



**ArtsHalifax Advisory Committee  
Minutes  
June 6, 2017**

**Present:** Jeremy Banks, Chair  
Peggy Walt  
Dustin Harvey  
Kate Watson  
Pamela Lovelace  
Kim Cain

**Regrets:** Alex Meade  
Claire Hodge

**Staff:** Jamie MacLellan, Community Developer, Culture & Events  
Elizabeth Taylor, Manager, Culture & Events  
Shari Dillman, Administrative Support, Culture & Events

The following does not represent a verbatim record of the proceedings of this meeting.

*The agenda, supporting documents, and information items circulated to the Committee are available online: <https://www.halifax.ca/city-hall/agendas-meetings-reports>*

The meeting was called to order at 3:15pm and the Committee adjourned at 5:15pm.

The Chair prepared an agenda that was emailed to committee members prior to meeting.

### **1. CALL TO ORDER**

The Chair welcomed everyone. New faces were present around the table so introductions were made.

Pamela Lovelace and Kim Cain were introduced as the new ArtsHalifax Committee Members.

Shari Dillman was introduced as the new Halifax Culture & Events Support staff and will be supporting ArtsHalifax Committee with administrative duties such as minute taking, booking boardrooms, etc.

**ACTION:** Staff to update the Committee List on the webpage.

The Chair made note new members were not sent background information on ArtsHalifax, as he did not have their contact information.

**ACTION:** Staff to send contact list to chair.

During the meeting, The Chair emailed the new members several documents for them to read offline and bring up to speed on the work/achievements of the Committee, as well as the upcoming deadline to submit a report to HRM making recommendations on the structure of the successor committee in advance of the 2018-2019 budget planning process.

Staff provided the Administrative Order (AO) No. 2014-019-GOV Respecting the ArtsHalifax Advisory Committee for the new members to have as a reference.

### **2. REVIEW AGENDA**

No additions were made. Agenda approved.

### **3. ARTSHALIFAX COMMITTEE BACKGROUND**

The Chair reviewed The Duties of the Committee (Section 12 of AO 2014-019-GOV) and advised that under Reporting (Section 24) a recommendation report remains to complete by fall 2017.

Staff gave a summary to new committee members to bring them up to speed. In 2013, the Community Planning & Economic Development Standing Committee (CPED) motioned Regional Council to direct staff to establish a Special Arts and Culture Advisory Committee (SACAC). The purpose of the SACAC is to; advise and provide feedback and guidance to staff on best practice models of how municipalities enable and support the professional arts and culture sector within the municipality; suggest possible program direction: and submit a staff report with recommendations including CPED input.

In 2015, HRM approved the Administrative Order (AO) No. 2014-019-GOV Respecting the ArtsHalifax Advisory Committee to follow. Within the AO are four specific tasks required by the Committee to complete:

1) The Committee reports directly to staff; (Section 21 of AO)

2) A report making recommendations on a peer jury review assessment process for the Professional Arts Grant Program is to be submitted by December 31<sup>st</sup>, 2015; (Section 22 of AO)

3) A report making recommendations on the establishment of a municipal arts and culture rewards and recognition program is to be submitted by October 31<sup>st</sup>, 2016; (Section 23 of AO)

4) A report making recommendations on the structure of the successor committee is to be submitted in advance of 2018-2019 budget planning process. (Section 24 of AO)

Sections 21 through 23 has been completed, and the Committee now is working on Section 24 – the structure of the successor committee.

The Committee questioned staff if there was an update on the results of the peer jury review process. Staff generally spoke of the process and informed the Committee the jurors were clear and concise during the process and the review was very impressive. Jurors were hoping for compensation for all their time spent reviewing all the submissions. Jurors did not receive compensation. Because of no compensation, jurors made it clear they would not be interested in completing a peer review again.

**ACTION:** Staff will contact peer review group to obtain a more formal report of their responses to provide to the Committee.

The Committee asked for an update on the awards and recommendations. Staff informed the Committee the recommendations are scheduled to go to CPED July 20<sup>th</sup>, 2017. They will be posted online the Friday before.

#### **4. ARTSHALIFAX COMMITTEE WORKPLAN**

The recommendations report (Section 24 of AO) is required to be submitted prior to 2018-2019 budget planning process, therefore Committee agreed on a fall 2017 submission.

**ACTION:** Committee to submit recommendations report by September 15<sup>th</sup>, 2017.

Staff advised it can take six months for a report to go through the Council process. The grants (Section 23 from AO) are going to Council in July 2017 even though the deadline for submission was October 31<sup>st</sup>, 2016.

Discussion points on structure of Committee:

- The Chair suggested an “arms length” approach from the municipality where politics are not an influence. He voiced his concerns having a Councillor sit on the Committee. He foresees a relationship like the HRM approach to the operation of the libraries.
- Staff advised the Committee to ask for realistic recommendations and funding amounts. Staff advised that the Committee should be open to discussions between HRM staff and Committee members. Structure needs to be determined – timelines, budget, etc.
- Staff stated in 2012 there was no funding program available for the professional arts organisations. The landscape has improved significantly within the past five years and Council now is very supportive.

- Staff stated the Committee has accomplished a lot in the past two years with minimal support. Moving forward with the recommendation report deadline by fall 2017 the Committee will be supported by HRM staff.
- Staff discussed the importance of formalizing this Committee. The Chair asked what structure is HRM looking for? Staff advised the structure is dependent on the needs of the Committee and other staff advisory Committees. HRM staff is here to support the Committee by offering office space for meetings, minute taking, sending minutes with action items to Committee, posting agenda and minutes on ArtsHalifax webpage. This creates a transparent system for the Committee for future recommendations.
- There are opportunities for growth within this Committee.

## 5. METHOD OF WORK

The Committee wants to create a foundation piece that is clear and coherent.

The Committee wants to submit the best set of recommendations to go forward.

This Committee wants reports to go through staff directly to the CAO.

The Committee suggested a chronological overview should be posted online. Staff suggested that if possible a presentation to CPED for the Committee's final recommendations would be beneficial before the report goes to Council. The Committee agreed that would be beneficial to the Committee.

Staff suggested to Committee to invite Clerk staff to Committee meeting in July to speak on the HRM Committee structures.

Staff suggested a representative from this Committee present at the Creative City Summit being held in Halifax October 18-20<sup>th</sup>, 2017 as a learning to other municipalities who are, or plan to undertake a similar process. This would also provide a platform to celebrate the successes this Committee has achieved. Committee overall felt this was a good idea.

**ACTION:** The Chair to consider submitting request to present at Creative City Summit. Elizabeth Taylor is Chair of 2017 CCNC Summit.

**ACTION:** Staff to send Committee Information on the upcoming Creative City Network of Canada Summit October 18- 20, 2017.

Committee questioned what are current funding programs for the arts and culture sector? How are these programs known to the art community?

Committee suggested an infographic would be beneficial to post on the website that visually shows all the art funding that is available to the public.

Committee stated the Committee is not great at advertising the positive accomplishments they have made thus far. Suggestion is to post achievements on the website more clearly.

**ACTION:** Staff to enquire with Corporate Communications if we can highlight some Committee achievements over past two years on the web.

Committee discussed the possibility of a Facebook page. The group was informed that unfortunately a Facebook page is not permitted because of the nature of a Regional Council appointed Committee.

**ACTION:** For next meeting, Committee members were asked to come prepared to brainstorm on primary, secondary and tertiary recommendations, discuss structure of committee, what priorities are, budget, and oversight responsibility of this Committee.

## **6. MEETING SCHEDULE**

With a fall 2017 deadline to submit recommendations report, The Chair opened the floor to suggestions as when the Committee should meet and how often.

Based on work remaining, bi-monthly meetings the Committee agreed bi-monthly meetings, with the plan to work off line in-between each meeting with action items divided amongst the group.

The Committee agreed to meet on the following dates

Meeting schedule:

Thursday, June 22nd, 2017 – 3-5pm

Thursday, July 20th, 2017 – 3-5pm

Thursday, August 17<sup>th</sup>, 2017 – 3-5pm

Thursday, September 7<sup>th</sup>, 2017 – 3-5pm

**ACTION:** Staff to book boardrooms for ArtsHalifax Committee that seats 10 and is equipped with a white board for brainstorming activities.

Meetings to be held in HRM offices in Dartmouth - 40 or 88 Alderney Drive, depending on Boardroom availability.

## **ADJOURNMENT**

The meeting was adjourned at 5:15pm.

Shari Dillman  
Administrative Support, Culture Events