

ST. JOHN'S

Arts and Culture Advisory Committee

November 3, 2020

11:00 a.m.

Virtual

Pages

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

2.1. Adoption of Agenda

3. ADOPTION OF THE MINUTES

3.1. Adoption of Minutes - February 5, 2020

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4. BUSINESS ARISING FROM THE MINUTES

5. OTHER BUSINESS

5.1. Introduction of New Members

5.2. Orientation to/Overview of the Committee

5.3. Election of Committee Chair

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Advisory committees are chaired by members of the public. One advisory committee member will be elected as chair by the committee every two years. The public member chairing a committee will have responsibility for ensuring the committee carries out its work as per the terms of reference. The chair conducts the committee meeting and guides the committee through the agenda items ensuring that meeting is conducted in accordance with formal meeting protocols. Excellent facilitation skills and previous experience as chair are beneficial for this role.

5.4. 2020 City Public Art Projects

6. DATE AND TIME OF NEXT MEETING

7. ADJOURNMENT

ST. JOHN'S

Arts and Culture Advisory Committee Minutes

February 5, 2020

12:00 p.m.

Conference Room A, 4th Floor City Hall

Present:

Suzanne Mullett, Resource Centre for the Arts, Chair
Councillor Debbie Hanlon
Sherri Breen, Music NL
Patrick Foran, Artistic Fraud of Newfoundland Inc.
Daniel Rumbolt, Visual Artists of Newfoundland and Labrador-CARFAC
Richard Stoker, DanceNL
Jen Winsor, Writers' Alliance NL
Terri Andrews, TaDa! Events
Sarah Mackinnon, Canadian Heritage
Pete Soucy, Business and Arts NL
Elizabeth Lawrence, Director of Economic Development, Culture and Partnerships
Thea Morash, Arts & Culture Development Coordinator
Shanna Fitzgerald, Legislative Assistant

Regrets:

Cheryl Hickman, Opera on the Avalon
Jenelle Duvall, First Light NL
Ruth Lawrence, Citizen Representative

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**

Moved By Jen Winsor

Seconded By Daniel Rumbolt

That the agenda be adopted as presented.

MOTION CARRIED

3. ADOPTION OF THE MINUTES

3.1 Adoption of Minutes - October 29, 2019

Moved By Patrick Foran

Seconded By Debbie Hanlon

That the minutes of October 29, 2019 be adopted as presented.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

5. OTHER BUSINESS

5.1 Art Procurement Program

Daniel Rumbolt, Visual Arts Representative, was welcomed to the Panel.

The Arts & Cultural Development Coordinator notified the Committee that the Art Procurement Program budget has been renewed for \$20,000. The program will be communicated via the City Communications department.

Planning is in the early stages and staff is reviewing the program to address any changes that need to be made with consideration to keeping it in line with the Provincial Art Bank Program. The Arts & Culture Development Coordinator will reach out to the Panel for juror recommendations. In the past the process included an annual deadline where individual artists or galleries would submit up to three pieces of work per artist in digital format. A jury was then convened to review the submissions and make the selections with a deadline for a decision. Submissions tend to be smaller pieces and there is approximately 12-15 average pieces of work purchased per year.

There are approximately 300 items of art in the City art collection and there is currently no art lending program; however, art pieces can be viewed via the City of St. John's Archives. Wyatt Hall has themed art exhibits throughout the year which are recirculated quarterly, chosen by staff on the basis of seasons. A member of the Panel suggested an online gallery. Staff advise that this would be a considerable undertaking and there would a cost involved. It was recommended that Daniel Rumbolt

review the cost associated to put the art online for viewing and report back to the Panel, taking into consideration the cost of online infrastructure required for an online library. It was also noted that currently the City is doing a website update and an online art gallery could possibly be tied into that update.

A member recommended a curator could select a thematic selection of work for display in Wyatt Hall. It was noted that in 2015 a curator was contracted to develop three exhibitions taken from the civic art collection. They were displayed for four months in Wyatt Hall. Two of those exhibitions have since been remounted in Wyatt Hall and the third will be remounted in May for the Spring and Summer months. Thea Morash will check with Neachel Keeping, head archivist for the City, and see what is not currently hung on the walls. It was suggested that a list be published of what art is available in archives.

The Director of Economic Development, Culture and Partnerships advised the Panel that the City will be hosting the Federation of Canadian Municipalities National Conference on Sustainable Communities in October. The Mayor will hold a Mayor's reception in Wyatt Hall. The intent is to review the City's art collection to see what artwork is created with reclaimed, reused, recycled materials and create a themed exhibit.

5.2 Animating Public Space

1. Welcome Centre public art project

The Arts & Cultural Development Coordinator provided an update of the Welcome Centre Public Art Project located on the main floor of the Welcome Centre at 348 Water Street. This project was made possible by the remaining funds in the public art budget. An RFP circulated in October/November had a number of successful applications. Julie Lewis was the successful proponent. The Panel viewed the watercolor map with "Welcome" translated in 403 languages.

There is a digital component including a QR code that can be scanned which is linked to google maps. The intention is for this to become a populated map with the places of origin noted of the visitors to the Welcome Centre. The dots will become a heat map that can create three-dimensional imagery.

2. "OMG" waste containers

The Arts & Cultural Development Coordinator informed the group of a brand new project in the works with a similar theme to the Clean St. John's traffic box program whereby artists submitted designs to paint on traffic boxes. Currently the City is in the early stages of trying to do something similar with the three stream waste containers around the city known internally as the "OMG" containers. There are approximately 25-30 containers already existing within the City.

The artwork requested for this project would be thematically related to the idea of sustainability and waste diversion. The artist would design the work digitally and submit the design to be reproduced on a material designed to withstand the weather. A member of the panel suggested that poetry could be considered as a design option. The Panel was invited to submit ideas for this project.

3. Laneway animation project update

The City of St. John's and the Craft Council of NL partnered to carry out a laneway public art animation project in Solomon's Lane in downtown St. John's. The Committee viewed an image of the ribbon cutting. The project was noted to be a great success with the most "instagrammable wall" with artwork designed by Jessica Waterman. The laneway has been unofficially dubbed "Quilty Lane". The main priorities of the project were to increase lighting in the area, generally enliven and introduce public art to the area, and contribute to a safe and welcoming environment. Through this partnership, the City has leveraged annual public art programming, engaged community organizations, and developed a project that will help in creating interest, activity, and vibrancy in downtown.

This project is considered a pilot project towards animating other laneways throughout the downtown. Currently the City is looking at other partnerships for other laneways throughout the City. The priority of the project is to increase the lighting and safety of the space with low maintenance required. Discussion ensued and the Panel was invited to speak to the City regarding this initiative if there is interest in potential partnerships. It was noted that community organizations can also apply for other funds to help fund the cost.

4. Call for performers

Patrick Foran retired from the meeting at 12:59 pm.

The Arts & Cultural Development Coordinator advised the Committee that the annual call for performers will be advertised in the next couple of weeks with an application deadline of March 15, 2020. It was noted that this is not just for musicians as they are looking for performers of all kinds for any city event that requires performers. In the past it was noted that primarily musicians apply but the call is open to all and the request is written to include all performances. Members were encouraged to advise their various disciplines of this open call. There is no minimum age for the call for performers. Youth performers are coordinated separately through a partnership with the Folk Arts Society and young music submissions will be sent on to John at the Folk Arts Society. It was also noted that each event has its own budget. Pete Soucy noted that he could do a Spotlight on this open call to include all performers.

A member suggested that Downtown St. John's Reel Downtown Outdoor Movie Screenings could be used to display other types of art such as local music videos, monologues or readings and the season for viewings could be extended to September. Councillor Hanlon offered to suggest this idea at the next meeting of Downtown St. John's.

5.3 Arts & Culture in Existing City Plans/Programming

The Chair provided an update about the Municipal Arts Plan. Adopted by St. John's City Council in 2010, the Municipal Arts Plan is a policy document that serves as the City's reference for cultural planning. Created based on consultations, primarily with the arts community, the plan outlines five strategic directions for developing the arts in St. John's:

1. Financial support of the arts: funding the future;
2. Cultural space: working and living;
3. Collaboration with business and the arts;
4. Engagement with the arts;
5. Artist as entrepreneur.

A Committee was struck to look at the Municipal Arts Plan which would review the previous planning document and make recommendations

towards a new cultural plan. This committee was stalled so suggestion was made that the Arts and Culture Advisory Committee should be informed of what the City has in the works that could benefit from an arts and culture integration. It was noted that arts and culture is embedded in the Economic Development Plan.

Following discussion, the committee agreed that the subcommittee will meet to review the Municipal Arts Plan and recommendations will be brought back to the Arts and Culture Advisory Committee. The Committee will then reach out to City departments and staff leads and bring in a few people per meeting to show a brief overview of the projects currently being undertaken by the City to create an opportunity for art to be injected into those projects.

The link to Municipal Arts Plan was sent out by email to the Committee members. The Municipal Arts Plan can be found on the City of St. John's website at the following link: <http://www.stjohns.ca/living-st-johns/arts-and-culture/municipal-arts-plan-0>

6. DATE AND TIME OF NEXT MEETING

The next meeting of the Arts and Culture Advisory Committee is scheduled for April 15, 2020.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 1:40 pm.

CHAIRPERSON, SUZANNE MULLETT

1. GENERAL INFORMATION

Advisory committee name:	Arts and Culture Advisory Committee
Reporting to:	Committee of the Whole
Date of formation:	February 22, 2016
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Director of Economic Development, Culture and Partnerships
Other staff liaison:	Arts and Cultural Development Coordinator Others as deemed necessary as per Section 4.2.1
Council member:	Councillor Debbie Hanlon

2. PURPOSE

The Arts and Culture Advisory Committee provides information and advice to the Committee of the Whole on matters related to arts, culture, indigenous and intangible cultural heritage that intersect City policies, programs, and services as referred to it by committees of council. Items initiated by the Advisory Committee itself would be subject to review and approval of Council, that such items are within the Committee's legislative authority. Specifically, the Committee will:

- Provide the perspective of the arts, culture, indigenous and intangible cultural heritage sectors to the City of St. John's Municipal Arts Plan.
- Provide advice and guidance on City policies which may be linked to arts, culture, indigenous and intangible cultural heritage matters.
- Promote the integration and linkage of arts, culture, indigenous and intangible cultural heritage matters as they relate to City plans, strategies, and policies.
- Advising on the implementation of applicable policies pertaining to arts, culture, indigenous and intangible cultural heritage.
- Advising on ways to further public awareness and understanding of arts, culture, indigenous and intangible cultural heritage issues as they relate to the City of St. John's.
- To provide advice in relation to arts and culture related goals in Roadmap 2021 and subsequent economic development plans.

Advisory committee recommendations to the Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. It has no decision-making authority and is advisory only. The purpose of this Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in community life.

Applicable Legislation/City Bylaws:

- City of St. John's Act

Other City Plans, Guides or Strategies:

- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, 2019
- Parks and Open Spaces Master Plan, 2014
- Recreation and Parks Master Plan, 2008
- Municipal Arts Plan, 2010
- Roadmap 2021
- Downtown St. John's Strategy for Economic Development and Heritage Preservation, 2001

Other Distinct Deliverables and Considerations:

- The Committee will be consulted on any city public engagement processes where getting the perspective of the arts, culture, indigenous, and intangible cultural heritage sectors is identified in a plan.

3. MEMBERSHIP AND COMPOSITION

3.1 COMPOSITION

The Advisory Committee will be comprised of 11-13 total members from the following stakeholder groups:

3.1.1 Public Members

Committee Chair

Advisory committees are chaired by members of the public. One advisory committee member will be elected as chair by the committee every two years. The public member chairing a committee will have responsibility for ensuring the committee carries out its work as per the terms of reference.

Public Members

The Committee will be comprised of no more than 2 persons serving as public members, one community-based representative and one business-based representative with a strong interest in arts,

culture, and intangible cultural heritage. Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's

Organizations

The Committee will be comprised of no more than 10 persons serving as organizational representatives. Each organization may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend. Organizations to appoint a representative include:

1. One from each of the six following arts disciplines:
 - 1) Dance
 - 2) Film and New Media
 - 3) Literary
 - 4) Music
 - 5) Visual Art and Craft
 - 6) Theatre
2. Four from cultural, indigenous and intangible cultural heritage organizations.

Youth Representation

Individuals between the ages of 19-35 Representation: At least one public member, between the ages of 19-35 will be appointed to each advisory committee at the time their application is submitted.

Subcommittees

When deemed necessary, the Committee may strike a working committee or subcommittee to deal with specific issues or deliverables including public art exhibits, art procurement and its placement and maintenance, and arts and cultural grants. Subcommittees must have at least one advisory committee member. Composition may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the advisory committee on specified meeting dates, or as deemed necessary by the committee Chair or Lead Staff.

3.1.2 Staff and Council Members (Ex-Officio Members)**Lead Staff**

A Lead Staff will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

City Clerk

The City Clerk will have representation on each advisory committee.

Council

Each advisory committee will have one council representative acting as advisory committee spokesperson/champion.

3.2 LENGTH OF TERM

Public Members

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional two years, for a total of two two-year terms. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Organizations

The role of an organization will depend on its relationship with the committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be required to alternate appointed representatives following the completion of two two-year terms.

Lead Staff

A review of Lead Staff role will occur every four years as part of the advisory committee review.

Cooling-off Period (Former City Staff and Council)

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

Additional Considerations

- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is four consecutive years.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if directly related to the Advisory Committee's purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 ROLES AND RESPONSIBILITIES

As a municipal advisory body, Advisory Committee roles include:

- Advising and making recommendations to the Committee of the Whole, in a manner that will support City policy matters relevant to the committee's defined Purpose.
- Providing resident and organizational based expertise.
- Working within given resources.
- Consider working in subcommittees/working groups for specific pieces of work being addressed by other committees i.e., Built Heritage Experts Panel.

Shared Member Responsibilities**Conduct**

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Advisory committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

Preparation

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

Agendas

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the City Clerk.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration.

Attendance and Participation

Active participation in advisory committee meetings is expected of all public members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the committee at the discretion of the City Clerk.

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications may be used to fill temporary vacancies created by approved leaves of absence.

Voting

Council members and individuals from City Staff are ex-officio and therefore non-voting.

4.2 MEMBER ROLES AND RESPONSIBILITIES**4.2.1 City Staff****Lead Staff**

- To act as a liaison between the committee and the City; linking across departments on issues relevant to committee work.
- Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications).

Other Staff Liaison

- The work of Other Staff Liaisons intersects the purpose of the advisory committee and therefore they may be required to participate.

City Clerk

- To be responsible for administrative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of "Notice of Vacancy" contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of the City Clerk and the Lead staff will oversee committee selection with input from relevant departments.
- The Office of the City Clerk will work with Lead Staff members to ensure new members receive orientation.

4.2.2 Public Members**Chair**

- The presiding officer of an advisory committee will be referred to as "Chair." Advisory committees shall elect, from among their voting members, a Chair at the end of the prior chair's term. An

advisory committee member shall not serve as a Chair for more than four consecutive years except in extenuating circumstances (see Term Limits).

- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.)
- Assist in the development of content for Notice of Vacancy documents.
- Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

Public Members

Public members are expected to advise City decision making; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community, and engaging with residents and experts when appropriate.

Organizations

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the committee.

4.2.3 Council

Council members have a focused role. One council representative will sit on each advisory committee as the Advisory Committee Champion. In accordance with the role of advisory committees (i.e. to advise council through Committee of the Whole meetings), and to promote and enhance the committee's advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair and/or Lead Staff to inform council.

4.3 REPORTING

The Arts and Culture Advisory Committee shall report through the Committee of the Whole to City

Council; however, depending on the issue, reports may be directed to another committee where appropriate.

Standardized Reporting Process:

- The advisory committee Lead Staff, Committee Chair and City Clerk will work to complete a report for consideration at Committee of the Whole.

Notes:

- Council to be kept informed of committee activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be encouraged to report to (i.e. maintain open communication) with their respective organizations regarding committee work.
- A bi-annual Advisory Committee check-in will be held for all advisory committee members.

5. COMMITTEE RECRUITMENT AND SELECTION**5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS**

Recruitment practices will be consistent for all advisory committees. When new members are required a "Notice of Vacancy" will be prepared by the City Clerk and distributed through City communication channels.

Additional communications opportunities may be identified by relevant departments/committee members. This document will include general information regarding committee purpose, the terms of reference and a link to the Advisory Committee Application Form.

A vacancy on an advisory committee occurs when a member resigns, vacates a position or when their resignation is requested by the advisory committee Chair. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the committee Chair declares the position vacant due to lack of attendance or incapacitation.

All applicants must complete an Advisory Committee Application Form which may be downloaded from the City website or obtained by visiting/calling Access 311. Applications will be made available in large print format upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk's Office.

5.2 ELIGIBILITY AND SELECTION**Eligibility**

Appointments to City of St. John's advisory committee's will be made providing adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's.
3. Organizational representatives are not required to be residents of St. John's.

Commitment to Equity and Inclusiveness

The City of St. John's is strongly committed to equity and inclusiveness. In selecting advisory committee members the City will aim to design processes that are transparent, accessible, and free of discrimination and to seek to remove barriers.

Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email.

6 PUBLIC ENGAGEMENT

The City of St. John's recognizes that engagement between the City and its citizens is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time, on subject areas of mutual interest.

In accordance with the City of St. John's [Engage! Policy](#), the role of the Arts and Culture Advisory Committee in the spectrum of engagement will fall within the realm of "consultation". This means that City advisory committees will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John's advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. For more information on public engagement in the City of St. John's or to find out how to get involved or learn about what's coming up, check out the engagement page on the City's website. You can also check out the City's [Engage! St. John's](#) online engagement platform and connect with us on [Twitter](#) and [Facebook](#).

7 OTHER GOVERNANCE**7.1 REVIEW OF TERMS**

Taking into account recommendations from the Committee Chair and Council Champion, the City Clerk and Lead Staff will review Advisory Committee Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose.

7.2 MEETING AND SCHEDULES

Advisory Committees are to formally meet no less than three times and no more than six times on an annual basis. The exact frequency of advisory committee meetings will be determined by the Chair, Lead Staff, and City Clerk.

A quorum for meetings is considered 50% + 1 member in attendance.

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held at City Hall and shall be closed to the public.

Meetings may be recorded.

7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY**Conflicts of Interest**

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Committee member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

Confidentiality:

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Arts and Culture Advisory Committee.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____