

**Community Planning and Economic Development Standing Committee
June 13, 2013**

TO: Community Planning and Economic Development Standing Committee

SUBMITTED BY: Original Signed

Brad Anguish, Director, Community & Recreation Services

DATE: May 17, 2013

SUBJECT: Special Arts and Culture Advisory Committee

ORIGIN

- April 23, 2013 – Community Planning & Economic Development Standing Committee discussion and recommendation.
- April 30, 2013 - Motion of Regional Council:
“MOVED by Councillor Mason, seconded by Councillor Nicoll that Halifax Regional Council direct staff to:
 - 1) Establish an AdHoc Special Arts and Culture Advisory Committee, in accordance with the Standard terms of reference for advisory committees and for a term not to exceed December 2013.
The purpose of the AdHoc Committee is to advise, provide feedback and guidance to staff related to the following:
 - Best practice models for how municipalities have enabled and support strong links between the professional arts and culture sector and the municipality
 - Best practice models and possible program directions HRM could undertake to support the professional arts and culture sector in HRM in support of the Regional Plan objectives and to inform the development of the Culture and Heritage Priority Plan
 - Staff to report with recommendations, including any input received back from the advisory committee to the Community Planning and Economic Development Standing Committee for their review and consideration no later than December 31, 2013 in order to make recommendations to Regional Council in advance of the 2014-2015 budget process.
 - 2) Further, that Regional Council direct the CPED Standing Committee to be both the nominating and appointing body for the AdHoc Committee and provide governance overview and direction to the work undertaken by the Committee.
 - 3) And further, as there may be budget implications to support this committee that Regional Council request a staff report be provided to the June meeting of CPED outlining any budget implications, staff support plan and detailed Terms of Reference for review and recommendation by CPED Standing Committee for approval by Regional Council.”

RECOMMENDATION ON PAGE 2

LEGISLATIVE AUTHORITY

HRM Charter, Section 21 (1)

RECOMMENDATION

It is recommended that the Community Planning and Economic Development Standing Committee (CPEDSC) recommend that Halifax Regional Council adopt the proposed Terms of Reference for a new Special Arts and Culture Advisory Committee (SACAC) as outlined in Attachment 1.

BACKGROUND

In 2006, Regional Council approved HRM's Cultural Plan which provides policy direction and operational actions to guide HRM's service delivery and investment in culture. It also outlines goals to further strategic support of HRM's art and culture sector. Currently, as part of the on-going Regional Plan review (RP+5), an assessment of the objectives and goals of the Cultural Plan is being carried out. This assessment is expected to result in a Culture and Heritage Priority Plan which will guide the development and renewal of HRM's cultural policies in addition to informing the delivery of programs within the arts, culture and heritage sectors.

Concerns have been raised regarding HRM's investment in the arts and culture sector, in particular in the area of professional arts. To address these concerns, CPEDSC recommended to Regional Council that HRM consult with the professional arts sector through the creation of a Special Arts and Culture Advisory Committee.

As a result, on April 30, 2013, Regional Council directed staff to undertake the process to establish an Ad Hoc Special Arts and Culture Advisory Committee. The role of this Committee would be to provide guidance to staff in the research of best practice models of municipal support for the professional arts and culture sector, including program direction and the development of the Culture and Heritage Priority Plan as a component of the HRM Regional Plan Review process. Regional Council further directed staff to develop a report outlining any budget implications, a staff support plan, and detailed Terms of Reference for review and recommendation by CPEDSC for approval by Regional Council.

DISCUSSION

Regional Council's motion directs the development of a committee with the emphasis on the professional arts and culture. The mandate of the committee is focused on effective structures of municipal support toward this sector. The terms of reference for the committee anticipates that this will result in a series of recommendations to Regional Council on governance, administration, program design and service delivery as it pertains to the arts and culture sector. The advisory committee would also work in parallel with the RP+5 process in order to inform the development of the Culture and Heritage Priorities Plan.

The Regional Council motion directed that the SACAC complete its mandate prior to December 31, 2013. This abbreviated timeline for the proposed Committee's mandate is to ensure that the targeted focus of the Committee would be completed in time for staff to present recommendations to Regional Council for consideration prior to the 2014-2015 budget process.

Committee Creation and Budget

The SACAC would be created in accordance with the standard terms of reference for HRM advisory committees. The standard advisory committee recruitment process would be initiated by the Clerk's Office upon approval of the SACAC Terms of Reference (Attachment 1). Consistent with other advisory committees, there would be no budget assigned to the Committee and no financial remuneration to Committee members. All costs for Committee work will be managed within the approved 2013/14 budgets for HRM business units.

Staff Support Plan

Direct support to the Committee will be provided by staff in the Municipal Clerk's Office as well as Community and Recreation Services. Indirect support will be provided by staff in Planning and Infrastructure (in relation to RP+5 and the Culture and Heritage Priority Plan); Finance and Information Technology (in relation to the Community Grants Program, Tax Exemption for Registered Non-Profits Program); and other relevant HRM business units as warranted by the scope and orientation of the Committee's findings.

Staff from the Clerk's Office will:

- co-ordinate the Committee selection process;
- prepare a staff report outlining nominations for committee membership; and
- co-ordinate access to meeting space and provide other administrative support in relation to the regular meeting schedule of the Committee.

Staff from Community and Recreation Services will:

- coordinate the involvement of other HRM business units on an as-need basis;
- attend all Committee meetings;
- provide all relevant municipal documents at the request of Committee members to inform their recommendations to staff in order to allow for a presentation to Regional Council prior to the 2014-2015 budget process;
- develop a Committee schedule for research and the development of a series of recommendations regarding municipal sector support and investment; and
- prepare a staff report outlining the Committee's recommendations for Committee review prior to the end of the Committee's mandate (December 31, 2013), and ensure that the report is presented to the Community Planning and Economic Development Standing Committee in advance of the 2014-2015 budget planning process.

All other staff support to and interactions with the SACAC will be dependent on the scope of the Committee's work.

Terms of Reference

The proposed Terms of Reference for the SACAC have been prepared in accordance with HRM's standard terms of reference for advisory committees. The SACAC Terms of Reference

provided in Attachment 1 outlines the recommended scope of work and timeline as directed by Regional Council. It should be noted that while the motion of Regional Council indicated that the committee be appointed and directed by CPEDAC, HRM's Charter does not provide that level of authority to the standing committee. As a result, the terms of reference reflects that Regional Council will appoint the members on the recommendation of CPEDSC and the committee will advise staff who will then report to the CPEDSC and Regional Council.

FINANCIAL IMPLICATIONS

Oversight, coordination, and support of the Ad Hoc Special Arts and Culture Advisory Committee will be managed within the approved 2013/14 budgets for HRM business units.

COMMUNITY ENGAGEMENT

The SACAC membership will be drawn from members of the public with an interest in contributing to a dialogue concerning HRM's arts and cultural sector and should include representatives of different disciplines film, visual art, theatre, literary, etc. A central role of the SACAC will be to strategically engage members of the professional arts and culture sector in the development of a series of recommendations to be delivered to Regional Council.

ENVIRONMENTAL IMPLICATIONS

None Identified.

ALTERNATIVES

Alternative 1: Community Planning and Economic Development Standing Committee may recommend that Halifax Regional Council not approve the proposed SACAC Terms of Reference.

Alternative 2: Community Planning and Economic Development Standing Committee may choose to amend the proposed SACAC Terms of Reference and recommend them to Regional Council for approval.

ATTACHMENTS

Attachment 1 - SACAC Terms of Reference

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

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Report Approved by: Denise Schofield, Manager, Regional Recreation & Culture, 490-6252

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Report Approved by: Jane Fraser, Director, Planning & Infrastructure, 490-7166

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Report Approved by: Cathy Mellett, Municipal Clerk, 490-6456

Attachment 1
Special Arts and Cultural Advisory Committee (SACAC)
Terms of Reference
June 13, 2013

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.