

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

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

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

**Sub-Committees**

18. 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.

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

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

**Reporting**

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

22. 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.

23. 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.

24. 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 12<sup>th</sup> day of May, 2015.

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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 May 12, 2015.

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Cathy Mellett, Municipal Clerk

Notice of Motion:  
Approved:

April 28, 2015  
May 12, 2015