

# Premier's Council on Arts & Culture

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## *Mandate & Roles*

### **1. Mandate and Accountability**

#### ***Mandate***

The Council is to assist in championing *The Spirit of Alberta*, Alberta's cultural policy ("the Policy") and advise the Government on significant matters pertaining to culture.

Created under s. 7 of the Government Organization Act, RSA 2000, Chapter G-10, the Premier's Council on Arts & Culture ("the Council") is an advisory Council accountable to the Minister as determined under section 16 of the *Government Organization Act*, as the Minister responsible for the Act ("Minister") and responsible for providing advice on significant matters pertaining to culture. Attached as an appendix are the Terms of Reference and Ministerial Order MO#21/08, dated May 20, 2008, outlining the mandate and responsibilities of the Council in more detail.

#### ***Accountability***

Council members must act honestly and in good faith, leaving aside personal interests, to advance the public interest and the mandate of the Council. The Council is accountable to the Minister and will:

- Explore opportunities to enhance partnerships among all levels of government, the private sector, non-profit organizations, cultural and educational institutions and individuals for the promotion and support of culture in Alberta;
- Help co-develop cultural strategies with Alberta Culture and Community Spirit on promoting and supporting culture in Alberta;
- Provide information and guidance to the Government of Alberta (particularly Alberta Culture and Community Spirit) that will further the objectives of the Policy;
- Champion the Policy in Government and the community; and
- Advise the Minister on the implementation, communication and evaluation of the Policy.

#### ***Minister's and Council's Accountability***

The Minister of Culture and Community Spirit is accountable to the Legislature for the operation of the Council. The key documents that define the role, responsibilities and accountabilities of the Council and the Minister are as follows:

- Government Accountability Act and Regulations
- Fiscal Responsibility Act
- Financial Administration Act
- Council Terms of Reference
- Council Mandate and Roles Document

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### **2. Recruitment and Appointment of Council Members**

Members are recruited and appointed by the Government of Alberta and collectively constitute the Council. They will be subject to the Council's Code of Conduct and Ethics. Appointment of each Council member is for a fixed term of up to three years, with the potential for re-appointment based on satisfactory performance. An individual's appointment is limited to a maximum of six years of continuous service.

The Council, in consultation with the Minister's designate, will develop a competency matrix that outlines the skills, experience and knowledge the Council requires for each position. The recruitment and selection process will be managed by the Ministry's Cultural Policy Initiative Executive Director. Positions will be publicly advertised and all identified candidates will be screened against the competency matrix, including the identification of potential conflict of interest issues.

An Interview Panel will consist of the Deputy Minister, the Cultural Policy Initiative Executive Director and the Council Chair, who will recommend potential candidates to the Minister for his/her consideration and appointment. The Ministry will formalize the appointment process through a Ministerial Order.

#### ***Remuneration***

Council members will be paid expenses in accordance with Committee Remuneration Order O.C. 466/2007 Schedule 2, part A, as amended from time to time.

### **3. Duties and Responsibilities**

#### ***Minister***

- Provide strategic direction to the Council to guide its priority setting and planning;
- Approve the Council's strategic plan in support of the Ministry Business Plan;
- Co-ordinate the work of the Council with the programs, policies and work of the Government and public and private organizations and institutions, in order to avoid duplication of effort and expense;
- Approve any significant variations from the Council's plan;
- Lead a review of the Council at least once every five years to determine whether or not the Council is still relevant to the needs of the province and is aligned with government direction;
- Assign staff resources as needed to support the work of the Council; and
- Inform the Council about any government policies that may impact the work of the Council.

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### ***Council***

In response to strategic direction from the Minister:

- Recommend strategies for championing *The Spirit of Alberta* and advise the Government on significant cultural matters;
- Establish performance measures and report on outcomes;
- Engage stakeholders and the public as required, gathering information and become knowledgeable about different perspectives, to ensure informed advice is provided;
- Make all reasonable efforts to ensure that advice provided to the Minister is evidence-based;
- Evaluate and report on the Council's performance against the Policy, using criteria agreed upon between the Minister and the Council;
- Be responsible for addressing how it interacts with the public. The Chair will consult with the Minister on items of concern.

### ***Meetings***

Meetings of the Council will be held at the call of the chair and occur at least twice in a fiscal year.

### ***Legal Compliance/Statutory Requirements***

The Cultural Policy Initiative is responsible for overseeing compliance with all relevant policies and procedures by which the Council operates and ensuring that the Council operates at all times in compliance with all applicable laws and regulations, the Council's Code of Conduct & Ethics, and to the highest ethical standards.

### ***Council Evaluation***

The Council will conduct an annual evaluation and review of the performance of the Council, any Standing Committees, and the Chair and individual members of the Council. The Council will review and discuss the results of such evaluation, and discuss potential ways to improve its effectiveness, and adopt agreed upon improvements. This process will be led by the Council Chair and supported by the Cultural Policy Initiative.

### ***Council Structure***

The Council may establish Standing Committees that support the mandate of the Council and that are accountable to the Council. The specific mandate of any Standing Committee will be established and reviewed periodically by the Council.

### ***Council Chair***

With direction from the Council, the Chair represents the Council and its interests in dealing with the Minister, the Ministry, stakeholders and the community. The Chair is responsible for providing leadership to the Council and for effectively facilitating the work of the Council. The Chair is responsible for:

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- Planning and managing Council meetings;
- Providing the Minister with regular updates on the Council's operations and informing the Minister regarding emerging issues;
- Ensuring that the Council has opportunities to meet independent of management;
- Ensuring that the Council conducts an annual evaluation of its performance and the work of individual Council members;
- Administering the Code of Conduct & Ethics and ensuring that conflict of interest matters are addressed by the Council; and
- Consulting with the Minister on items of concern regarding public interaction.

#### **4. Ministry Responsibility**

The Ministry responsible for the Council under section 10 of the *Government Organization Act* will support the Council in the following areas:

##### ***Council Secretary***

The Cultural Policy Initiative Executive Director, an employee of the Government, will act as the Council Secretary, is responsible for the general administration of the business of the Council including:

- The effective and efficient operation of the Council;
- Providing and directing staff as required;
- Authorizing and expediting the payment of contracts and expenses;
- Providing secretarial co-ordination functions for all meetings of the Council;
- Being custodian of all minutes, records and any other documents of the Council;
- Initiating recruitment procedures for new Council members in accordance with Ministry policies including orientation of new members in conjunction with the Council Chair;
- Ensuring orientation materials are available for training of Council members by the Chair or his/her designate;
- Attending Council meetings in a non-voting capacity; and
- Informing the Council about any government policies that may impact the work of the Council.

##### ***Senior Financial Officer***

The Senior Financial Officer, an employee of the Government under the Minister's administration will have responsibility for:

- All Council matters relating to financial and accounting policy and administration;
- Assigning staff to provide financial services and other related administrative services to meet the provisions of the Financial Administration Act; Government Accountability Act; the Fiscal Responsibility Act and other government policies and guidelines; and
- Attending Council meetings when requested to do so by the Council.

##### ***Deputy Minister/Assistant Deputy Minister***

The Deputy Minister and/or respective Assistant Deputy Minister may attend Council meetings at their discretion, for the purpose of enhancing ministry coordination and organizing support activities.



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### *Ministry Staff*

If the Minister considers it necessary, s/he will provide the services of employees of the Government, under his/her administration, to support the work of the Council.

### *Communications*

See APPENDIX A

## 5. Interaction between Council and Department

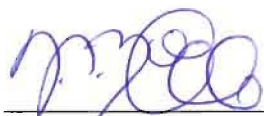
The Chair will advise the Premier through the Minister. The Deputy Minister will be the formal Department contact. The Cultural Policy Initiative Executive Director will be the operational Department contact, acting as Council Secretary.

## 6. Mandate Document Review Process

This document is in effect for not more than three years from the date it is signed. Any change in the core operations of the Council must be agreed to by both parties in a written amendment to this document.

## 7. Transparency

The original of this signed document will be kept with the Ministry Legislative Services Unit with copies provided to the Minister, the Council and the Agency Governance Secretariat. In support of the principle of transparency, this document will also be easily available to the public on the Ministry website.



Council Chair

Premier's Council on Arts & Culture

2/16/2009

Date



Minister

Ministry of Culture and Community  
Spirit

OCT 05 2009

Date

# APPENDIX A

## Communication Protocol

### Guiding Principles:

- The Premier's Council on Arts & Culture will conduct communications consistent with its Terms of Reference. The Council and the Department will work together to ensure communications activities are coordinated.
- Communications products required by the Premier's Council on Arts & Culture will acknowledge Government of Alberta funding and support, as appropriate. These products will be developed according to the Government of Alberta corporate identity and Alberta brand standards.
- The Minister will be informed of issues and opportunities in a timely manner, and invited to participate in the Council's public and stakeholder announcements and events.
- This protocol will be reviewed at least once annually, and may be amended from time to time, with the agreement of both parties.

### Ongoing Communications:

- The Department will advise the Chair of the Premier's Council on Arts & Culture in advance on provincial government announcements that may be of interest, or have an impact on the Council and its mandate.
- The Council will consult with the Department on the timing and content of significant public events or news announcements.
  - The Deputy Minister and Minister's offices will be consulted regarding the scheduling of news conferences and presentations.
  - The Minister will be given the opportunity to be quoted in Premier's Council on Arts & Culture news releases.
  - The Council Chair will be given the opportunity to be quoted in Government of Alberta news releases that specifically refer to the Premier's Council.
- The Council will inform the ministry of issues arising with stakeholders, media and others, in a timely manner. The Department will ensure the Council is similarly notified of emerging issues and the Chair and Minister, or their delegates, will each be prepared to comment publicly on these matters if the need arises.
- The Council may use the Government of Alberta media distribution network (ACN) and media monitoring service through the Department's communications branch.
- All news releases and information bulletins must be developed using approved Government of Alberta templates. These templates will include Government of Alberta logo, and will be coordinated through the Department's communications branch.
- Promotional materials intended for public distribution and use will be provided to the Minister in advance. The Minister is responsible for tabling these materials in the Alberta Legislature, as appropriate, and for determining if these materials would be distributed to MLAs.

# APPENDIX A

## Communication Protocol

### **Spokespersons:**

- The Council Chair is the primary spokesperson for the Premier's Council on Arts & Culture, and can assign other appropriate spokespeople as required.
- The Minister is the primary spokesperson on government policy and commitment to the arts and culture.

### **Visual Identity and Signage:**

- "The Premier's Council on Arts & Culture" is an official mark of the province of Alberta, and the Council will seek the Province's consent for any proposed change to this identity.
- The Council will advise the Department of any infringement of the "Premier's Council on Arts & Culture" identity, and will cooperate with the Department in any prosecution resulting from this infringement.
- Through discussion, and as determined by the Council and the Government of Alberta, communications materials and signage will acknowledge government funding and support in a variety of ways, including inclusion of the Government of Alberta signature and the Alberta brand.

### **Internet:**

- The Council website will be developed according to Government of Alberta corporate identity and website standards.

### **TILMA and AIT:**

- In accordance with the Alberta/B.C. Trade Investment and Labour Mobility Act (TILMA) and the Agreement on Internal Trade (AIT), marketing, creative services, advertising and media buying contracts will be awarded through a competitive process. When required by legislation, contracts will be tendered through the Alberta Government Purchasing Connection website.

### **Advertising:**

- The Council will work closely with the Department's communications branch to develop any advertising campaigns, and will follow standard Government of Alberta media buying and tendering processes. All advertising for the Premier's Council on Arts & Culture will complement the Government of Alberta's corporate identity and Alberta brand standards.

### **Communications Roles and Responsibilities:**

- Through mutual agreement, the Premier's Council and the ministry will determine the approach and the process for sharing information on a regular basis, and effectively addressing urgent matters and emerging public issues.