



TOWN OF KINDERSLEY

KINDERSLEY CULTURE PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

- MANDATE:** The Kindersley Culture Plan Advisory Committee's purpose is to serve in an advisory capacity to the 2016 culture development planning effort. The group will provide advice, recommendations and support to administration and Council as a small representation of Kindersley's local sectors which the plan will focus on.
- MISSION:** To advise, support and champion the Kindersley Culture Plan from adoption of the framework to adoptions of the plan document.
- COMPOSITION:** A local representative from the following organizations/sector will be selected and invited to represent their community as a leader for the Culture Plan.
- 3 members from the Arts, Culture & Heritage Advisory Group
 - 2 members of the cultural arts sector outside of the Arts, Culture & Heritage Advisory Group
 - 1 member from the Kindersley Chamber of Commerce
 - 2 members from the local school system (elementary and college)
 - 1 member from the Kindersley Youth Council
 - 1 member from the Recreation Advisory Committee
 - 1 member from the Kindersley Seniors Centre
 - 2 community members at large
- Ex-officio participants will include the following:
- Town of Kindersley staff (Director of Community Services and Manager of Culture & Heritage)

APPOINTMENT TERM: Members are appointed to this committee from January 2016 to December 2016 (proposed adoption of plan)

TIME COMMITMENT: Members are committed to 8 meetings during the year and strongly encouraged to attend/participate at public engagement sessions.

ROLES &

RESPONSIBILITIES:

A Chair and Vice Chair will be appointed at the first meeting to lead all gatherings and represent the committee in the public.

Town staff will prepare all information to be reviewed or discussed at each meeting. Agendas and minutes will be drafted and provided in advance for all members.

Special tasks which the committee members will participate in include:

- Confirm Plan framework
- Contribute to the visions and values of the Plan
- Contribute to development of public engagement sessions
- Develop an identity for the Plan
- Champion and engage the public
- Work with staff to prioritize and define data from public sessions
- Review public feedback
- Determine implementation plan for the Plan
- Review the drafted Plan
- Present the Plan to Town Council
- Promote the completion of the Plan
- Roll out first action for the Plan

REPORTING:

The group meeting minutes will be submitted to the Chief Administrative Officer for Town Council's information.