2022-2026
TERMS OF REFERENCE
BARRIE ARTS ADVISORY COMMITTEE

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 Infrastructure and Community Investment Committee. Decisions of the Committee are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

To advise City Council and staff on all matters regarding the arts and culture in the City of Barrie.

3. Objectives

To ensure that arts and culture is appropriately represented in City plans, policy initiatives, infrastructure projects, and budgets, wherever and whenever possible. This undertaking has as its purpose, the development of the City of Barrie as a vibrant, unique, and diverse centre for the arts.

4. Composition

The Arts Advisory Committee shall be composed of:

- Chair, Councillor, A. Courser
- Councillor, C. Riepma
- 1 representative from the Barrie Arts Alliance
- 1 representative from the Barrie Art Club
- 1 representative from the Canadian Musicians Cooperative
- 1 representative from the MacLaren Art Centre
- Three (3) 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 November 2026, 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).

Any 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 Committee

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 considered by the Committee when making its final decision on the matter.