

Special Arts and Cultural Advisory Committee (SACAC) Terms of Reference

Purpose:

With the development of the Municipality's Regional Plan 5-Year Review Process (RP+5) and its included review of the Cultural Plan, there is a role for an advisory committee of professional arts and cultural community stakeholders to provide input and advice to Regional Council toward the next phase of the Cultural Plan. The focus of the Committee should be at the level of research, policy direction, program structure and service delivery, and in direct relation to the development of the Culture and Heritage Priorities Plan emerging from the RP+5 review.

Background:

In 2006, Regional Council adopted the Cultural Plan. The Cultural Plan provides policy direction and actions to guide HRM's service delivery and investment in arts and culture over a three-phase, ten-year horizon.

While the goals of the Cultural Plan suggest a strategic direction for policy development and service delivery, they do not provide operational targets or measureable outcomes by which to measure the success of the broad focus of the plan. Currently, as a function of the Regional Plan 5-year review process (RP+5), the advancement of the objectives of the Cultural Plan are being assessed. This assessment will serve as a progress indicator for the advancement of the Cultural Plan and will result in the development of a Culture and Heritage Priority Plan which carries the intent of structuring the focus of HRM's Culture and Heritage policy development and program delivery towards a coherent basis for investment in future culture and heritage funding and programming.

It is envisioned that the Special Arts and Cultural Advisory Committee will work in parallel to the development of the Culture and Heritage Priorities Plan, making best practice recommendations on matters of governance structure and program administration, both informing the content of the Priorities Plan and creating the conditions for a rationalized and effective investment in HRM's arts and cultural sector.

Committee Role:

The SACAC will serve as an advisory body to municipal staff who will report resulting recommendations to Regional Council. The SACAC's mandate will focus on best practice models of municipal arts and cultural support frameworks with a focus on governance models, administrative norms specific to arts and culture program and service delivery. The SACAC will draw upon their knowledge and engagement with members of HRM's arts and cultural community to make informed recommendations to staff regarding areas of strategic importance to the execution of HRM's arts and cultural mandate, the Regional Plan and the Culture and Heritage

Priority Plan.

Responsibilities:

SACAC will support staff's work in the following areas:

- Research best practices models from those Municipalities who are deemed by the SACAC to have enabled and supported strong links between the professional arts and culture sector and Municipal Government.
- Examine best practice models along with HRM's current arts and culture service delivery model to inform the development of possible program directions which provide effective support of the professional arts and culture sector in furtherance of the objectives of the Regional Plan and toward the strategic development of the Culture and Heritage Priorities Plan.
- Engage in active, strategic consultation with the arts and culture sector and to provide HRM with a framework by which the Municipality may continue to best access sector expertise and insight on an ongoing basis.
- Leadership role in the facilitation of intergovernmental discussion;
- Participate in regular, discipline-specific or issue-based meetings with arts and cultural stakeholders.
- Facilitate effective communication between HRM's arts and cultural workers, HRM staff and members of Regional Council.
- Synthesize research findings to provide expert guidance to Regional Council toward the possible development and implementation of prospective governance models and administrative structures, policy initiatives and program design specific to the support of HRM's arts and culture sector.

Membership:

The SACAC will be comprised of:

- One (1) member from Halifax Regional Council.
- Six (6) members from the arts and cultural sector with emphasis on established artists, arts professionals and arts administrators, cultural workers and communities of interest.
- One (1) member from the private sector with an emphasis on arts and cultural advocacy, patronage and fundraising.
- One (1) citizen at large.

Selection Criteria:

Successful applicants will display an active, focused interest in the arts and cultural sector. This may include established arts and cultural workers, practitioners or specialists as well as those not professionally engaged in arts and culture but who exhibit both knowledge of issues affecting these industries as well as a strong interest.

It is integral that the breadth of the arts and cultural industries be represented within the Special Arts and Cultural Advisory Committee.

Applicants will be evaluated according to the following criteria:

- Individuals exhibiting both a strong interest in the arts and cultural fabric of HRM as well as an ability and a willingness to work collaboratively with artists, cultural workers, agents of government, members of the business community, private citizens, etc.
- Individuals contributing to a SACAC that is made up of a range of geographic communities and communities of interest.
- Individuals representing a broad arts or cultural community through active participation in an agency or organization from that sector.
- Individuals demonstrate a willingness and ability to commit to the term (ending December 31, 2013) and the membership requirements.
- Individuals bringing specific skills and experience related to the responsibilities outlined in this Terms of Reference document.

The Community Planning and Economic Development Standing Committee will make recommendation to Regional Council for final approval of nominations based on applicants received. These recommendations will be assessed and selected against the evaluation criteria.

Appointments:

A membership recruitment process encouraging people from a diverse range of HRM citizens and communities will be used.

The term of the membership will be for a period not to extend beyond December 31, 2013.

Appointments will be made in accordance with the Public Appointments Policy adopted by Regional Council.

In the case of any member missing two (2) consecutive meetings without the consent of the Committee, the member shall be deemed to have resigned.

Officers:

The Special Arts and Culture Advisory Committee shall elect a chair and vice-chair position from its members at the first meeting of the year.

The role of the chair, in whole or part, can be shared with or delegated to the vice-chair in order to carry-out the role and responsibilities of the Committee.

The Chair (Vice-Chair) will have the following responsibilities:

Guide the discussion and facilitate meetings.

- Encourage participation by SACAC members.
- Work with staff in preparing meeting agendas and supporting materials.
- Act as spokesperson for the Group.

Decisions:

Quorum shall consist of not less than 50% +1 of the voting members. Decisions shall be made by majority vote.

Meetings:

Meetings will be held monthly (or at a frequency that is necessary to conduct the business of the Group). A regular meeting schedule will be determined at the first meeting.

The meetings will be complementary to HRM's business planning schedule, with the understanding that the expressed mandate of the Committee be completed no later than December 31, 2013. The recommendations of the Committee will be captured and presented by staff to Regional Council in the form of a staff report in advance of the 2014/2015 budget planning process.

The procedure of the Committee shall be governed, where not inconsistent with the *Halifax Regional Municipality Charter*, by Administrative Order No. 1 Respecting the Procedures of the Council.

Meetings of the Committee are open to the public.

Resources:

Council will provide staff resources for all regular and special meetings as follows:

- Coordination and arrangement of meeting time, and venue.
- Circulation of meeting agendas and minutes.
- Preparation & distribution of materials.
- Reporting ongoing project information and status updates.
- Presentation of planning material as required.
- Coordination and communication between the SACAC and other related staff and Council Committees as required.

Approved by
Halifax Regional Council
June 25, 2013