
Policy: Citizen Advisory Boards and Commissions

Adopted by Board of Park Commissioners: November 2021

The work of the BPRYCS Department is supported and guided by 3 City Commissions including a policy (1) Board of Park Commissioners, and an advisory (2) Youth Commission and (3) Arts and Culture Commission. Citizen board members are appointed by the Mayor and City Council and serve 3 year terms. All commission meetings are open to the public. While the Superintendent or his/her designee sets board agendas, commissioners may also request to have an item placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. The Assistant to the Superintendent serves as the board liaison assisting commissioners with board schedules, packets and other logistics as required.

(1) Board of Park Commissioners

The Board of Park Commissioners was established in 1913 to provide stewardship and policy oversight of the Parks Department. The commission consists of the Mayor as an ex officio, chairman, six commissioners, a City Council Liaison and a Board of Finance Liaison. The Board of Park Commissioners meets the 3rd Wednesday of every month at 6:00 p.m. (unless otherwise noted). In order to thoroughly vet policy, 3 sub-committees comprised of board members (as assigned by the Mayor) are established and convene on an as needed basis. This includes:

- **Policy & Strategy Committee:** To act as the policy development committee responsible for: Annually reviewing and approving the Policy Manual, reviewing Superintendent's policy change recommendations, introduces new policies for staff to develop, assists with conduct of research regarding policies under consideration by the board, assists with review and approvals of CAPRA accreditation reports, and may review and make policy determination on special projects, requests or initiatives.
- **Finance Committee:** To act as the fiduciary committee responsible for: Reviewing financials on a monthly basis, providing input and approving the Superintendent's annual operating and capital improvement budget, reviewing and modifying park use fee schedules as appropriate, reviewing trust fund reports and evaluating requests to utilize trust funds for qualifying capital improvement projects, and providing input into department Business Plans as appropriate. May provide input into other financial issues throughout the year as needed.
- **Fund Development & Advocacy Committee:** To act as the philanthropic committee responsible for: Partnering with staff to institutionalize philanthropic processes, provides input and approves the annual Fundraising strategy and goals, cultivating partnerships and community relationships, assisting with securing sponsorships and donations, providing input on and assisting with fundraising events or initiatives as requested by staff.

(2) Youth Commission

The Youth Commission was established in 1978 to study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. The commission shall analyze the

needs and shall make recommendations to the Mayor and the City Council regarding the programs and policies available to serve those needs.

The Youth Commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third (1/3) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families. The Youth Commission meets 6 times a year, every other month on the 2nd Wednesday of every month at 6:15 p.m. (unless other noted).

(3) Arts and Culture Commission

The Arts and Culture Commission was established in 2018 to encourage tourism, entertainment, and arts in order to foster the development of community pride and improve the quality of life for Bristol residents by promoting community activities and showcasing Bristol's cultural events; make recommendations to the Mayor and City Council concerning the financial sponsorship of various activities and events and investigate other means of securing funding for commission activities such as paid advertising and grant opportunities. Coordinates the publication of a community calendar of events and any other appropriate publications which will showcase the large number of quality arts, cultural, tourism and family-oriented activities occurring locally.

The Arts and Culture Commission shall consists of seven (7) members. A chairperson, vice-chairperson, and secretary shall be elected by members of the City Arts and Culture Commission from among their members. The Arts and Culture Commission meets the 1st Wednesday of every month at 6:00 p.m. (unless other noted). In order to assist the Arts and Culture Supervisor administer special programs, 2 advisory sub-committees were established and convene as needed. This includes:

- **Cultural District Committee:** In 2022 the City of Bristol obtained a Cultural District Designation for the downtown area established by the Cultural District Committee. Per state requirements the Cultural District committee will meet a minimum of once per year with responsibilities to annually review and approve the elements and assets of the cultural district.