
TO: GENERAL COMMITTEE

SUBJECT: INVESTIGATION AND TERMS OF REFERENCE FOR AN ARTS ADVISORY COMMITTEE

PREPARED BY AND KEY CONTACT: A. DYKE, B.SC. CULTURE OFFICER – DEVELOPMENT, EXT. 4593

SUBMITTED BY: S. SCHLICHTER, DIRECTOR OF ECONOMIC AND CREATIVE DEVELOPMENT
R. BELL, DIRECTOR OF RECREATION AND CULTURE SERVICES
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GENERAL MANAGER APPROVAL: A. MILLER, RPP, GENERAL MANAGER, INFRASTRUCTURE AND GROWTH MANAGEMENT
D. MCALPINE, GENERAL MANAGER, COMMUNITY AND CORPORATE SERVICES

CHIEF ADMINISTRATIVE OFFICER APPROVAL: M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RECOMMENDED MOTION

1. That an Arts Advisory Committee of Council be established under the base Terms of Reference attached as Appendix “A” to Staff Report ECD003-21 and that the Procedural By-law 2019-100 as amended, be amended accordingly.
2. That staff in the Legislative and Court Services Department advertise for interested applicants for the Committee.
3. That the Barrie Public Art Committee remain operating as a working group under the updated Terms of Reference attached as Appendix “D” to Staff Report ECD003-21 and provide quarterly updates on their activities to the City Building Committee.

PURPOSE & BACKGROUND

Purpose

4. The purpose of this Report is to provide the results of the investigation into the creation of an Arts Advisory Committee and to provide associated terms of reference for approval.
5. The Report also provides an updated terms of reference for the Barrie Public Art Committee for approval.

Background

6. On November 23, 2020, City Council adopted motion 20-G-193 as follows:

‘That staff in the Economic and Creative Development, Recreation and Culture Services and Legislative and Court Services Departments investigate the feasibility of establishing an Arts Advisory Committee and report back to General Committee. (Item for Discussion 8.2, November 16, 2020) (File: C05)’

7. As part of this review, staff undertook to examine existing committees, organizations or working groups that are operating in the arts sector, consulted with those members, and reviewed other municipalities with Arts Advisory Committees.
8. The context of arts and culture is narrowly defined in this report and focuses on those activities that are of a creative and artistic nature and falling within the areas of visual, performing, and other arts disciplines. More work needs to be undertaken to more broadly define culture and culture development and the roles that Recreation and Culture and Economic and Creative Development will play in cultural development within the City with in-depth engagement with the City's cultural communities. Staff will report back to General Committee concerning this at a later date.
9. Currently, three committees operating as working groups at various levels of activity and formality are working with the City. The Barrie Public Art Committee and the Barrie Arts Committee, who are supported by the Economic and Creative Development. In addition, a new group representing arts organizations predominately in the performing arts sector, the Barrie Arts Alliance has also recently formed and is engaged with both Recreation and Culture, and Economic and Creative Development Departments.
10. Further, Council recently approved the creation of a Task Force to report to General Committee by the end of 2021 with a plan to construct a modern performing arts facility in the city core to replace the Georgian Theatre and Fisher Auditorium. The Performing Arts Task Force is supported by Recreation and Culture, Economic and Creative Development, and Corporate Facilities and led by Councillor Jim Harris for the continued planning of a Barrie performing arts centre.

Barrie Public Art Committee

11. Established in 2012, the Barrie Public Art Committee (BPAC) operates as a working group comprised of two City Councillors, and volunteer members of the art, design, and architecture industries and interested community members.
12. The mission and mandate of the Barrie Public Art Committee is to enhance the City of Barrie by purposefully acquiring public art that inspires and connects the community in public spaces. BPAC provides expert community input on the City of Barrie's public art policies and procedures, giving guidance and advice to City departments from the earliest stages of public art projects proposed for City-owned lands and makes recommendations regarding donations to the City.
13. The Barrie Public Art Committee has been active in the past several years and has supported the City's acquisition of several pieces of public art, has hosted a large commission competition, supported a major public art donation and associated fundraising, and produced and supported temporary art exhibitions in the City.
14. The Barrie Public Art Committee has an annual allocation to the Public Art Reserve of approximately \$45,000 that is used to fund and maintain projects in accordance with the City of Barrie's Public Art Policy. An additional operational budget of approximately \$8,000 is allocated to the public art portfolio to support the functional work of the portfolio including marketing, consulting and signage.
15. As Barrie continues to grow, the role and diversity of public art opportunities continue to grow, including more and diverse temporary installations, and the attraction of donors or commissions for permanent installations that contribute to placemaking and overall vibrancy in the City of Barrie. The role and work of the BPAC will continue to be vital to supporting the City in building its public art portfolio.

Barrie Arts Committee

16. The Barrie Arts Committee (BAC) is a working group of volunteers from various areas of the arts community that self-formed. Through their website, barrieartscommittee.ca, they identify themselves as:

'The Barrie Arts Committee is an organization that serves to communicate with, unite, and advocate for all genres of the arts in the Barrie Area. We are a not-for-profit organization that is arm's length from the City of Barrie, allowing for us to communicate what is in the best interests of the local arts community.'
17. Further, the Barrie Arts Committee identifies its purpose as:

'Communicate: We want the community to know what is happening within the Barrie Arts culture.
Advocate: we support and share local talent for other members of the community to discover.
Unite: Through communication and advocacy, we aim to connect artists and individuals to help grow the Barrie art scene for a strong future.'
18. The Barrie Arts Committee have been active over the past several years hosting artist talks, networking events, art crawls, projects for Culture Days and canvas swaps as well as operating a popular Facebook page and website for sharing events and opportunities for artists. The Cultural Development operating budget allocates approximately \$4,000 per year to support the Committee's work to foster development of the sector.
19. In consultation with the Barrie Arts Committee executive regarding the creation of a formal Arts Advisory Committee of Council, the executive expressed a desire for the Barrie Arts Committee to retain its current arm's length status and mandate. They also expressed value and interest in representing their organization and interest at a formal Committee of Council.

Barrie Arts Alliance

20. The Barrie Arts Alliance is a recently formed organization that is comprised of 18 member organizations across the performing arts sector representing disciplines in theatre, dance, orchestral, choral, and popular music, etc.
21. The Barrie Arts Alliance formed with a purpose of strengthening the arts and culture community in Barrie, with a focus on the performing arts. Consultations with members of the Alliance regarding the creation of a formal Arts Advisory Committee of Council was positively received and identified as an important tool in supporting and developing the sector within the City.

Municipal Comparators and Arts Organization Engagement

22. Staff in Economic and Creative Development reviewed existing arts and culture committees and advisory groups of Council that operate in similar municipalities and include Brampton, St. Catharines, Hamilton, Ottawa, and Kingston.
23. Staff reviewed the key mandate and purpose for such committees included common themes around awareness and outreach within and outside of arts sectors, policy advice to City Councils, sector sustainability, project recommendation and management, and celebration of the arts. A summary overview is attached as Appendix "B" to Staff Report ECD003-21 to this Report.
24. It is recommended that upon creation of the Barrie Arts Advisory Committee, the core members work to shape the committee mandate based on industry best practices as exhibited in similar municipalities and based upon current needs of Barrie's arts sector and report back to Council with a terms of reference and membership for Council approval.

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25. Staff in Economic and Creative Development, Legislative and Court Services, and Recreation and Culture Services Departments consulted with members of the existing Barrie Arts Committee and members of the Barrie Arts Alliance to explore their interest in having a formalized committee closely tied to the City and the two structural models. All were in favour of moving to a formal advisory committee of Council.
26. The information obtained during that discussion identified some common purpose and goals of for a Barrie Arts Advisory Committee that included, in part:
- Providing a centralized voice for arts and culture organizations for Council and staff to consult and communicate with regarding decisions, policies, strategies that impact the sector.
 - Input, feedback and strategic lens on programs, opportunities to build the sector and its impact in the City.
 - Communication and public education and awareness in the community of arts and culture.
27. As follow-up to the consultation session, participants were asked to share back with staff more formal thoughts on what the goals of an advisory committee could be and what a successful Committee would look like. A summary of feedback is attached in Appendix "C" to Staff Report ECD003-21.

Committee Structures and Terms of Reference

Working Group vs. Advisory Committee of Council

28. A Working Group model is supported by Departmental staff and typically has a greater operational focus and serves as an extension or compliment to the work being undertaken by the Department. Reporting of the work undertaken by the working group is reported through the Department, which decisions requiring Council approval, are presented by Departmental staff. Meetings are not generally open to the public, and meeting records would be maintained in accordance with the City's records management policies.
29. An Advisory Committee of Council is supported by Staff in the Legislative and Court Services Department, who provide agenda creation, minutes and oversee the overall operations of the Committee. As a formal Committee of Council, meetings are open to the public. Further, membership is selected by Council and is aligned with the term of Council and each Committee has a formal reporting chain through to Council where decisions are approved.

Barrie Public Art Committee – Working Group

30. The Barrie Public Art Committee was established in 2012 and have been very high functioning as working group and are supported by staff in the Economic and Creative Development Department.
31. Current members of the Barrie Public Art Committee include:
- Deputy Mayor Ward
 - Councillor Robert Thomson
 - Chair – Carol-Ann Ryan
 - Janet Loughheed
 - Victoria Butler
 - Nadine Carr
 - John Bell
 - Susan Green
 - Ted Handy

The Committee also has a Community Engaged Sub-Committee supporting temporary, community member driven public art projects that brings in ad-hoc expertise as needed to support the committee.

32. The Barrie Public Art Committee (BPAC) membership would like to continue to function as a working group given that the Committee volunteers conduct a significant amount of operational work to deliver and execute on projects initiated by community, the City and the Committee itself. The BPAC is directly supported by staff in Economic and Creative Development who provide operational project support and ensure projects are delivered in consultation and coordination with City Staff and Departments across the Corporation.
33. The BPAC have updated their terms of reference as outlined in Appendix "B" of Staff Report ECD003-21 to reflect the current operations of the BPAC and to align with City committee standards. The BPAC, is also in process of completing a policy update with support of staff, which will be presented to General Committee for review and approval at a future date.
34. Through the updated terms of reference, the BPAC have proposed a more formalized reporting structure back to Council through quarterly updates on their activities through the City Building Committee to ensure greater communications and transparency. Further, the terms of reference provide for an updated membership term that aligns with the term of Council.

Barrie Arts Advisory Committee –Committee of Council

35. Based upon the City's standard terms of reference for an advisory group of Council, a preliminary terms of reference for the a Barrie Arts Advisory Committee is attached as 'Appendix "A" to Staff Report ECD003-21. The goals, mandate and affirmation of membership are proposed to be completed by the initial members of the Committee once they are formed, and to be brought back through City Building Committee to be confirmed.
36. Proposed initial membership in the Barrie Arts Advisory Committee will include, but not be limited to:
 - One member of Barrie City Council
 - A representative from the Barrie Arts Committee
 - A representative from the Barrie Arts Alliance
 - A representative from the Barrie Public Art Committee
 - A representative from the Central Ontario Music Council
 - A representative from the MacLaren Art Centre
 - Three citizen members

ANALYSIS

37. Given that the Barrie Public Art Committee (BPAC) is a high functioning, operational group that is aligned and supported by the Economic and Creative Development Department, maintaining its working group status with an updated terms of reference provides for a balance between governance and functionality to build and grow the public art portfolio in the City.
38. The benefits of having an Arts Advisory Committee of Council include transparency, accountability and connection between Barrie's arts sector and City Hall.
39. Existing arts committees and working groups have indicated a strong desire for, and to participate in a Barrie Arts Advisory Committee of Council. Providing a centralized voice for arts and culture organizations for Council and staff to consult with regarding decisions, policies, strategies that impact the sector further advances the City's opportunity to foster the growth, development and community and economic impact of the sector.

40. The creation of an Arts Advisory Committee of Council aligns with the work plan and goals of the culture portfolio within the City across both Recreation and Culture, and Economic and Creative Development Departments, as it creates a secondary conduit of information sharing, expertise and advocacy between the arts sector and City Council. The initial focus and mandate of the Committee will be an arts sector focus, with future expansion of the mandate to include a broader cultural sector lens as staff engages with cultural communities to define the role of cultural sector development within the portfolio.
41. During this period of economic recovery, additional touchpoints between City Hall and the arts community will create additional opportunities to support the arts and culture sector when it needs the support the most.

ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS

42. There are no environmental or climate change impact matters related to the recommendation.

ALTERNATIVES

43. There are three alternatives available for consideration by General Committee.

Alternative #1

General Committee could choose not to approve the updated terms of reference for the Barrie Public Art Committee.

This is not recommended as the current terms of reference were created in 2012 at the inception of the Committee and do not reflect the standard governance of committees within the City or the work and composition of the BPAC. Approving the updated terms of reference will provide a more formalized reporting structure back to Council, ensure greater communications and transparency, and aligns membership terms with terms of Council.

Alternative #2

General Committee could choose not to approve the creation of a Barrie Arts Advisory Committee as a Committee of Council

This alternative is available but not recommended as the local arts and culture groups have expressed a strong desire for, and to participate in a Barrie Arts Advisory Committee of Council in order to have centralized voice representing their sector to provide feedback and regarding decisions, policies, strategies that impact the sector.

Further, the creation of an Arts Advisory Committee of Council aligns with the work plan and goals of the culture portfolio within the City across Recreation and Culture and Economic and Creative Development Departments as it creates a secondary conduit of information sharing, expertise and advocacy between the arts sector and City Council and provides a publicly available communication stream on all projects, campaigns and activities related to the arts sector.

Alternative #3

General Committee could choose not to approve the creation of a Barrie Arts Advisory Committee as a Committee of Council and instead support a Working Group model.

This alternative is not recommended as the arts community is seeking a more formal reporting structure to Council that is only provided through an advisory committee structure.

FINANCIAL

44. Currently, there are no financial implications associated with this recommendation beyond additional staff time to administer and participate on the advisory committee.
45. Once established, the Barrie Arts Advisory Committee may identify a budget for operations. Current Committees of Council have a budget that ranges from \$150 - \$37,500. Upon the formation of the Committee and the completion of a Terms of Reference and associated work plan, the Committee would propose a budget for their activities through the appropriate reporting channels.

LINKAGE TO 2018-2022 COUNCIL STRATEGIC PLAN

46. The recommendation(s) included in this Staff Report support the following goals identified in the 2018 - 2022 Strategic Plan:
- ☒ Growing Economy – Support small businesses and support tourism industry growth
 - ☒ Supporting a Vibrant and Safe Downtown - Engage partners to ensure a vibrant, safe, and welcoming downtown
 - ☒ Offering Innovative, Citizen-Driven Services – Inspire community participation
46. The creation of an Arts Advisory Committee of Council supports the growth of the economy through the fostering of relationships with artists and arts organizations and identifying and executing on strategies that ensure their continued growth, development and overall contribution to the City's economy and sense of community and place for residents and visitors.
47. Many of Barrie's artists and arts organizations operate within the downtown core and many artists call downtown Barrie home. Having a direct, regular feedback loop with the sector will position the City to best support the vibrancy and continued revitalization of the downtown core.

Attachments:

Appendix "A" – Draft Barrie Arts Advisory Committee of Council Terms of Reference

Appendix "B" – Barrie Public Art Committee Working Group Terms of Reference

Appendix "C" – Summary of Municipal Arts Advisory Groups

Appendix "D" – Stakeholder feedback on goals and success of an Arts Advisory Committee

Appendix “A” – Draft Barrie Arts Advisory Committee of Council Terms of Reference

Barrie Arts Advisory Committee – Terms of Reference

1. Reporting Structure

In accordance with the City of Barrie’s Procedural By-law, the Arts Advisory Committee is an advisory committee authorized by City Council. The Committee has been established by City Council in accordance with these Terms of Reference. The Committee shall report to City Council through the City Building Committee. Decisions of the Committee are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

The Mandate of the Arts Advisory Committee will be established by the Committee at the beginning of the term in consultation with staff from the Economic and Creative Development and Recreation and Culture Departments.

3. Objectives

The objectives of the Arts Advisory Committee will be established by the Committee at the beginning of the term in consultation with staff from the Economic and Creative Development and Recreation and Culture Departments.

4. Composition

The Arts Advisory Committee shall be composed of:

- One member of Barrie City Council
- A representative from the Barrie Arts Committee
- A representative from the Barrie Arts Alliance
- A representative from the Barrie Public Art Committee
- A representative from the Central Ontario Music Council
- A representative from the MacLaren Art Centre
- Three citizen members

All Citizen Committee members shall be selected by City Council. If a Committee member is unable to complete the term as set out in Section 5 below, a new Committee member will be selected by City Council.

5. Term

Council and citizen members shall be appointed for a term that coincides with the term of Council, expiring on November 14 of the year in which a municipal election is held unless provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee.

A Committee member may be re-appointed by City Council for an additional term(s).

A member who is absent for three (3) consecutive meetings without permission from the Committee will be removed from the Committee.

6. Frequency of Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the Chair.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the Municipal Act. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The following are currently included as subject matters in Section 239 that may be discussed during a closed meeting:

- a) The security of the property of the City;
- b) Personal matters about an identifiable individual, including City employees;
- c) A proposed or pending acquisition or disposal of land by the City;
- d) Labour relations or employee negotiations;
- e) Litigations or potential litigation, including matters before administrative tribunals affecting the City;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which the Committee or Council may hold a closed meeting under another Act.
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

7. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

8. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

9. Roles and Responsibilities of Members

Committee members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee; and
- c) Adhere to these Terms of Reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

10. Rules Governing the Proceedings of Committees

The business of advisory committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

11. Quorum

In accordance with the City of Barrie's Procedural By-law a quorum shall be a majority of the Committee members.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Support Clerk shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

12. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

13. Resources

Primary Staff

The staff resources for the Committee shall be provided by the Departments of Recreation and Culture and Economic and Creative Development.

A Committee Support Clerk is provided by the Legislative and Court Services Department. The Committee Support Clerk works with the Committee to co-ordinate the proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the general administrative coordination of meetings.

Advisory Staff

Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role.

From time to time, the Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Committee Support Clerk will coordinate, through consultation with the Chair, the request made by the Committee.

14. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

15. Budget

The Committee is authorized to expend funds within its budget allocation approved by City Council, where such expenditure is in accordance with the City of Barrie's Purchasing By-law. The Committee must authorize any expenditures through a majority vote and such approval of an expenditure and the name of the individual and/or company receiving payment shall be recorded in the minutes of the meeting.

The Committee at no time may exceed its annual budget without formal application to, and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

16. Other

From time to time, members of the Arts Advisory Committee may be requested to provide assistance or offer advice regarding other City projects. Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.

Appendix “B” – Summary of Municipal Arts Advisory Groups

Municipality	Mandate	Purpose	Composition
Brampton	To provide Council with recommendations on the role of the municipality in arts and culture and for the development of a cultural master plan	Completion of Cultural Master Plan; panel was dissolved upon completion	Five members of Council and 18 cultural leaders from Brampton
Hamilton	To recommend activities for the stabilization and strengthening of the arts community. To monitor and assist with the implementation of the Arts Awards Program and Public Art Program. To inform Council of issues and achievements in the Hamilton arts community and acts as a point of contact for members of the arts community regarding issues affecting the arts community	Community engagement, assisting with coordination of the annual Arts Awards, assisting with Public Art Program	Made up of up to eight members representing a balance among artists and the community. One of the members must be a member of the current City Council and is ex-officio
Kingston	To ensure that City of Kingston arts policies and strategies serve the needs of the arts community, and in turn, the residents of Kingston. Through regular communication with staff and Council, the Arts Advisory Committee will foster awareness of City of Kingston's corporate goals pertaining to the arts community	An avenue of communication and consultation between the arts community (art, music, dance, performance, literature, film, craft and other arts) and the municipal government	Composed of up to two members of Council, one to be a member of the Arts, Recreation and Community Policies Committee, the Executive Director of the Kingston Arts Council plus four arts professionals nominated by the Board of Kingston Arts Council, two representatives from community-based arts groups, two representatives from the education sector, and two members of the public
Ottawa	To advise Ottawa City Council on policy, programs, and service delivery in the area of	Responsible for providing advice to Ottawa City Council on issues pertaining to	Maximum membership between 9 and 11. As much as practicable, the membership should

	arts, recreation and culture	policy, programs and service delivery in the area of arts, recreation and culture	reflect the City's diverse population. The membership shall also include one Member of Council in a liaison capacity
St. Catharines	To advise City Council and staff on policies, plans and programs related to the arts and cultural sector of St. Catharines. The Committee will act as advocates for culture on behalf of the City within the community, and provide informed perspectives on culture related matters within the municipality	To be familiar with and respond to all cultural policies and plans approved by City Council. To review applications to the St. Catharines Cultural Investment Program (SCCIP) and make annual recommendations to Council for investment as per policy guidelines. To assist with event coordination and recipient selection of the annual Arts Awards. To participate in the creation or renewal of cultural plans and policies, as required.	Six citizen members of the cultural community, four artists, of any discipline, and the CEO or designate of the St. Catharines Folk Arts Multicultural Centre. One representative from the Ministry of Culture will be invited to attend (non-voting, resource member)

Appendix "C" – Stakeholder feedback on goals and success of an Arts Advisory Committee

Summarized and condensed for ease of review and represent various arts organization stakeholder viewpoints.

Feedback Provided on Potential goals for an Arts Advisory Committee:

- Improve communication and consultation with Arts and Culture organizations and the City of Barrie departments/staff regarding changes that impact Arts & Culture organizations & programming.
- Input on development of a new Arts and Culture Plan.
- Advise on Arts and Culture definition, vision and goals for arts and culture in the City of Barrie for both professional and community-based organizations.
- Advocate for increased funding for Arts and Cultural granting program.
- Support the development of policies and procedures, planning of activities and programming for animation of the new Performing Arts Centre.
- Support increasing and diversifying artistic practice as an important local industry.
- Support and promote public education and awareness of Arts and Culture in the City of Barrie.
- Centralized feedback source for providing communication on needs and policies that foster a thriving arts community.
- Creation of a subcommittee whose primary role is to drive awareness and connect the community with all the City has to offer.

Feedback Provided on Potential measures of success:

- Georgian Theatre is reopened until we have a new performing arts centre.
- Arts and Culture Plan is updated/developed and adequate funding allocated in the City of Barrie's annual budget process for the Plan to achieve ongoing success.
- New initiatives planned (i.e. return of Arts Awards, networking and marketing tools to promote Arts and Culture, Arts linked to Tourism initiatives).
- Arts and Culture granting program will be more inclusive and achieve increased funding to support growth.
- Arts and Culture organizations will achieve a high level of satisfaction with communication and consultation with the City of Barrie.
- Arts and Culture organizations will have a streamlined and straightforward process for success in booking, permitting and other city interactions necessary to operate their organizations.
- Actionable (and visible) steps towards addressing specific needs within the arts community being achieved regularly and transparently - both by staff and council
- An informed and empowered arts community
- Conversation amongst Council and Staff becoming/remaining: 'how can we best support the arts and culture community' instead of 'why should we support the arts and culture community'
- A growing and diverse arts and culture sector (ie. new organizations popping up, existing organizations being more 'daring' in their programming,
- A well-supported arts community if/when challenging situations occur - such as unexpected events
- Substantial increase in funding for the cultural granting program
- Impact on members of Council (and Council as a whole), on creative professionals making a living in Barrie, and on the greater community and its access to and appreciation for the arts and culture in Barrie.
- Council and staff to feel more connected and informed on the needs of creative professionals and how best to foster a thriving arts community.
- A connection to the greater community and their needs/desires for arts and culture in Barrie

Appendix "D" – Barrie Public Art Committee Working Group Terms of Reference

TERMS OF REFERENCE

BARRIE PUBLIC ART COMMITTEE - WORKING GROUP

1. Reporting Structure:

The Barrie Public Art Working Group will provide quarterly/semi-annual updates to City Building Committee concerning initiatives and activities. Staff in the Economic and Creative Development Department will report to General Committee on programs or initiatives of the Working Group that require Council approval as defined in the City's Public Art Policy.

2. Vision and Mission Statement:

Vision: Connecting our Community through Public Art

Mission Statement: The Barrie Public Art Committee will enhance the City of Barrie by purposefully acquiring public art that inspires and connects the community in our public spaces. We will promote art appreciation and build lasting relationships through education, integration and activation that engages the community, creates conversation and demonstrates the value of public art.

3. Mandate

The Barrie Public Art Committee provides expert community input on the City of Barrie's public art policies and procedures, giving guidance and advice to City departments, agencies, sponsors, boards and commissions from the earliest stages of public art projects proposed for City-owned lands and potential donations to the City.

Specifically, the committee reviews, develops and recommends public art policies, competition guidelines for public art commissions and temporary public art projects; reviews and recommends proposed donations of artwork to the City of Barrie; recommends artwork to be de-accessioned; recommends processes and systems to fund, maintain/conservate, document, interpret and promote public art projects; and provides advice to City staff on the management and promotion of the City of Barrie public art collection.

The Barrie Public Art Committee or its designated subcommittees provides advice to City staff prior to submitting reports dealing with public art on City property to Committee and Council.

The Barrie Public Art Committee promotes awareness and understanding of the importance of high-quality public art.

The Barrie Public Art Committee initiates and implements projects and programs for the development of public art in the city of Barrie and contributes to the master plan for public art for the City of Barrie, including a review of existing and future development in Barrie while identifying and initiating public art opportunities.

The Barrie Public Art Committee offers its expertise to private sector public art commissions to ensure the consistency, integrity and quality of public art in Barrie.

4. Objectives

The Barrie Public Art Committee's (BPAC) goal is to enhance Barrie with art, and encourage residents and visitors alike to visit public spaces. Made up of volunteers from the art and design industry, and interested

community members, BPAC secures art by commissioning new works, facilitating donations, and organizing temporary installations.

The objectives of the Barrie Public Art Committee will be established by the Committee at the beginning of the term. The objectives are as follows:

- To ensure the artistic merit, quality and integrity of the artworks owned by the City of Barrie and intended for public spaces;
- To provide a range of opportunities for artists at various stages of their careers to make public art through establishing a set of processes and procedures that allow for innovation, that value the artists and the artistic process, that respect the creative rights of artists and defines standards and establish criteria for the selection of Public Art.
- To enhance the community's sense of ownership and value by commissioning works that are site-specific and encouraging awareness of collective heritages, neighbourhood identities and the value of creativity and creative processes in urban living;
- To ensure that all artworks in the City of Barrie collection will be part of a coherent programme of maintenance, conservation and preservation;
- To build upon existing relationships between the City, artists and arts organizations and community members in order to improve the opportunities for citizens to participate in the arts in the course of their daily lives, encourage civic discussion about public art and make possible the expression of a variety of cultural voices;
- To recognize and stimulate a high calibre of urban design by enhancing the aesthetic quality of the built environment and incorporating original artworks into the infrastructure of the City;
- To promote Barrie as a Creative City recognized nationally as valuing the arts and as a destination for cultural tourism, while acting as a stimulus for economic development; and
- To use City resources wisely to develop projects in a strategic and cost effective manner.

5. Composition

The Barrie Public Art Committee shall be comprised of two (2) members of City Council, one MacLaren Art Centre representative, one Barrie Arts Committee representative, and up to eight (8) citizen members who reside, work or own a business in the City of Barrie or the Simcoe County region.

Citizen members include, but are not exclusive to, a broad range of individuals with interest in public art and those with experience in public art including recognized visual arts professionals (visual artists, architects, landscape architects, curators, arts educators, and art historians) as well as urban planners.

Members are drawn from all parts of the City and the Simcoe County region and will be confirmed by Council.

Recommendations related to the Committee appointments shall be made a Membership sub-committee to be established 6-months prior to the expiration of the term of Council. The Membership sub-committee shall be comprised of BPAC Members and shall be comprised of one member of City Council, one MacLaren Art Centre representative, the Chair of the Committee and one member of the Community Engaged Projects Sub-Committee

6. Term

Council and citizen members shall be appointed for a term that coincides with the Term of Council, expiring on November 14 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee.

A Committee member may be re-appointed an additional term(s) as confirmed by City Council.

A Member who is absent for three (3) consecutive meetings without permission from the Committee will be removed from the Committee.

7. Frequency of Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the chair.

8. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

9. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

10. Roles and Responsibilities of Members

Committee Members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach consensus on decisions before the Committee;
and
- c) Adhere to these terms of reference, the City's Public Art Policy, City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

11. Rules Governing the Proceedings of Committees

The business of advisory committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

12. Quorum

A quorum shall be a majority of the Committee Members. Majority is defined as 50% plus one.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Primary Staff Resource shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

13. Voting

When an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee Member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

14. Resources

Primary Staff

The staff resource for the Committee is provided by the Economic and Creative Development Department. The Primary Staff serves as the liaison to the Committee to co-ordinate the proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the overall administration of the City's Public Art Policy.

Further, the Economic and Creative Development Department shall provide advisory and administrative support to the Committee, including background information, resources, and advice to Committee members to assist them in their role.

From time to time, the Committee may request the advice or participation of individuals or organizations/City Committees with a particular area of expertise. The Primary Staff will coordinate, through consultation with the Chair, the request made by the Committee.

15. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

16. Conflict of Interest

Citizen members of the Barrie Public Art Committee are disqualified from directly or indirectly benefiting from their participation on the Barrie Public Art Committee during their tenure;

Citizen members of the BPAC are disqualified from submitting to public art projects that will be reviewed by the Committee during their tenure;

Citizen members may continue to participate in a public art project that was initiated prior to their appointment to the BPAC but shall declare a pecuniary interest if the project is under discussion by the Committee and leave the room during the discussion.

17. Sub-Committees

The following sub-committees have been established by the Barrie Public Art Committee:

Site Selection Sub-Committee
Community Engagement Projects Sub-Committee
Communications Sub-Committee
Project Specific Committees
Membership Committee

The Barrie Public Art Committee may, by recommendation, establish sub-committees to undertake ongoing or time-limited tasks.

Selected operational activities of the Barrie Public Art Committee are completed through working sub-committees. These sub-committees consist of two (2) or more members of the Barrie Public Art Committee, and citizen volunteers who have indicated a specific interest in a specific project, and the advice and contribution of outside experts as needed.

Each sub-committee appoints its own Chairperson to coordinate the necessary activities. This process ensures that the Barrie Public Art Committee has oversight and control of all projects, control of all funds and fulfils its mandate for the good of the community. The sub-committees serve on an ad-hoc basis and work on a task-oriented basis. Meeting of each sub-committee are at the call of the chair of the respective sub-committee.

The Chairs of any of the sub-committees shall provide regular updates on their activities to the Public Art Committee.

18. Budget

The Committee is authorized to expend funds within its budget allocation approved by City Council, where such expenditure is in accordance with its authority under the Public Art Policy and the City of Barrie's Purchasing By-law. The committee must authorize any expenditures through a majority vote and such approval of an expenditure and the name of the individual and/or company receiving payment shall be recorded in the minutes of the meeting.

The Committee at no time may exceed its annual budget without formal application to, and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

Any monies privately fundraised by any sub-committee may be spent to fulfill its mandate under the authority of the Chairperson of the sub-committee and with the approval of the Director of Economic and Creative Development.

19. Other

The Barrie Public Art Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.