

TERMS OF REFERENCE

APPENDIX B

1. GROUP NAME

Municipal Cultural Action Plan Working Group (MCAP)

2. PURPOSE

A Working Group that guides and advises the implementation and evaluation of the City of Prince Albert Municipal Cultural Action Plan to the Community Services Advisory Committee.

3. MEMBERSHIP/COMPOSITION

List members by category:

- *Sponsor: Parks, Recreation & Culture*
- *Administrative Lead: Arts & Culture Manager*
- *Council Members (if applicable): Invited*
- *Administration: Invited*

External Stakeholders:

Membership is open and may include:

Mann Art Gallery

Prince Albert Library

Prince Albert Historical Society

Main Street Prince Albert/Prince Albert Downtown Business Improvement District

Prince Albert Arts Board

Prince Albert Grand Council

Metis Nation Saskatchewan – Prince Albert (Western Region 2)

Prince Albert Multicultural Council

YWCA Settlement Services

Any organization/group or individual with an interest in the MCAP

Members of the Municipal Cultural Action Plan shall not receive compensation for services other than reimbursement for actual expense incurred in completing official duties of the working group.

Any participant in the Municipal Cultural Action Plan Working Group including staff, committee members or advisors, must declare a conflict of interest as per City of Prince Albert Conflict of Interest Guidelines.

4. MANDATE

The Working Group shall be responsible including but not limited to the following:

- *Guide the implementation of the Municipal Cultural Action Plan (MCAP).*
- *Ensure the plan is connected to other plans like the OCP, Community Services Master Plan, downtown strategic plan, neighborhood plans, and housing;*
- *Advise on any matters related to the work of the culture plan (i.e. specific program or facility input).*
- *Communicate the work of your organization/group as it relates to the MCAP.*
- *Continuously monitor, evaluate, and record successes with the MCAP. A comprehensive evaluation will be done annually and will include analysis of the budget to the MCAP.*
- *Advise on actions and budget required to City Council annually.*
- *Assist in the promotion, education, and community engagement about the community's MCAP and the role of all organizations and citizens within it.*
- *Review and when necessary, propose amendments to these terms of reference, at least every four years.*

5. RESOURCES

The Arts & Culture Manager coordinates this group. The Arts & Culture Manager performs the duties of chair to call and preside at meetings, and to set an agenda.

The Municipal Cultural Action Plan Working Group shall meet a minimum of three times annually but may meet on a more frequent basis as required. Meetings are being held at the Margo Fournier Arts Centre.

The Arts & Culture Manager and Coordinator share the work on the MCAP annual initiatives.

6. REPORTING

The Municipal Cultural Action Plan Working Group through the Arts & Culture Manager will report to City Council as needed. This is usually annually, sometimes through the budget process.

An annual highlights document is also completed as well as an extensive evaluation tracker and "report card" against the goals.

7. TERM AND REVIEW

This group was formed in 2016.

Ongoing. The Terms of Reference was last reviewed in 2025.

8. CITY MANAGER APPROVAL

Signature _____

Date _____


09/03/26