

Cultural Services Advisory Committee (CSAC)

Overview

Background

In February 2005 the City of Thunder Bay City Council adopted the recommendations and policies outlined in the Cultural Policy Study. This Cultural Policy replaced the former Arts & Heritage Policy which had served the community well since 1991. The Cultural Policy outlines a series of rationales and strategies designed to bring the Policy to life for the next decade. The Study indicates that building cultural leadership is a primary strategic direction for the City of Thunder Bay. It outlines the ways and means to continue fostering, encouraging and supporting the cultural sector in Thunder Bay.

The Cultural Policy provides a reference point for future decision-making and is intended to guide the municipality in cultural development. Arts & Heritage Thunder Bay – a volunteer based committee – was an instrumental voice in the implementation of the 1991 Policy. A new structure was recommended along with corporate administrative changes to implement the Policy directions.

The term “Culture” in the Policy refers to the variety and richness of the expressions of all our communities in Thunder Bay which underlies arts & heritage ethno-cultural diversity. It encompasses arts and heritage as well as all the associated disciplines. “Cultural Industry” refers to the relationship between culture and the economy.

The visions and outcomes which contribute to the Policy directions are:

- Culture is a meaningful and tangible contributor to the quality of life of citizens.
- The Cultural Industry is an economic engine in Thunder Bay.
- Culture contributes to addressing population growth challenges.
- Visual aspects of the city are a source of community pride.
- Cultural activities foster social participation and community cohesion.

Administrative Structure

The Study recommended a revised Administrative Structure. The Cultural Policy is under the responsibility of Recreation & Culture, Cultural Services. A Cultural Services Advisory Committee (CSAC) will be formed to provide advice and input to Recreation & Culture through Cultural Services in the implementation of the Cultural Policy. Recreation & Culture will establish the formation of a Cultural Services Advisory Committee comprised of broad-based community cultural representation including Aboriginal peoples, youth, business, industry and public service.

Cultural Services Advisory Committee (CSAC)

Terms of Reference

Mandate

The Cultural Services Advisory Committee will provide advice and input to Recreation & Culture in the implementation of the Cultural Policy which was approved by Council February 2005.

The CSAC shall be an on-going advisory committee of Recreation & Culture reporting through the Cultural Services area. It shall function in an advisory, rather than an operational capacity.

The primary roles of the CSAC shall be to provide a specialized resource for Recreation & Culture and to represent a broad-based community profile, reflecting the diversity of residents and cultural activities in Thunder Bay. It shall serve as a resource to solicit the opinions of the larger community on issues related to the development of culture for the City of Thunder Bay.

Context

The Cultural Policy guides the work of Cultural Services and CSAC.

Operational Goals

The Cultural Services Advisory Committee shall provide and/or contribute toward:

Advice:

- advise Recreation & Culture on the application of the Cultural Policy
- ensure that a wide range of choices, options and/or solutions to implement the Policy are considered

Communication:

- ensure full communication and foster cooperation with other related groups
- increase public awareness and understanding of the policies and strategies of the Cultural Policy

Collaboration

- encourage collaboration among stakeholders within the community

Scope of Work

To achieve these goals, the Cultural Services Advisory Committee shall take on the following duties:

- Provide input for the effective implementation of the Strategy recommendations outlined in the Cultural Policy.
- Participate in setting annual implementation priorities as they pertain to the Cultural Policy
- Assist in monitoring the implementation and impact of the Cultural Policy.
- Participate in the regular review of the Cultural Policy.
- Provide advice on specific matters referred to the CSAC for their review and recommendations, including, but not limited to:
 - levels of City allocated staff resources
 - City investment in culture
 - facility needs and development
 - professional development training for cultural practitioners
 - cultural tourism initiatives
 - other policies, issues, and initiatives as required
- Facilitate on-going dialogue with and among stakeholders.
- Provide input on community-driven program development and partnerships.
- Advise on the role of the City within a regional cultural strategy.
- Assist in identifying gaps or overlaps in City sponsored programs that relate to culture.
- Inform Recreation & Culture of relevant issues, trends, or opportunities which they consider important.
- Liaison with the Grant Review Team through a Chair elected from CSAC membership (see Terms of Reference Grant Review Team).

The CSAC will also have the opportunity to identify relevant issues for consideration during the course of City planning and developmental procedures.

Membership Selection and Committee Composition

City Administration shall recruit potential candidates through an application process. The initial recruitment and selection for CSAC shall involve Recreation & Culture staff along with a community-based review committee who will review applicants and select the member representatives. Future recruitment and selection will involve Recreation & Culture staff and representation from existing CSAC membership.

All *voting* members of the Cultural Services Advisory Committee shall reside, work, or own property in the City of Thunder Bay. Individuals who do not meet these requirements may be non-voting members of the committee.

CSAC will be comprised of community members from diverse backgrounds, including business, Aboriginal peoples and youth representatives with knowledge of, or expertise in Culture who support the aims of the Cultural Policy. These members will provide Recreation & Culture with a mechanism for bringing forward issues and concerns related to the Cultural Policy, as well as strategy development.

Having a full range of relevant viewpoints through broad community representation on the Committee will bring credibility, resources, and profile to the group. It is equally important to include specialist representation from the fields of community and economic development alongside cultural sector representatives. Committee composition shall ensure participation by a range of diversity in the areas of gender, ethnicity, age, and abilities.

The CSAC shall consist of 8-12 voting members recruited as follows:

- Four to five representatives with expertise in cultural areas. Selection of these members should endeavour to create an appropriate mix from the following disciplines: visual arts, crafts, dance, music, theatre, literary arts, heritage, arts & heritage education, arts and heritage administration.
- Two community development professionals with expertise in any or all of the following categories: education, urban planning or design, community economic development, tourism.
- One to three cultural entrepreneurs (such as emerging, commercial or community artists, artisans, musicians, performers, writers).
- One to two business representatives.

Cultural Services staff shall sit on the CSAC in an ex-officio capacity (non-voting members).

Unassigned or vacated seats can be filled throughout the year. The person appointed to fill a seat shall retain the seat for the remainder of the term and seats shall be filled as part of the outlined selection process and term of appointment.

Appointment and Term

Members

In an effort to ensure long-term stability of the Committee and continuity of its work, membership shall be staggered with members being given the option of serving either a two or a three-year term.

Members may stand for re-appointment at the conclusion of their term and may serve for a maximum of two consecutive terms. However, after at least one year off the Committee, a past member may reapply for consideration for appointment.

Chair

Members shall elect from among the members a Chair. The term of this position shall be one year. A Chair shall serve no more than two consecutive one-year terms in that office.

In the event of the Chair's absence at any given meeting an Acting Chair shall assume this role through a pre-set schedule of meeting rotations as determined by the Committee.

Duties of the Chair

The Chair shall preside at all meetings of the Committee and provide instructions to all Sub-Committee Chairs. The Chair shall set meeting agendas in consultation with the Cultural Services staff. The Chair shall act in an ambassador capacity for the CSAC as requested by Cultural Services for local cultural events, meetings or forums.

Conflict of Interest

The Committee will be governed by the *Municipal Conflict of Interest Act*. Copies of the Act will be provided to the Committee members at the inaugural meeting of the Committee along with a brief overview.

Meetings

A schedule of meetings shall be determined between Cultural Services and the Chair. Additional special meetings may be called on an as required basis.

No regular meetings of the CSAC, however, shall be scheduled in the months of July, August or December.

All meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee agenda.

An agenda will be provided to the Committee members in advance of the meeting date. Minutes shall be recorded in accordance with the City of Thunder Bay procedures and guidelines. Copies will be forwarded to the Manager of Recreation & Culture.

Sub-Committees

The Committee may create such Sub-Committees as the business of the Committee may require on an as-need basis, each of which shall be in place and perform duties as directed by CSAC.

The Chair of a Sub-Committee shall be a member of the CSAC and at least one other Committee member is required to sit on each Sub-Committee. Recruitment and selection of additional Sub-Committee members is at the discretion of the Committee.

Orientation/Training

New members shall receive an orientation to the practices of the Committee, facilitated by a Cultural Services staff member. Each member shall receive a manual consisting of the Cultural Policy and Study, the CSAC Terms of Reference, annual City budget for culture, annual plans and goals and any other materials that may be deemed pertinent.

Compensation

Membership on the CSAC is voluntary and without compensation. However, members shall be reimbursed for expenses that are a result of carrying out the duties of the Committee provided that such expenditures have received pre-approval at the discretion of the Cultural Services staff ex-officio member. Such expenses shall be funded through the Recreation & Culture Division budget.

Termination

Any CSAC member who is absent from *three (3) consecutive regular meetings* without leave of absence from the Committee or without reason satisfactory to the Committee may be asked to forfeit their membership.

CSAC members may resign at any time with one month's written notice submitted to Recreation & Culture through Cultural Services.

Decision-Making

A quorum of one-half plus one member shall be required for carrying out business.

The objective is to reach consensus when possible. Members of the Committee shall verify their positions through a voting process. Each Committee member shall be entitled to one vote, with the exception of non-voting ex-officio members.

Prior to presentation to the Recreation & Culture Division any decisions and recommendations of the Committee must be adopted by Committee resolution with a majority affirmative vote from members present at that time.

Staff Support

The City shall provide staff support to the Committee as follows:

- a) The ex-officio City staff member(s) of the Committee will facilitate the implementation of the Cultural Policy functioning as Administration liaison to the Committee.
- b) Administrative support provided for:
 - preparing agendas in conjunction with the Committee Chair and staff ex-officio member
 - recording and preparing meeting minutes
 - distributing agendas and minutes
 - receiving and preparing correspondence for the Committee
 - preparing reports on behalf of the Committee in conjunction with the Committee Chair and staff ex-officio member
 - managing the files of the Committee
 - maintaining a list of outstanding issues for Committee action

CSAC shall not have the authority to assign tasks to designated City staff; however staff will work cooperatively with the CSAC and assume related duties as directed by the Recreation & Culture Division.

Amendment of Terms of Reference

These terms of reference shall be reviewed by the Committee as necessary and may be amended at any time by the CSAC with the endorsement of the Recreation & Culture Division provided that the amendments are limited to implementation process or clarification of intent.