



## EDMONTON ARTS COUNCIL - TERMS OF REFERENCE

### RECOMMENDATION

That the Terms of Reference - Council Member Advisor Appointment to the Edmonton Arts Council Board of Directors, as set out in Attachment 1 of the August 22, 2023, Office of the City Clerk report OCC01947, be approved.

### Report Purpose

**Council decision required.**

### REPORT

At its 2023 Annual General Meeting, the Edmonton Arts Council (EAC) approved amendments to its Bylaws (Attachment 2). The amended Bylaws become effective upon being accepted and registered by Alberta Corporate Registry under the *Societies Act*.

The proposed changes to the EAC Bylaws were presented to City Council in the March 14, 2023, Office of the City Clerk report OCC01794 - Edmonton Arts Council Update. Council received the report for information.

This report provides a Terms of Reference for Council Member Advisor appointments to the EAC to reflect the amendments to its bylaws.

### EAC Bylaws (2023) - Attachment 2

The amended EAC 2023 Bylaws are provided as background information for Council as it relates to the Terms of Reference - Council Member Advisor Appointment in Attachment 1.

Specifically, section 5.6, speaks to the appointment of Advisors:

- a) The Board of Directors shall consult with the City of Edmonton and welcome the appointment of one City Councillor and one City of Edmonton staff person as advisors, under mutually agreeable terms.
- b) The Board may also welcome the appointment of other advisors from the City of Edmonton, or other partners, under terms agreed upon from time-to-time.

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c) Advisors do not vote and do not count towards quorum.

d) Advisors participate at the discretion of the Board. The participation of appointed Advisors from the City of Edmonton will not be unreasonably restricted.

As outlined above, section 5.6 of the amended EAC Bylaw also has provision for a City of Edmonton staff person advisor. A separate Terms of Reference will be developed for the City of Edmonton staff person advisor under the direction of the City Manager.

### **Terms of Reference - Council Member Advisor Appointment - Attachment 1**

Attachment 1 is the Terms of Reference - Council Member Advisor Appointment, which provides information about the role of a Councillor appointed as an “Advisor” to the EAC Board of Directors. In this role, the Council Advisor represents the City to provide advice and act as a liaison. Council is asked to consider and approve the Terms of Reference - Council Member Advisor Appointment.

Previous Terms of Reference were approved by Council on February 26, 2019 (Office of the City Clerk Report CR\_6319), based on the previous EAC Bylaws.

The updated Terms of Reference (Attachment 1) aligns with Council Policy/Procedure C575D, Agencies, Boards, Committees and Commissions, Schedule 1 - Agency Classifications for that of an Advisor.

Appointments where the role of the appointee is mostly of a liaison nature to promote communication with the agency, or to demonstrate support for its efforts. Councillors may be appointed if the Agency requires information about Council’s policy direction. Within this classification, Administration may be appointed if the Agency requires input of a more administrative or operational nature.

Following the approval of the Terms of Reference, the Office of the City Clerk will reclassify the EAC from External Agency - Management classification to External Agency - Advisor.

### **EAC Council Member Appointments**

Councillors Principe and Salvador are currently appointed to the EAC Board. Both were first appointed on November 10, 2021, with terms expiring at the EAC Annual General Meeting in June 2024. At that time, recommendations for Council Member Advisor appointment(s) will be brought forward.

## **ATTACHMENTS**

1. Edmonton Arts Council (EAC) - Terms of Reference - Council Member Advisor Appointment
2. Edmonton Arts Council - Bylaws (2023)