appreciation, partnerships, and support of artistic and cultural activities;
- (g) perform the duties of an active, working board that develops and carries out approved initiatives; and

- (h) report to the Economic, Tourism & Cultural Development Standing Committee at least once per year on the Board's activities and the state of the arts in Charlottetown.

## **5. MEMBERSHIP AND COMPOSITION**

The Board is to be composed of no more than eight (8) members and no less than five (5) members appointed by City Council in accordance with the procedures, guidelines, and criteria outlined in the Public Appointment Policy (P-ADMIN-02).

The selection of members is based on their potential to contribute to developing arts and culture in Charlottetown.

The Board will also include one (1) staff person, the Culture and Economic Coordinator, who will be the board's primary staff resource and liaison.

Committee members have voting rights, while Members of Council and City staff do not.

In accordance with the City of Charlottetown's Procedural Bylaw, a quorum is a majority of all the members of the Board.

## **6. GOVERNANCE**

The Chair and Vice-Chair shall be selected by the Board at the first meeting. The Chair and Vice-Chair shall retain their position for a two-year term, and the term can be renewed by a Board vote.

In case of a Chair or Vice-Chair vacancy, the Board shall elect a new Chair or Vice-Chair for the remainder of the term.

The Chair shall preside over the meetings of the Board.

The Chair shall, in consultation with Board members and the Culture and Economic Coordinator, determine agenda items before the meeting.

At the request of staff or Council, the Chair shall report to the relevant Standing Committee or Council on matters related to the Board's terms of reference.

The Board Chair shall act as a spokesperson for the Board at the Economic, Tourism and Cultural Development Standing Committee.

When an issue or item before the Board requires a consensus or a decision, a motion will be put to a vote, and each voting Board member will be entitled to one vote.

If consensus cannot be reached, then a majority vote will constitute the action of the Board.

A motion shall be deemed to be carried when a majority of the members are present and have voted in favour of the motion.

The Vice-Chair shall assume authority and perform all duties of the Chair in the absence of the Chair.

**7. REMUNERATION**

Members of the board will receive remuneration consistent with standard City procedures.

**Reference: Public Art Policy, amended December 14, 2020**

**Reference: Public Appointment Policy (P-ADMIN-02), amended January 30, 2023**

**Reference: City of Charlottetown Procedural Bylaw (Bylaw #2018-19), amended and consolidated December 12, 2022**