



CITY OF BROOKS

BYLAW NO. 16/13

**A BYLAW OF THE CITY OF BROOKS TO ESTABLISH AN ARTS,
CULTURE AND HERITAGE BOARD.**

WHEREAS it is deemed necessary to establish an advisory board to assist the Council of the City of Brooks in providing opportunities in arts, culture, and heritage programs and facilities within the City of Brooks.

THEREFORE the Council of the City of Brooks, duly assembled, enacts as follows:

1. Short Title:

100. This Bylaw may be cited as the "City of Brooks Arts, Culture and Heritage Board Bylaw."

2. Objectives of the Board

200. To consult on all matters of policy affecting arts, culture and heritage pertaining to this Bylaw and provide advice to Council on arts, cultural and heritage items.
201. To make contact and create relationships with groups or special interest groups pertaining to arts, culture and heritage.
202. To be involved in promoting fundraising for specific projects in arts, culture and heritage as deemed appropriate by Council.
203. To identify the need for new or expanded arts, culture and heritage programs and make recommendations to Council to implement and promote these programs.
204. To study conditions and keep informed for the purpose of developing immediate and long range plans to meet arts, culture and heritage needs.
205. To encourage and facilitate joint initiatives between other City Committees and/or Departments, local businesses and industry, education institutions, community groups and Council.
206. To ensure all sectors of the community within the City have the opportunity to provide input into the directions and issues considered by the Board.

3. Composition of the Board

300. The membership of the Board shall not exceed seven (7) persons in accordance with the following and appointed by Council:
 301. One (1) member of City Council; and,
 302. Not more than six (6) citizens-at-large with an interest in arts, culture and heritage.
303. The Chief Administrative Officer shall appoint Recreation Department staff member(s) to regularly attend the meetings of the Board for the purpose of recording minutes and providing support.
304. A quorum shall consist of a majority of members.
305. The citizen-at-large members of the Board may serve for up to three (3) consecutive two (2) year terms. Members having served three (3) consecutive two (2) year terms shall not be reappointed without an absence from the Board for at least one (1) year. Council shall have the right to waive the required absence at its sole discretion, upon receiving a request to do so from the Board.
306. A member of the Board may resign his/her position at any time.
307. In the event of a citizen-at-large vacancy, the City shall arrange, through an open public process, for the Board to receive applications for membership. The Board shall review all applications received and shall recommend to Council a suitable candidate for membership. If this process yields no suitable candidate, Council may reduce the citizen-at-large membership on the Board or continue to search for a suitable candidate.
308. Meetings shall be held regularly and at least quarterly.
309. A Chairperson and Vice-Chairperson of the Board shall be elected at the January meeting of the Board each calendar year.
310. If any member of the Board is absent from three (3) consecutive regular Board meetings without prior Board approval, the Board may recommend to City Council that the seat be declared vacant.

4. Powers and Duties of the Board

400. The Board shall have the following powers and duties:
 401. To establish special interest task forces or sub-committees on strategic matters to carry out work on behalf of the Board. Such task forces and sub-committees shall be required to report findings to the

Board;

- 402. To provide advice in relation to specific projects and programs;
- 403. To provide advice and make recommendations to Council on issues considered appropriate by the Board or matters referred to the Board by Council;
- 404. On behalf of the City, advocate for arts, cultural and heritage initiatives, where appropriate;
- 405. To advise on the preparation and delivery of submissions for arts, cultural and heritage initiatives, where appropriate;
- 406. To inform, liaise with and seek input from appropriate businesses, stakeholders, City Committees and Departments and the community regarding Board issues; and,
- 407. To attract new arts, culture and heritage opportunities to the City.
- 408. The minutes from each Board Meeting shall be prepared and distributed to members of the Board and the City's Executive Assistant.
- 409. As an advisory board, the Board has no delegated authority to commit or expend City monies.

5. **Code of Conduct**

- 500. Members are required to review and abide by the City's Code of Conduct Policy.
- 501. No member can use information obtained through their position on the Board for private purposes or private gain.

6. **Effective Date:**

- 600. This Bylaw shall take effect at the date of final passing thereof.

Read a first time this 19th day of December, 2016.

Read a second time this 19th day of December, 2016.

Read a third time and finally passed this 19th day of December, 2016.



Mayor



Chief Administrative Officer

