



Arts, Culture & Heritage Municipal Committee

Mandate Statement & Terms of Reference

Adopted: December 7, 2016

Amended: February 17, 2021

Mission Statement

To preserve and promote the arts, culture and heritage of the Municipality of Kincardine. The Committee is responsible for implementing the Municipality's Arts, Culture and Heritage Plan.

Vision Statement

To position the Municipality as a regional centre of excellence for Arts, Culture and Heritage assets.

Mandate

To support, implement and recommend changes to the Municipality's Arts, Culture and Heritage Plan.

Structure

- 1.0 The Committee shall consist of eight (8) public members and one (1) Council member, each having an equal vote. In order to have quorum, the Committee shall have a majority of members present during a meeting.
- 2.0 Staff support will be provided by the Clerk or designate.
- 3.0 A Chairperson will be elected annually in accordance with the Municipality of Kincardine Procedure By-law.
- 4.0 The Committee reports to Council.
- 5.0 All communications and recommendations with municipal councillors and staff, on behalf of the Committee, must be approved by resolution of the Committee.

Meetings

- 6.0 Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chair. The Committee shall follow the Municipality of Kincardine Procedure By-law and all meetings shall be open

to the public, except as provided in the Municipality's Procedure By-law and/or the Municipal Act, 2001 and any other applicable legislation.

- 7.0 Members wishing to have items included on the agenda must provide notice to the Committee Secretary or designate on or before the Wednesday preceding the meeting or at the discretion of the Chair.
- 8.0 Notice of meetings shall be issued via circulation of agenda to Committee members no later than the Friday preceding the meeting, or at the discretion of the Chair with extenuating circumstances.
- 9.0 The Committee shall maintain open communication with staff to ensure rules and procedures of the Municipality of Kincardine are being followed.
- 10.0 Minutes shall be kept of all meetings and shall be posted to all members within 10 business days of the meeting. Adoption of meeting minutes will be included on the agenda of next meeting and then the adopted minutes posted on the Municipality of Kincardine website.
- 11.0 The Committee shall meet on a monthly basis or as needed, to fulfill their mandate as set out in this Terms of Reference. Special meetings may be called by the Committee Chairperson to deal with emerging issues such as training of members, time sensitive and/or issues identified by the Committee Chair.
- 12.0 Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest at the beginning of the meeting or at the earliest time known.
- 13.0 For consistency of messages, media inquiries should be directed to the Committee Chair or a designated staff member.
- 14.0 The Committee is encouraged to hold meetings commencing no later than 4:00 p.m. in order to reduce the financial implications for the Municipality.
- 15.0 The Committee will meet annually, (in the fall) with the Clerk or designate to determine the goals and objectives for the upcoming year. The Committee will then develop an annual budget for submission to Council to support those well-defined goals and objectives. Final Arts, Culture and Heritage budget approval rests with Council.