

# **CITY OF ST. ALBERT**

BYLAW 09/2020

## **ARTS DEVELOPMENT ADVISORY COMMITTEE BYLAW**

### A Bylaw to establish and define the functions of the Arts Development Advisory Committee

WHEREAS the *Municipal Government Act*, R.S.A., 2000 c. M-26 provides that Council may pass bylaws to establish Council Committees and define their functions; AND

AND WHEREAS City Council Policy C-CG-09 – Council Committees prescribes the use and standards pertaining to Council Committees; AND

AND WHEREAS Council wishes to establish a Council Committee to advise Council on issues relating to Arts development;

NOW THEREFORE, the Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

#### **TITLE**

1. This Bylaw may be referred to as the “Arts Development Advisory Committee Bylaw”.

#### **DEFINITIONS**

2. In this Bylaw:
  - a. “Art” or “Arts” or “the Arts” means the expression or application of human creative skill and imagination in a medium including, but not limited to, dance, drama, film and video, literary arts, music, visual arts;
  - b. “Artist” means a person engaged in an activity related to creating Art, practicing the Arts, or demonstrating Art in a medium including, but not limited to, dance, drama, film and video, literary arts, music, visual arts;
  - c. “City” means the municipal corporation of the City of St. Albert;
  - d. “Chief Administrative Officer” or “CAO” means the person appointed by Council to the position of Chief Administrative Officer under section 205 of

the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw, or their designate;

- e. "Committee" means the Arts Development Advisory Committee established by this Bylaw;
- f. "Council" means the municipal Council of the City of St. Albert;
- g. "Member" means a member of the Committee;
- h. "Practicing Artist" means a person who is engaged in creating Art on a regular basis; and
- i. "Public Art" means Art in any media that has been planned and executed with the intention of being staged or exhibited in a public space or in the public realm.

### **ESTABLISHMENT**

- 3. A Council Committee is hereby established to be called the Arts Development Advisory Committee.

### **MEMBERSHIP**

- 4. Members shall be appointed annually by Council resolution.
- 5. The Committee shall consist of a minimum of five (5) and a maximum of nine (9) Members, one of whom may be a non-voting member of Council.
- 6. In making annual appointments to the Committee, Council shall attempt to ensure that the Committee includes Members with experience or expertise in one or more of the following to the extent that the applicant pool will allow:
  - a. Practicing Artist;
  - b. Art educator or administrator;
  - c. Art historian, curator or conservator; or,
  - d. architect, landscape architect or design professional.
- 7. All Members must be residents of the City.
- 8. Members will receive no salary or honorarium for their services on the Committee. The City will reimburse any out of pocket expenses in accordance with the City's policies.

## **TERMS AND VACANCIES**

9. Members will be appointed for one or two year terms with a maximum of six years of continuous service. The first appointments will be for staggered terms. If a Member ceases to be a Member of the Committee for any reason, Council may appoint a replacement Member to serve for the remainder of the departing Member's term.

## **NON-VOTING PARTICIPANTS AND ATTENDEES**

10. A representative from the City's Community Services Department shall attend regular Committee meetings at the request of the Committee chair in the capacity of a resource and facilitator for the Committee but may not make motions or vote on any issue before the Committee.

## **QUORUM, MEETINGS AND RULES OF PROCEDURE**

11. Quorum at a Committee meeting is the majority of the Members.
12. At its first meeting of each calendar year Members shall:
  - a. designate one Member as chair, to act as the spokesperson for the Committee;
  - b. designate one Member as vice chair, to act in the chair's absence; and
  - c. establish a schedule and frequency for meetings of the Committee.
13. All meetings of the Committee shall be open to the public.
14. Public notice of meetings of the Committee shall be given by posting a notice on the City's website.
15. The CAO may attend any regular Committee meeting, including any *in camera* session, but may not debate, make motions, or vote on any issue before the Committee.
16. Any Member of Council who is not also a Committee Member may attend any regular Committee meeting, including any *in camera* session, but may not debate, make motions, or vote on any issue before the Committee.
17. The CAO shall provide the Committee with such administrative support as is reasonably required, in the CAO's sole discretion.
18. Minutes shall be taken at each Committee meeting and published on the City's website when approved by the Committee.

19. Members must follow the code of conduct attached as Schedule A to this Bylaw.

20. The rules governing the procedures of the Committee are as follows, listed in order of precedence:

- a. relevant provisions of the *Municipal Government Act*;
- b. the City's *Procedure Bylaw* modified or adapted as required to be applicable to the proceedings of the Committee;
- c. Committee terms of reference approved by Council, if any;
- d. Council or CAO approved policies, procedures, and guidelines specifically applicable to the Committee;
- e. any rules of procedure for Committee meetings that have been adopted by the Committee; and
- f. Robert's Rules of Order, Newly Revised.

### **COMMITTEE ROLES AND RESPONSIBILITIES**

21. The Committee shall:

- a. Make recommendations and provide advice on the development of policies for the City of St. Albert which support the development of the Arts and Artists which may include:
  - i. Objectives for the development and support of Artists and Arts organizations through grant and recognition programs;
  - ii. Objectives for Public Art including collection accession and deaccession, conservation and maintenance, and use and access plans; and,
  - iii. Mechanisms for ongoing public participation and feedback on policies and programs, including juror recruitment, for grant and recognition programs and Public Art;
- b. Make recommendations to Council on the allocation of funds from the applicable operating and capital budgets and reserves including Public Art (C-CS-04), Lieutenant Governor Distinguished Young Artists Legacy Program (C-CS-10), and the Cultural Wall of Fame (C-CS-15);

- c. Act as adjudicators for assessing and approving grant applications;
  - d. Provide input and recommendations to administration and Council to ensure that the Arts and Arts development are considered as integral components of City strategic and business plans; and
  - e. Approve potential jurors, with preference given to St. Albert residents;
  - f. Report to Council once per year regarding:
    - i. The activities undertaken by the Committee during that year; and
    - ii. Details on how funds for Arts development and Public Art have been used during that year.
22. The Committee may form one or more sub-committees to manage specific issues referred to a sub-committee by the Committee.

#### **EFFECTIVE DATE**

23. This Bylaw comes into effect when it is passed.

READ a First time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

READ a Second time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

READ a Third time this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

SIGNED AND PASSED this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF LEGISLATIVE OFFICER

## SCHEDULE A – CODE OF CONDUCT

1. Members of the Committee must conduct themselves in a positive and constructive manner, showing respect and courtesy for other Members, City Administration and the public.
2. Committee meetings must be a safe place to speak openly, where each Member has a voice and is heard.
3. Members must be committed to attending meetings. In the event a Member fails to attend three consecutive meetings without prior approval by the Committee, that Member may be removed from the Committee by resolution of Council.
4. All members of the Committee shall abide by the *Freedom of Information Protection of Privacy Act*, R.S.A., 2000 c. F-25.
5. Committee Members shall comply with any additional requirements as outlined in any bylaw or Council Policy that sets out the conduct of Council Committee Members.