



Arts Commons Advisory Committee

Terms of Reference**1. Authority**

The Arts Commons Advisory Committee (the "Committee") was established by Council on 2019 January 28 (C2019-0135 Motion Arising).

2. Mandate

The mandate of the Committee is to complete a fulsome review and assessment of the renovation and expansion of the Arts Commons facility [Arts Commons Transformation project "ACT Project"], as adopted by Council (CPS2011-48) and report back to Council.

3. Responsibilities

The Committee's specific responsibilities include:

- A review and assessment of the ACT Project including:
 - the proposed project's alignment with Council priorities and The City's strategy, plans, research and policies;
 - the community need for and benefit of the proposed project's programs and offerings; and
 - the proposed project consistent with the *Investing in Partnerships Policy* capital project evaluation framework including the project business case; functional plan/program; operating plan and proformas; project budget (including costing); governance and project funding.
- Provide a recommendation to Council regarding the ACT Project viability, funding, governance and implementation.

4. Reports To

The Committee reports directly to Council quarterly with status update reports.

5. Composition

The Committee consists of five (5) voting members as follows:

- Three Councillors;
- Board Chair, board member or senior executive from the organization, Arts Commons; and
- Board Chair, board member or senior executive from the organization, Calgary Municipal Land Corporation.

In addition, the Committee will include the following non-voting members:

- City Manager or designate, City of Calgary;
- General Manager, Community Services or designate, City of Calgary;
- Board Chair, board member or senior executive from the organization, Arts Commons;



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- Board Chair, board member or senior executive from the organization, Calgary Arts Development Authority Ltd.;
- Other non-voting representatives as decided by the Committee.

6. Quorum

Greater than 50%, that is, three (3) voting members.

7. Chair and Vice-Chair

The Chair and Vice-Chair shall be members of Council. The Chair of the Committee is appointed by Council resolution for the initial term of the Committee. For subsequent terms, the Chair is elected by the voting Committee members annually at their first meeting after the Organizational Meeting.

The Vice-Chair shall be elected by the Voting Committee members at its first meeting and annually at their first meeting after the Organizational Meeting.

8. Term

After establishment, Councillors are appointed to the Committee for a one-year term expiring on the day of the next Organizational Meeting.

9. Meetings

The initial meeting of the Committee will be called through Council Resolution. Subsequent meetings of the Committee will be at the call of the Chair. Notice of meetings must comply with the *Municipal Government Act (Alberta), Section 195 and 196(2)* and *The City of Calgary Procedure Bylaw 35M2017*, as amended.

Meetings will occur in the Municipal Complex.

Meetings are open to the public. However, the Committee, by majority vote, will decide when it is appropriate to meet in a Closed Meeting and shall give reasons for doing so in accordance with the *Freedom of Information and Protection of Privacy Act (Alberta)*. The confidentiality of Closed Meetings will comply with the applicable provisions of the *Municipal Government Act (Alberta)* and the *Freedom of Information and Protection of Privacy Act (Alberta)*.

10. Working Group

The Committee may establish working groups to undertake specific time-limited tasks as required. Membership of the working group may include members of the Committee or other appointees as the Committee deems necessary. The Chair will serve in that position for any working groups formed.

11. Meeting Support

The City Clerk's Office will provide legislative services for the Committee in accordance with Council Policy CP2016-03, *Governance and Appointments of Boards, Commissions and*



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Committees and Procedure Bylaw 35M2017 as amended.

The City Manager or designate will act as a resource to the Committee. Administration will be responsible for drafting reports and recommendations to the Committee on behalf of any working groups.

12. Procedures

The Committee shall act in accordance with *Governance and Appointments of Boards, Commissions and Committees Policy*.

The Chair and Vice-Chair, in consultation with the City Manager or designate, will establish the meeting agenda.

The Committee will ensure that there is purposeful dialogue between The City, established entities and key stakeholders to provide information to inform sound decision-making.

Any records submitted to the Committee is governed by the applicable provisions of the *Municipal Government Act (Alberta)* and the *Freedom of Information and Protection of Privacy Act (Alberta)*.

13. Governance

The Committee and Working Group Members and any attending Members of Council will act in accordance with the *Municipal Government Act (Alberta)*, Bylaw 26M2018 *Code of Conduct for Elected Officials* or Council Policy CC045, *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* as appropriate to position held and any other relevant Council Policies and in the best interest of The City taking into account the City as a whole, and without regard to the Member's personal interests. They will consider all issues consistently and fairly, and in the light of all relevant facts, opinions and analysis of which the Member should be reasonably aware. In addition, all Members will endeavor to incorporate the following Guiding Principles into the oversight and guidance they provide regarding the mandate delivery of the Committee and its Working Group Members:

- Accountability
- Citizen-centric
- Diversity
- Inclusion and authentic
- Neutrality
- Respect
- Responsive and committed
- Timeliness
- Transparency

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IN COUNCIL CHAMBER

FEB 25 2019

ITEM: B.1 Urgent Business
Report and attachment
CITY CLERK'S DEPARTMENT

Distribution