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Item No. 12.1
Community Planning and Economic
Development Standing Committee
April 16, 2015

TO: Chair and Members of Community Planning and Economic Development
Standing Committee

SUBMITTED BY: Original Signed by: _____
Brad Anguish, Director, Parks and Recreation

DATE: March 17, 2015

SUBJECT: **ArtsHalifax Advisory Committee**

ORIGIN

August 11th, 2011 Community Planning and Economic Development Committee motion:
MOVED by Councillor Lund, seconded by Councillor Outhit that the Community Planning and Economic Development Standing Committee direct staff to develop Terms of Reference for a Cultural Liaison Committee including responsibility to review the Cultural Plan.

April 29, 2014 Halifax Regional Council motion:
MOVED by Councillor Nicoll, seconded by Councillor Mason that:
Whereas \$300,000 has been included in the 2014/15 Operating Budget approved on April 1, 2014 by Regional Council to implement the Interim Professional Arts Organization Grant Program as outlined in Attachment 4 of the staff report dated March 6, 2014, it is recommended that Halifax Regional Council:

1. Direct staff to draft an Administrative Order for Regional Council's consideration to implement the Interim Professional Arts Organization Grant Program outlined in Attachment 4 of the staff report dated March 6, 2014;
2. Direct staff to initiate the creation of a professional arts and culture sector advisory committee with a peer jury process for 2015/16 consistent with the Governance Review of Committees, and coordinated with upcoming Grant Policy and Culture and Heritage Priorities Plan; and
3. Direct staff to undertake an analysis of the remaining Special Arts and Cultural Advisory Committee (SACAC) recommendations outlined in Table 1 of the staff report dated March 6, 2014, for determination of financial implications and harmonization with other corporate initiatives.

LEGISLATIVE AUTHORITY

- *Halifax Regional Municipality Charter*, subsection 21(1): "The Council may establish standing, special and advisory committees".

- Administrative Order 54 “Procedures for the Development of Administrative Orders”, clause 8(a): “Administrative Orders may be initiated in one of three ways: (a) by a resolution of the Council directing staff to draft an Administrative Order for consideration by the Council...”
- Community Planning and Economic Development Standing Committee Terms of Reference, Section 5: The Community Planning and Economic Development Standing Committee shall oversee HRM’s community building initiatives in the areas of arts, culture and recreation and related facilities strategies by:
 - (a) promoting and enabling an inclusive range of arts, culture and Recreational opportunities in HRM;
 - (b) promoting and enabling access to arts, cultural and recreational facilities that support HRM’s Community Outcome areas; and
 - (c) overseeing the progress on HRM Community building and enhancing strategies and any related initiatives.

RECOMMENDATION

It is recommended that the Community Planning and Economic Development Standing Committee recommend that Halifax Regional Council:

1. Adopt Administrative Order 2014-019-GOV, “*ArtsHalifax Advisory Committee Administrative Order*”, as outlined in Attachment 1 of this report;
2. Approve the consolidation of the current public art annual operating programs (open projects and artist in residencies) and the associated budget of \$60,000 into the Interim Grants to Professional Arts Organizations Program, subject to the procedural conditions outlined in Administrative Order 2014-007-ADM, “*the Administrative Order on Grants to Professional Arts Organizations*”; and
3. Approve the approach for remaining Special Arts and Culture Advisory Committee recommendations as outlined in Table 2 of this report.

BACKGROUND

On April 11, 2013, the Community Planning and Economic Development Standing Committee (CPED) was presented with an information report titled “Comparative Analysis for Municipal Cultural Investments”. Based on a review of the findings of that report, and parallel to a subsequent report focusing on the relative cultural investment of seven similar-sized Canadian cities, including Halifax, CPED requested that an adHoc Special Arts and Culture Advisory Committee be established. That Committee was intended to be charged with providing recommendations related to professional arts funding and municipal support based on a best practice review of other civic models.

At the April 30, 2013 meeting, Regional Council approved the recommendation from CPED to establish the adHoc Special Arts and Culture Advisory Committee (SACAC). The Committee was given the mandate of delivering targeted recommendations on municipal support of the professional arts sector to staff for consideration in the 2014/2015 budget process. The terms of reference for the Committee were subsequently approved by Regional Council on June 25, 2013, and the Committee completed its recommendations at the end of December 2013.

Recommendations of SACAC were responded to by staff and presented to Regional Council on April 29, 2014. SACAC’s recommendations were organized into three broad categories:

1. Governance;
2. Funding and Program Administration; and
3. Corporate Integration.

Under the “Governance” category, the primary recommendation to Regional Council was to initiate the creation of a professional arts and culture advisory committee. Under the “Funding and Program Administration” category, the Committee recommended increased funding to the professional arts sector. Regional Council approved additional funding in April 2014 and subsequently adopted Administrative Order 2014-007-ADM, *Respecting Grants to Professional Arts Organizations*, which outlined the implementation of the Interim Professional Arts Organization Grant Program on August 5, 2014. The remaining recommendations related to the creation of an arts and culture advisory committee (“Governance”) along with additional recommendations outlined in the “Funding and Program Administration” as well as “Corporate Integration” categories, are captured in Table 2 and addressed in this report.

DISCUSSION

In the report presented to Regional Council on April 29, 2014, the recommendations of SACAC were organized into two distinct timelines: (1) immediate objectives and (2) those requiring further analysis. Those identified as immediate objectives, namely the creation of professional arts grants framework with an initial budget allocation of \$300,000, were included in the 2014/2015 budget planning process. Those requiring further analysis were identified in Table 1 of that report, and are repeated below:

Table 1: SACAC Recommendations for Analysis

Arts HRM will recommend core funding and project funding programs.
Peer Jury process for consideration of merit of applications.
The decisions of the peer jury will be presented to the CAO for authorization and disbursement. Neither Regional Council nor ArtsHRM will have final approval of funding decisions.
The existing tax exemption for non-profit organizations arts facilities should be brought under the umbrella of Arts HRM.
Community Grants program continue to allocate funds to professional arts projects until the initiation of the Arts HRM Project Grants Program in 2016/17.
Public Arts Program be brought under the umbrella of Arts HRM with peer assessment as part of the process.
Staff and Arts HRM to continue to explore options to enable funding for individual artists, for implementation in 2017/18.
Regional Council commits to raise program funding for Arts HRM incrementally to the national average by 2017/18.
Arts HRM will work closely with Arts Nova Scotia to ensure efficient and comprehensive service to the arts community.
Council will task staff and Arts HRM to develop a gap analysis that identifies priorities for facilities upgrades, replacements and construction of new facilities.
HRM will establish a new easy to navigate Arts HRM website.
Council will actively promote the work of HRM artists.
HRM will establish formal communication links and further its engagement activities with current and emerging youth networks.
HRM will look for opportunities to incorporate the diversity of our city’s arts and culture into marketing and promotional activities.

Council will develop formal recognition through the Office of the Mayor of the contribution of the arts to the quality of life in HRM.
HRM will explore the possibility of a Sister City program.
Council will submit a municipal application to the Department of Canadian Heritage's "Cultural Capitals of Canada" program to receive a designation as the 2024 "Cultural Capital of Canada".

The overarching governance recommendation of SACAC, though not captured in Table 1, was the creation of an arts and culture sector advisory committee that would be tasked with both the determination of recommendations for financial support and contributions to the overall vision and direction for HRM's support of arts and culture sector.

In this report, the analysis of SACAC's additional recommendations have been addressed in relation to the development of the Terms of Reference for the proposed committee, now referred to as the ArtsHalifax Advisory Committee (ArtsHalifax). Through the analysis, the items identified in Table 1, above, have been categorized as follows:

1. Within the immediate mandate of ArtsHalifax, and feasible according to existing operating parameters (e.g. *HRM Charter* and municipal operating procedures);
2. Not currently feasible under existing operating parameters and recommended for consideration within broader corporate planning initiatives, such as the Culture and Heritage Priorities Plan;
3. Ongoing and/or relevant under existing operating procedures, to be addressed by staff in accordance with existing corporate practices;
4. Not currently feasible under the *HRM Charter* or existing operating parameters and not recommended for further consideration by ArtsHalifax or staff; and
5. No longer relevant.

Recommendations falling under Category 1, above, have been structured as role components of ArtsHalifax and included within the proposed Terms of Reference. Recommendations falling within categories 2-5 are considered to be outside of the Terms of Reference for ArtsHalifax and are addressed later in this report and summarized in Table 2.

ArtsHalifax Terms of Reference

The intent of SACAC was that Regional Council establish an arm's length arts council, "Arts HRM", initially as an advisory committee to Council. Consultation with relevant staff has indicated that there is no clear existing model within current governance and administrative structures that would enable that structure at this time. This was reflected to SACAC and subsequently informed their recommendation that an arts and culture advisory committee work with staff toward the development of possible arms-length models, or similar. Further, while SACAC presented recommendations, the defined timeline of their mandate did not permit a thorough assessment of all options related to possible arms-length models. Therefore, SACAC recommended a timeline of 2017-2018 for the determination of recommendations on a potential arms-length arts council.

The nature of SACAC was as a 'working group'- a task-oriented body of sector specific, knowledgeable members with defined actions and outcomes within a pre-determined timeframe. As a result, SACAC was structured as a staff advisory committee. Similarly, the defined advisory roles of ArtsHalifax will have direct impacts on the staff administrative level, specifically with respect to the development of peer jury process, procedural recommendations relative to the Interim Grants to Professional Arts Organizations program, and the development of a corporate rationale for arts awards and recognition programs.

Therefore, based on the precedent offered by SACAC and the Halifax Explosion Anniversary Committee, and recognizing the defined, task-oriented mandate of ArtsHalifax over the short term, it is recommended that ArtsHalifax be established as a staff advisory committee, with recommendations from ArtsHalifax

being addressed by staff in reports to CPED for consideration and direction by Regional Council. This structure is in accordance with existing administrative structure and aligned with the outcomes of the 2014 Governance Review of Committees.

It is further recommended that ArtsHalifax be given a three (3)-year mandate culminating in recommendations to staff in advance of the 2018-2019 budget planning process on a possible arms-length council or otherwise, best practices models for arts and culture governance and funding administration. Upon final consideration of the recommendations, staff would then present options on ArtsHalifax's future governance model, role and function for Regional Council's consideration. While the three-year mandate would likely result in Regional Council's consideration of a possible arms-length arts council later than recommended by SACAC, it would also provide the committee sufficient time to be established and then to thoroughly consider best practices and potential recommendations. In addition, with the multiple tasks assigned to the committee, a three year schedule is a reasonable amount of time for the committee to properly meet its responsibilities. However, the terms of reference for the committee does not restrict completion of the recommendations within a shorter timeframe, should the work be able to be completed earlier.

Notwithstanding the above, it is recommended that the immediate priority of ArtsHalifax focus upon professional arts program delivery and administration with specific attention towards a peer jury process starting for the 2016/17 *Interim Grants to Professional Arts Organizations process* and, on an ongoing basis, focus on Municipal arts and cultural awards and recognition program recommendations, as well as provide an advisory function on various arts and culture initiatives including the Cultural Spaces Plan.

Therefore, the proposed ArtsHalifax terms of reference outlines the following roles and responsibilities:

Recommendations on the Interim Grants to Professional Arts Organizations Program

1. *Arts HRM will recommend core funding and project funding programs.*

ArtsHalifax will make recommendations on the administration of the *Interim to Professional Arts Organization Grants Program* The *Interim Grants to Professional Arts Organization Program* was approved by Regional Council and structured under Administrative Order 2014-007-ADM. ArtsHalifax will advise staff on matters of administrative process within the approved parameters of the Administrative Order.

2. *Peer Jury process for consideration of merit of applications.*

The committee will contribute to the development of peer jury processes for the evaluation of applications through the *Interim Grants to Professional Arts Organizations Program*. Through that process, the Committee will make recommendations to staff based on best practice research including consultation with stakeholder groups at the Provincial and Federal levels as deemed appropriate.

The Committee will also make recommendation to staff on criteria related to 'artistic merit', and will propose merit-based evaluation criteria. Those recommendations will be considered in the preparation of the staff recommendations to the Grants Committee for the provision of funding under the *Interim Grants to Professional Arts Organizations program*.

3. *Arts HRM will work closely with Arts Nova Scotia to ensure efficient and comprehensive service to the arts community.*

ArtsHalifax will research best-practices models of arts and cultural service delivery, specifically arts granting models, across Provincial and Federal jurisdictions.

Recommendations on Municipal Awards and Recognition Program(s)

The Terms of Reference for ArtsHalifax also includes a role to provide recommendations on the redevelopment and improved alignment of the municipality's arts and culture awards and recognition program. This work will include recommendations for the current Merrit Awards, Mayor's Awards, Poet Laureate, etc. Through this work, the committee's role will include consideration of the following SACAC Recommendations as outlined in Table 1:

- *Actively promote the work of HRM artists;*
- *Formally recognize the contribution of the arts to the quality of life in HRM;*
- *Develop formal recognition through the Office of the Mayor of the contribution of the arts to the quality of life in HRM;*
- *Establish formal communication links and further its engagement activities with current and emerging youth networks; and*
- *HRM will look for opportunities to incorporate the diversity of our city.*

In addition to the above noted tasks, the Terms of Reference outlines that Regional Council and CPED may, at their discretion, request ArtsHalifax to provide guidance and advice on matters relating to the professional arts and culture sector. Areas of interest may include municipal funding, governance, and program administration in support of the professional arts sector, and other corporate initiatives with sector-specific impacts. In these instances, recommendations from ArtsHalifax will be addressed by staff in a report to CPED for direction to Regional Council.

In particular, that task is expected to be related to a 2011 CPED motion requiring the creation of a terms of reference for a Cultural Liaison Committee and in support of the Culture and Heritage Priorities Plan. As part of that work, it is anticipated that an advisory committee will also be struck to review the findings of the cultural inventory (Phase 1 of the Culture and Heritage Priorities Plan) and provide guidance and engagement on the development of cultural priorities (Phase 2). Phase 1 is slated for completion in the 2015/16 budget cycle and Phase 2 will commence in 2015/16 and conclude in 2016/17. In the event that Regional Council creates a broader cultural stakeholder advisory Committee in support of the Culture and Heritage Priorities Plan, it is expected that representation from ArtsHalifax will be included on that committee.

Public Arts Program

One SACAC recommendation, namely that the "Public Arts Program be brought under the umbrella of ArtsHRM with peer assessment as part of the process" requires CPED and Regional Council approval. HRM's current public art program consists of three main components funded from the operating budget, specifically the Artist in Residency program, Open Call for temporary art projects and HRM's installation of a temporary public art piece during the Nocturne: Art at Night event. The first two components are similar to those types of projects that are considered under the *Interim Grants to Professional Arts Organizations (Project Assistance to Arts Organizations)* process.

Due to the similarities between the programs, including the inclusion of an existing peer jury process for the current HRM public art programs, it is recommended that the Artist in Residency Open Projects programs be consolidated with the *Interim Grants to Professional Arts Organizations* program. Consolidating these two programs with the *Interim Professional Arts Organization Grant Program* will ensure consistency of arts and culture service delivery and eliminate any duplication or confusion.

In addition to those two programs, for the past 5 years HRM has strategically applied a portion of the annual operating budget assigned to the public art program towards anchor art installations taking place simultaneous with the Nocturne: Art at Night event. This approach is in accordance with several of the directions set out in the 2008 Public Art Policy, and specifically Policy 4.1 which outlines that "HRM will strive to facilitate public dialogue on the subject of public art by implementing a public art awareness program focusing on promotions, communications, lectures and public education, and festivals." With a

specific timeline required for the installation of HRM’s temporary public art pieces to be able to be aligned with the Nocturne: Art at Night event, the process for the procurement of those projects should continue to be administered directly by HRM staff. Since the process includes an existing peer jury process, staff will be able to ensure that HRM’s anchor projects are able to be aligned with the Nocturne: Art at Night requirements as well as the ArtsHalifax mandate.

In addition to the operating budget components of HRM’s Public Art program, HRM also supports the provision of new permanent public art pieces within the public realm as well as the ongoing maintenance and refurbishment of existing pieces. The funding for these projects is approved by Regional Council through the annual capital budget process. The public art pieces are procured through HRM’s procurement process and include a peer jury process as part of the assessment. HRM staff is tasked with administering the processes for the projects approved under HRM’s capital budget. Therefore, only components of the current HRM Public Art program that are funded by the operating budget have been included for consideration of consolidation with the Interim Professional Arts Organization Grant Program.

Currently, the funding assigned within the operating budget towards the Public Art Program is approximately \$100,000. This amount is allocated annually through the operating budget process and as a result can vary from year to year. Of this amount, approximately \$40,000 is allocated towards HRM’s temporary anchor art installations during the Nocturne: Art at Night event. The remaining funding is allocated towards the Open Call process and Artist in Residency programs. It is recommended that the current public art program’s annual operating programs (Open Projects and Artist in Residency programs) and associated budget of \$60,000 be consolidated within the Interim Professional Arts Organization Grant Program under the Project Assistance stream. As a result of that consolidation, all community-initiated funding requests for art projects and programming would be considered in a consistent manner, with all allocated funding assigned using the same criteria.

Remaining SACAC Recommendations

Through staff’s further analysis, the remaining recommendations have been organized in the remaining four categories noted above, namely no alignment with broader corporate initiatives, ongoing, not feasible and no longer relevant. Table 2 outlines the recommended approach for the remaining SACAC recommendations which have not been included in the mandate of the ArtsHalifax Committee and the rationale for their categorization.

Table 2: Recommended Approach for remaining SACAC Recommendations

Not currently feasible under existing operating parameters and recommended for consideration within broader corporate planning initiatives, such as the Culture and Heritage Priorities Plan	
SACAC Recommendations	Recommended Action
Council will task staff and Arts HRM to develop a gap analysis that identifies priorities for facilities upgrades, replacements and construction of new facilities.	This work is aligned with the Cultural Spaces Plan and the Cultural Heritage Priorities Plan. ArtsHalifax may be consulted as a stakeholder in this work to be able to provide sector specific feedback.

Ongoing and/or relevant under existing operating procedures, to be addressed by staff in accordance with existing corporate practices	
SACAC Recommendations	Recommended Action
HRM will explore the possibility of a Sister City program.	On April 14, 2014 Regional Council adopted Administrative Order 2014-003-GOV, the purpose of which is to support international partnerships with other local governments that are approved by Council. As a result, HRM has several active sister city partnerships.
Community Grants program continue to allocate funds to professional arts projects until the initiation of the Arts HRM Project Grants Program in 2016/17.	The Community Grants program will continue to allocate funds to professional arts projects, with staff working towards integration of those components to the Professional Arts Organization Grant Program in 2016/2017.
Regional Council commits to raise program funding for Arts HRM incrementally to the national average by 2017/18.	The report presented to Council on April 29, 2014 outlined benchmark funding levels as determined through the Municipality's participation in a nationwide comparative funding analysis of similar sized municipalities. While this benchmark exists, the present Council can make no financial commitments on behalf of future Councils. Therefore, any incremental funding increases to the Interim Professional Arts Organization Grant Program must be considered through the annual budget process.
HRM will look for opportunities to incorporate the diversity of our city's arts and culture into marketing and promotional activities.	HRM continues to support programs for local artists and cultural producers of all disciplines (i.e. dance, music, visual arts, theater) with opportunities such as regional and community events, youth based activities etc. The redevelopment of the Municipal Awards and Recognition Program will offer an increase in public awareness of the Municipality's diverse artistic practices.
Not currently feasible under existing operating parameters and not recommended for further consideration by ArtsHalifax or staff	
SACAC Recommendations	Recommended Action
HRM will establish a new easy to navigate Arts HRM website.	HRM has updated its website to improve navigation for all users. As well, additional work on the website will further improve its usability. Dedicated pages for external stakeholder groups are not contemplated at this time.
The decisions of the peer jury will be presented to the CAO for authorization and disbursement. Neither Regional Council nor Arts HRM will have final approval of funding decisions.	Regional Council holds the authority to approve the budgets of the Municipality. The authority to make expenditures of funds consistent with the approved budgets is delegated, in part, by the policies adopted by Regional Council and the <i>HRM Charter</i> .

<p>The existing tax exemption for non-profit organizations arts facilities should be brought under the umbrella of Arts HRM.</p>	<p>Municipal review of the overall tax relief and tax exemption program for not-for-profit organizations is already ongoing. Currently, there is no direction for sector-specific program consideration. Further, a piecemeal approach to the review would not be efficient and may not reach the most effective outcomes.</p>
<p>Staff and Arts HRM to continue to explore options to enable funding for individual artists, for implementation in 2017/18.</p>	<p>The <i>HRM Charter</i> does not permit grant funding to individuals. Depending on the potential arms-length council models, this recommendation may be able to be considered in the future.</p>
<p>No Longer Relevant</p>	
<p>SACAC Recommendations</p>	<p>Recommended Action</p>
<p>Council will submit a municipal application to the Department of Canadian Heritage’s “Cultural Capitals of Canada” program to receive a designation as the 2024 “Cultural Capital of Canada”.</p>	<p>This program is no longer actively administered by the Federal Government and therefore cannot be advanced at present.</p>

FINANCIAL IMPLICATIONS

Consolidation of Operating Funding

Currently Regional Council has approved the allocation of \$300,000 towards the *Interim Grants to Professional Arts Organizations program*. Should Regional Council approve the consolidation of the current public art annual operating programs (open projects and artist in residencies programs) with the *Interim Grants to Professional Arts Organizations program*, the current funding assigned to these programs would be allocated to the project funding section of that program, resulting in a maximum of \$360,000 being available for Council’s consideration as outlined in this report. Since both components of the funding are allocated within the Parks & Recreation operating budget, no reallocation of the budget would be required,

Committee Funding

The establishment of an advisory committee with this scope and responsibility will require a financial commitment on the part of the Municipality, specifically the Parks & Recreation business unit.

The Clerk’s Office does not provide support to Staff Advisory Committees, therefore, duties which would include: meeting support; logistics management; support for accessibility; meeting space, contract services; and ongoing staff liaison, will be provided by the Parks & Recreation business unit (C760 – Community/Civic Events). The operating/logistic expenses for this Committee could range to \$15,000 annually.

In addition, in order to provide the necessary sector specific staff support, a resource commitment will also be required on the part of the Parks & Recreation business unit. Similar committee models that have received arts and culture staff support, (i.e. SACAC and the Halifax Explosion 100th Anniversary Advisory Committee) indicate that the level of resources which is required is the equivalent of one half - time Full Time Employee (FTE). Allocation of 50% of a current FTE will impact other departmental initiatives. Review of the impact will be ongoing to determine whether an additional resource is required to be considered in future budget processes.

COMMUNITY ENGAGEMENT

Stakeholder engagement was undertaken by the SACAC as part of their work. Further, members of the public will be appointed to the ArtsHalifax committee consistent with HRM's Public Appointment Policy.

ENVIRONMENTAL IMPLICATIONS

None Identified.

ALTERNATIVES

- Alternative 1: Community Planning and Economic Development Standing Committee may choose to recommend that Regional Council not adopt the proposed Administrative Order Number 2014-019-GOV, Respecting the ArtsHalifax Advisory Committee.
- Alternative 2: Community Planning and Economic Development Standing Committee may choose to recommend that Regional Council revise the scope or governance of the committee and amend the proposed Administrative Order 2014-019-GOV, Respecting the ArtsHalifax Advisory Committee.
- Alternative 3: Community Planning and Economic Development Standing Committee may choose to recommend that Regional Council revise or not direct the consolidation of public art annual operating programs and associated budget under the Interim Professional Arts Organization Grant Program, subject to the procedural conditions outlined in Administrative Order 014-007-ADM.
- Alternative 4: Community Planning and Economic Development Standing Committee may choose to recommend that Regional Council not approve the proposed approach for the remaining Special Arts and Culture Advisory Committee recommendations as outlined in Table 2.

ATTACHMENTS

- Attachment 1: Proposed Administrative Order Number 2014-019-GOV Respecting the ArtsHalifax Advisory Committee.
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A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> [or other appropriate Committee link] then choose the appropriate [Community Council/Board] and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Elizabeth Taylor, Manager, Events & Cultural Initiatives 902.490.4387
Jamie MacLellan, Community Developer, Parks & Recreation, 902.490.1039

Attachment 1

ADMINISTRATIVE ORDER NUMBER 2014-019-GOV RESPECTING THE ARTSHALIFAX ADVISORY COMMITTEE

WHEREAS the Municipality wishes to support the professional arts and culture sector in Halifax;

AND WHEREAS Council directed that an advisory committee be created to provide advice to staff on the development of administrative processes in support of the professional arts and culture sector in the Municipality;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *ArtsHalifax Advisory Committee Administrative Order*.

Interpretation

2. In this Administrative Order,

(a) “arts and culture” includes:

- (i) visual arts;
- (ii) theatre;
- (iii) music;
- (iv) dance;
- (v) literary arts and publishing;
- (vi) film and media arts;
- (vii) arts and cultural industries;
- (viii) arts administration and governance;
- (ix) community arts; and,
- (x) arts education;

(b) “Committee” means the ArtsHalifax Advisory Committee;

(c) “Council” means the Council of the Municipality;

(d) “Director” means the Director of Parks & Recreation, or such other Director as designated by the Chief Administrative Officer of the Municipality.

(e) “Municipality” means the Halifax Regional Municipality;

(f) “staff” means staff members designated by the Director; and,

(g) “Standing Committee” means the Community Planning & Economic Development Standing Committee of the Municipality, or such other committee as appointed by Council;

Purpose

3. The purpose of this Administrative Order is to establish the terms of reference under which the Committee will advise staff on the development of administrative processes in support of professional arts and culture in Halifax.

The ArtsHalifax Advisory Committee

4. The Committee is hereby established.

5. The term of the Committee shall be three (3) years from the date that this Administrative Orders comes into force.

Membership

6. Except to the extent that this Administrative Order provides otherwise, the provisions of the Municipality’s *Public Appointment Policy* shall apply to the appointment of members to the Committee.

7. The nominating body for membership on the Committee shall be the Standing Committee.

8. The Committee shall be comprised of eight (8) members.

9. Members of the Committee shall be:

- (a) members of the public at large;
- (b) drawn from the arts and culture sector; and,
- (c) knowledgeable with respect to arts and culture organizations, programs, or practices.

10. The Standing Committee shall give preference to established artists, art professionals, art administrators, cultural workers, and persons actively involved in related communities of interest when making nominations for membership to the Committee.

Term of Membership

11. Members appointed to the Committee may serve on the Committee for up to three (3) years, but in no case shall an appointment extend beyond the term of the Committee.

The Duties of the Committee

12. The Committee shall:

- (a) serve as an advisory body to staff on any issue pertaining to arts and culture;
- (b) research and develop recommendations on how the Municipality can implement best

practices and improve the administration and delivery of arts and culture programs;

(c) liaise with the Government of Nova Scotia and the Government of Canada with respect to arts and culture programs;

(d) advise staff on the development of a peer jury assessment process under the Interim Professional Arts Grant Program;

(e) make recommendations on how to effectively administer the Interim Professional Arts Grant Program;

(f) advise staff on the development of a municipal arts and culture awards and recognition program which shall:

(i) actively promote the work of artists of the Municipality; and

(ii) formally recognize the contribution of the arts to the quality of life in the Municipality;

(f) communicate with arts and culture youth networks;

(g) research and develop recommendations on how the Municipality can promote or market arts and culture;

(h) provide guidance on the development of cultural priorities;

(i) prepare reports detailing advice or recommendations on any matter coming within the scope of the duties of the Committee; and,

(j) perform all such other duties as directed by Council or the Standing Committee.

Procedure of the Committee

13. Except to the extent that this Administrative Order provides otherwise, the provisions of *Administrative Order Number One, the Procedure of Council Administrative Order* shall apply to the Committee.

14. The Committee shall not consider any business at a meeting unless at least one-half of all of the members appointed to the Committee are present.

15. The Committee shall meet no less than quarterly to fulfill the duties outlined in this Administrative Order.

16. The Committee shall determine the procedure for electing its own Chair.

17. The Chair, in consultation with the Office of the Municipal Clerk, shall be responsible for calling all meetings of the Committee and for setting the agenda.

18. In the absence of the Chair, the members of the Committee may select a member to chair a meeting.

Sub-Committees

19. The Committee may appoint sub-committees, consisting solely of members of the Committee, to report on any matter that the Committee determines requires further investigation.

20. The Committee shall appoint one of its members to chair the sub-committee at the time it constitutes the sub-committee.

21. Sub-committees shall report directly to the Committee.

Reporting

22. The Committee shall submit all reports directly to staff.

23. A report making recommendations on the peer jury assessment process for the Interim Professional Arts Grant Program shall be submitted to staff by December 31, 2015.

24. A report making recommendations on the establishment of a municipal arts and culture rewards and recognition program shall be submitted to staff by October 31, 2016.

25. A report making recommendations on the structure of the successor committee to the Committee shall be submitted to staff in advance of the 2018-2019 budget planning process.

Done and passed in Council this ____ day of _____, 2015.

Mayor

Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on [month], [day], 2015.

Cathy Mellett, Municipal Clerk