

Advisory Committee Name:	Pelham Cultural Advisory Committee
Meeting Date and Time:	Second Wednesday of the Month 3:00 p.m. – 4:30 p.m.
Meeting Location:	TBD

Purpose

The purpose of the Pelham Cultural Advisory Committee is to promote culture in the Town of Pelham (the “Town”) and to provide input and perspective on the policies, strategies and programs that effect the development and delivery of Town culture.

Mandate

The mandate of the Pelham Cultural Advisory Committee is to provide advice to Council and Town Staff on the advancement of arts and culture in Pelham, as pursuant to the Pelham Cultural Master Plan and the Pelham Public Art Master Plan with respect to the following areas:

- The implementation of the Cultural Master Plan and Pelham Public Art Master Plan for the Town;
- Provide a forum for groups and organizations interested in preserving and/or promoting arts and cultural resources;
- Advocate on behalf of Pelham arts and cultural communities;
- Provide advice and guidance on the implementation of Pelham’s municipal arts and cultural policies and by-laws, and other corporate policies that may affect arts and culture;
- Advise on ways to increase the commitment to, and further public understanding of, arts and culture issues;
- Provide advice and guidance on the success of Pelham’s arts and culture funding, development, facility, community and public arts and cultural activity and initiatives, and recommend changes as required;
- Report to Pelham Town Council on the state of the arts and culture in Pelham and resulting social, quality-of-life and economic impacts;
- Consider issues, new trends and future needs related to the delivery of arts and cultural programming in Pelham;
- Monitor funding opportunities for arts initiatives and programs, and encourage the Town or other eligible agencies to apply for funding and provide input on funding applications; and

- Continue to review and develop Pelham Cultural Master Plan and Pelham’s Public Art Master Plan.

Membership:

The Committee shall be appointed by Town Council and comprised of the following:

- One (1) Member of Council (Ex-officio);
- No less than five (5) and up to seven (7) resident representatives;
- Director of Recreation, Culture and Wellness, or designate (as a resource); and
- Secretary (as an administrative resource).

A background or interest in the following would be considered an asset:

- Visual arts;
- Urban design;
- Architecture/landscape architecture;
- Dramatic arts;
- Art/theatre education;
- Literary criticism/writing;
- Music;
- Dance; and
- Heritage.

Pelham residents must meet the following criteria to be eligible for appointment:

- Resident of the Town of Pelham; and
- Must sign the Councillor Code of Conduct.

The meetings of the Pelham Cultural Advisory Committee are public and may be recorded and posted to the Town’s website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* “MFIPPA”.

Schedule and Location of Meetings

The Pelham Cultural Advisory Committee shall on the second Wednesday of the month from 4:00 p.m. to 5:30 p.m.; however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of Members and staff.

Committees are entitled to a summer/ vacation break.

Term of Committee

The term of membership shall be four (4) years, aligned with Town Council's elected term of office subject to the election period, and the memberships shall be approved by Council in accordance with membership requirements.

Please note, Committees do not meeting during the election period which commences on Nomination Day as determined by the *Municipal Elections Act, 1996*.

Resources and Budget

The Recreation, Culture and Wellness department is the designated lead department providing support for the Pelham Cultural Advisory Committee; however, the Pelham Cultural Advisory Committee also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

This Committee is allotted a budget, and is subject to annual Council approval.

Meeting Protocols

Advisory and Statutory Committees are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

Consent

By applying to the Pelham Cultural Advisory Committee, you have agreed, consented and understand all the provisions within these Terms of Reference.

Financial Reporting

Financial reporting will be administered by the Town of Pelham Corporate Services Department.

Amendments to the Terms of Reference

The Terms of Reference shall be reviewed and refined every four years to ensure that they remain current and meaningful. This four-year period shall run with the Term of Council.

Proposals to amend the Terms of Reference must be approved by the Committee and Council.

Council Approval Date: