

ST. JOHN'S

Arts and Culture Advisory Committee

January 19, 2021

2:00 p.m.

Virtual

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ST. JOHN'S

Arts and Culture Advisory Committee Minutes

November 3, 2020

11:00 a.m.

Virtual

Present: Mayor Danny Breen
Councillor Debbie Hanlon
Daniel Rumbolt, Visual Artists of Newfoundland and Labrador-CARFAC
Jen Winsor, Writers' Alliance NL
Sarah Mackinnon, Canadian Heritage
Rhonda Tulk-Lane, MusicNL
Pete Soucy, Citizen Representative (Business)
Lynn Panting, Untellable Movement Theatre
Lloydetta Quaicoe, Sharing Our Cultures Inc.
Elizabeth Lawrence, Director of Economic Development, Culture and Partnerships
Thea Morash, Arts & Culture Development Coordinator
Shanna Fitzgerald, Legislative Assistant

Regrets: Jenelle Duval, First Light NL
Tim Matson, Best Kind Productions
Nicole Rousseau, RCA Theatre Company

Others: Jennifer Lundrigan, Canadian Heritage

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
 - 2.1 **Adoption of Agenda**

Moved By Lloydetta Quaicoe

Seconded By Debbie Hanlon

That the agenda be adopted as presented.

MOTION CARRIED

3. ADOPTION OF THE MINUTES

3.1 Adoption of Minutes - February 5, 2020

Moved By Daniel Rumbolt

Seconded By Debbie Hanlon

That the minutes of the meeting held on February 5, 2020 be adopted as presented.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Municipal Arts Plan Update

The Arts & Culture Development Coordinator provided an update about the Municipal Arts Plan as discussed at the meeting of February 5, 2020. 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 arts and 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 subcommittee of members will review the Municipal Arts Plan and make recommendations towards a new arts and cultural plan. As the membership to the Arts and Culture Advisory Committee has changed, the subcommittee should be renewed with new members. Members Rhonda

Tulk-Lane, Daniel Rumbolt, Lynn Panting, and Councillor Debbie Hanlon volunteered to participate.

The link to Municipal Arts Plan was sent out by email to the Committee members as part of the Overview Package. The Municipal Arts Plan can be found on the City of St. John's website at the following [link](#).

5. OTHER BUSINESS

5.1 Introduction of New Members

Mayor Danny Breen addressed the Committee and thanked them for their continued work throughout the pandemic and for providing feedback to Council on important City matters. He provided an update regarding the City's current financial position in 2020. Members were invited to contact him with concerns or suggestions.

The new members are noted to be:

- Lloydetta Quaicoe - Sharing Our Cultures
- Lynn Panting - Untellable Movement Theatre
- Rhonda Tulk-Lane - MusicNL
- Nicole Rousseau - RCA Theatre Company
- Tim Matson - Best Kind Productions

5.2 Orientation to/Overview of the Committee

The Arts and Culture Development Coordinator presented an overview presentation which will be distributed to the Committee after the meeting and attached to the agenda. 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. The Panel was advised of the list of City plans where Arts and Culture has the opportunity to be incorporated. Links to the City plans were provided to members in the overview document. Members were advised that the Economic Plan will be adjusted as there has been a shift due to the pandemic.

City Arts and Culture Development was discussed with reference to:

City Grants

- Grants to Artists and Arts Organizations - During the 2020 grant cycle, the City distributed \$276,500 in grants between individual artists and arts organizations not including special events and festivals, community, or capital.
- Special Events and Festival Grants
- Community Grants

Poet Laureate

- Poet Laureate Mary Dalton has partnered with 93.5 CHMR-FM to create and produce a poetry podcast called Flahoolic. Several episodes are currently available, with more scheduled for release in the coming weeks. They feature Dalton's poems along with those of a few other St. John's poets, past and present. Additional episodes are in production and focus on particular themes in Dalton's poetry such as nature, the city and gender relations. More information on the Flahoolic Podcast can be found at <http://www.stjohns.ca/media-release/podcast-st-john-s-poet-laureate>.

Call for Performers

- Submissions are used in a lot of different ways:
 - "Music @" Concert Series
 - Cruise Performances (dockside welcomes)
 - Other City Special Events (St. John's Days, Canada Day, Festival of Music and Lights, etc.)

Infrastructure

- The City is involved with the development and maintenance of cultural infrastructure. The 4 below buildings are owned by and maintained with the support of the City but are not operated by the City. The City has lease arrangements with organizations to manage the programming.
 - Quidi Vidi Village Plantation
 - Anna Templeton Centre
 - Railway Coastal Museum
 - Community Market

Art Procurement

- The City is currently actively seeking submissions for the 2020 art procurement program to complement its civic art collection. The City has put out a call for submissions from commercial galleries and individual artists to submit work for consideration. The art procurement program has an annual budget of \$20,000. The deadline for entries is Friday, November 6.

Public Art

- Members viewed images of murals at Solomon's Lane created by artist Jessica Waterman in partnership with Craft Council of NL; and Rawlins Cross, created by artist Jordan Bennett in partnership with Eastern Edge Art Gallery.
- The main priorities of the Solomon's Lane 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 partnerships, the City has leveraged annual public art programming, engaged community organizations, and developed projects that will help in creating interest, activity, and vibrancy in the City.

During discussion, members suggested there be consideration of an opportunity for space to create a community arts and culture hub in St. John's. The MUN extension building was previously used as an arts hub and was referenced as "the hub" for all disciplines for arts. There was a demand and needs analysis funded in 2012 that is available on the City website. [Arts Space: Demand and Needs Analysis](#). It contained investigative work in terms of determining what may be needed to serve the space needs of the arts community at that time.

Members were advised of the City Public Art Projects in Development:

- Enlivening Downtown with Live Art Creation
 - Artists "live paint" downtown on pole banner "blanks" for future display throughout downtown.
- Community Engagement: Neighbourhood Art
 - Engage with community via neighbourhood associations and community centres.

- Residents work with artists to develop and carry out public art projects for their communities.

Question was raised about ethnic minority representation in the projects mentioned. The City has done some work with the Association for New Canadians and visuals were displayed at City Hall. Due to procurement policies, projects are obligated to go out for public call and are reviewed by a selection committee. Staff advised that there has been conversation around social procurement and involving criteria beyond the financial aspect. Members felt there should be a specific initiative for ethnic minority representation and proposed that the Committee draft wording about appropriate equity in selection processes.

5.3 Election of 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. 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. Members were invited to submit their interest to the City Clerks Department.

6. DATE AND TIME OF NEXT MEETING

The next meeting of the Arts and Culture Advisory Committee is scheduled for January 19, 2021 - 2:00 - 4:00 pm.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 12:24 pm.

CHAIRPERSON

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: _____

DECISION/DIRECTION NOTE

Title: Poet Laureate Term Extension

Date Prepared: January 12, 2020

Report To: Arts and Culture Advisory Committee

Councillor and Role: Debbie Hanlon, Arts & Culture Advisory Committee

Ward: N/A

Decision/Direction Required: Recommendation of the Arts & Culture Advisory Committee to Committee of the Whole that Mary Dalton's term as Poet Laureate be extended to include the calendar years 2021 and 2022, as referenced in the Poet Laureate Terms of Reference.

Discussion – Background and Current Status:

The City of St. John's has appointed a local poet to the position of Poet Laureate for four-year terms since 2011, as follows:

2006-2009: Agnes Walsh
2010-2013: Tom Dawe
2014-2017: George Murray

The current Poet Laureate, Mary Dalton, began her term in 2019. When reviewing the Poet Laureate terms of reference before circulating the call for the current Poet Laureate in 2018, the Arts and Culture Advisory Committee recommended that the term be shortened to two years (the calendar years 2019 & 2020), with a possible extension of two years (the calendar years 2021 & 2022) to a total term of four years (which would be commensurate with the four-year terms of the City's past Poets Laureate). A main contributing factor to this recommendation of a shorter term was due to committee discussion around the concept of broadening the municipal Laureate position to be inclusive of other arts disciplines (following the Decision Note dated January 18, 2018 "City of St. John's Laureate Position"), and the committee's intention to continue that discussion for possible action following a two-year rather than a four-year term timeline.

Because a recommendation has not come forward regarding a "cultural laureate," "artist in residence," or other similar appointment that the Poet Laureateship may evolve into, and considering that the 2020 calendar year presented understandable challenges to taking full advantage of the possibilities a Poet Laureateship might present, it is reasonable that Mary Dalton's term as Poet Laureate should be extended to a four-year term, as indicated in the Poet Laureate Terms of Reference.

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The Poet Laureate Terms of Reference state that the term may be extended “if recommended by the Arts and Culture Advisory Committee.” Should the Arts and Culture Advisory Committee agree that Mary Dalton’s term as Poet Laureate should be extended as described above, that recommendation will be forwarded to Committee of the Whole for consideration.

Key Considerations/Implications:

1. Budget/Financial Implications: The budget for the position (\$5,000 per annum) would remain unchanged.
2. Partners or Other Stakeholders: Groups represented on the Arts and Culture Advisory Committee.
3. Alignment with Strategic Directions/Adopted Plans: Our City, Our Future – Strategic Plan 2019-2029: “A Connected City;” Planning for a Creative Future – The City of St. John’s Municipal Arts Plan; Roadmap 2021 “A Leading Canadian Artistic Metropolis.”
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

Recommendation:

That Council extend Mary Dalton’s term as Poet Laureate to include the calendar years 2021 and 2022, as referenced in the Poet Laureate Terms of Reference.

Prepared by: Théa Morash, Arts and Cultural Development Coordinator

Approved by: Tanya Haywood, Deputy City Manager – Community Services

Report Approval Details

Document Title:	Poet Laureate Decision Note.docx
Attachments:	- Terms of Reference - Poet Laureate.pdf
Final Approval Date:	Jan 13, 2021

This report and all of its attachments were approved and signed as outlined below:

Elizabeth Lawrence - Jan 13, 2021 - 8:51 AM

Tanya Haywood - Jan 13, 2021 - 9:52 AM

City of St. John's Poet Laureate

Terms of Reference

Overview:

The position of Poet Laureate is an honour bestowed by the City as a way of acknowledging and celebrating poets, poetry and their value and contribution to civic life. Through the Poet Laureate the City recognizes poetry, and all art, as a fundamental and necessary component of society. The City of St. John's Poet Laureate will act as an ambassador for poetry and by doing so will integrate poetry into a range of official and unofficial civic events.

Term:

The Poet Laureate will serve for two years with the possibility of extension for an additional two-year term, if recommended by the Arts and Culture Advisory Committee.

Terms of Reference:

The duties of the Poet Laureate will be kept deliberately modest in order to leave incumbents free to concentrate on their own projects. The Poet Laureate will be responsible to shape the position according to priorities agreed upon in consultation with the City of St. John's. Their duties will include:

- Contribute high quality, imaginative, and insightful work to appropriate public functions by reading or reciting their own or others' work, including:
 - Compose and present poems within the widest possible scope about the City's history, culture, landscape, and life for official City events and occasions at least once a year to City Council during National Poetry Month (April) and at a minimum of four other official Municipal events to be determined annually in coordination with relevant municipal staff;
 - In addition, participate in various other events as required;
- Invite other poets to read their work at various events;
- Raise the profile of the City's poetry community both locally and farther afield;
- Provide advice to the Arts and Culture Advisory Committee on issues pertaining to literature, poetry, and the status of writers;
- Attend meetings of the Arts and Culture Advisory Committee at least once annually, to report on their experience and activities as Poet Laureate;
- Liaise with municipal staff on a regular basis, including providing a written report on their experience as Poet Laureate at the conclusion of their term.

The City offers an honorarium of \$5,000 annually and office/administrative support, (i.e. a mailing address and support for routine office tasks such as correspondence, booking meeting rooms etc.). The City will promote the Poet Laureate's work through its regular communication channels.

INFORMATION NOTE

Title: Art Procurement Selections 2020

Date Prepared: January 12, 2020

Report To: Arts and Culture Advisory Committee

Councillor and Role: Councillor Debbie Hanlon, Tourism Culture & Immigration

Ward: N/A

Issue: Presentation of artworks selected for purchase as part of the City's 2020 Art Procurement program.

Discussion – Background and Current Status:

Following a four-year suspension of the City's Art Procurement program (from 2016-2019 inclusive), the program was reinstated during the budget process for 2020. The Art Procurement program considers submissions by individual artists and commercial art galleries for purchase by the City and subsequent inclusion in the Civic Art Collection. Pieces in the Civic Art Collection are on display throughout City Hall and other City buildings, in offices, boardrooms, public spaces, etc. These artworks are also regularly displayed in Wyatt Hall as a part of seasonal or themed exhibitions intended to share the collection with the general public and encourage engagement with the visual arts.

In response to the call for submissions, there were 217 pieces submitted for consideration, from 79 artists. Each artist can submit up to three pieces for consideration.

The jury for the Art Procurement program is comprised of subject matter experts in the area of visual art: practicing artists, art teachers, art writers, curators, and/or other persons knowledgeable in the area of visual art. This year's jury was made up of three such members, and also included non-voting City staff representation (Arts and Cultural Development Coordinator and City Archivist).

The jury met virtually on November 19, 2020 and selected twenty (20) pieces for purchase (please see attached list), totaling \$19,170. The annual budget for Art Procurement is \$20,000.

Agreements have been signed between the City and the selected artists and/or the commercial gallery representing them, and the selected artworks are in the process of being delivered to the City Archives for cataloguing and inclusion in the Civic Art Collection.

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Key Considerations/Implications:

1. Budget/Financial Implications: The 2020 budget included \$20,000 for the purchase of artwork through the Art Procurement program. The total purchase price of artwork was \$19,170.
2. Partners or Other Stakeholders: City staff worked with an external three-member jury to assess and select artworks to be recommended for purchase.
3. Alignment with Strategic Directions/Adopted Plans: Art Procurement addresses the City's strategic plan "Our City, Our Future," specifically "A Connected City:" "Increase and improve opportunities for residents to connect with each other and the City," and "Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities."

The Art Procurement program also reflects the directions in "Planning for a Creative Future: The City of St. John's Municipal Arts Plan," especially "Strategic Direction A: Financial Support of the Arts: Funding the Future."

4. Legal or Policy Implications: Selected artists and/or the commercial galleries representing them enter into an agreement with the City indicating both the City's and the Artist's rights to use, copyright, etc.
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: The Call for Submissions was promoted through City channels, and EDCP staff will work with Communications staff to determine the most appropriate means through which an announcement concerning the selected pieces may be shared.
7. Human Resource Implications: N/A
8. Procurement Implications: The artworks selected by the Jury will be acquired for inclusion in the Civic Art Collection.
9. Information Technology Implications: N/A
10. Other Implications: N/A

Conclusion/Next Steps: The selected artworks are in the process of being delivered to the City Archives for cataloguing and inclusion in the Civic Art Collection. EDCP staff will work with Communications staff to determine the most appropriate means through which an announcement concerning the selected pieces may be shared.

Report Approval Details

Document Title:	Art Procurement Selections 2020.docx
Attachments:	- Selected Artworks - 2020 Art Procurement 2.0.pdf
Final Approval Date:	Jan 13, 2021

This report and all of its attachments were approved and signed as outlined below:

Elizabeth Lawrence - Jan 13, 2021 - 8:20 AM

Tanya Haywood - Jan 13, 2021 - 9:54 AM



2020

ART PROCUREMENT
SELECTED PIECES

ST. JOHN'S



Aiden, Nicholas

Sunshine

acrylic print

30" x 30"

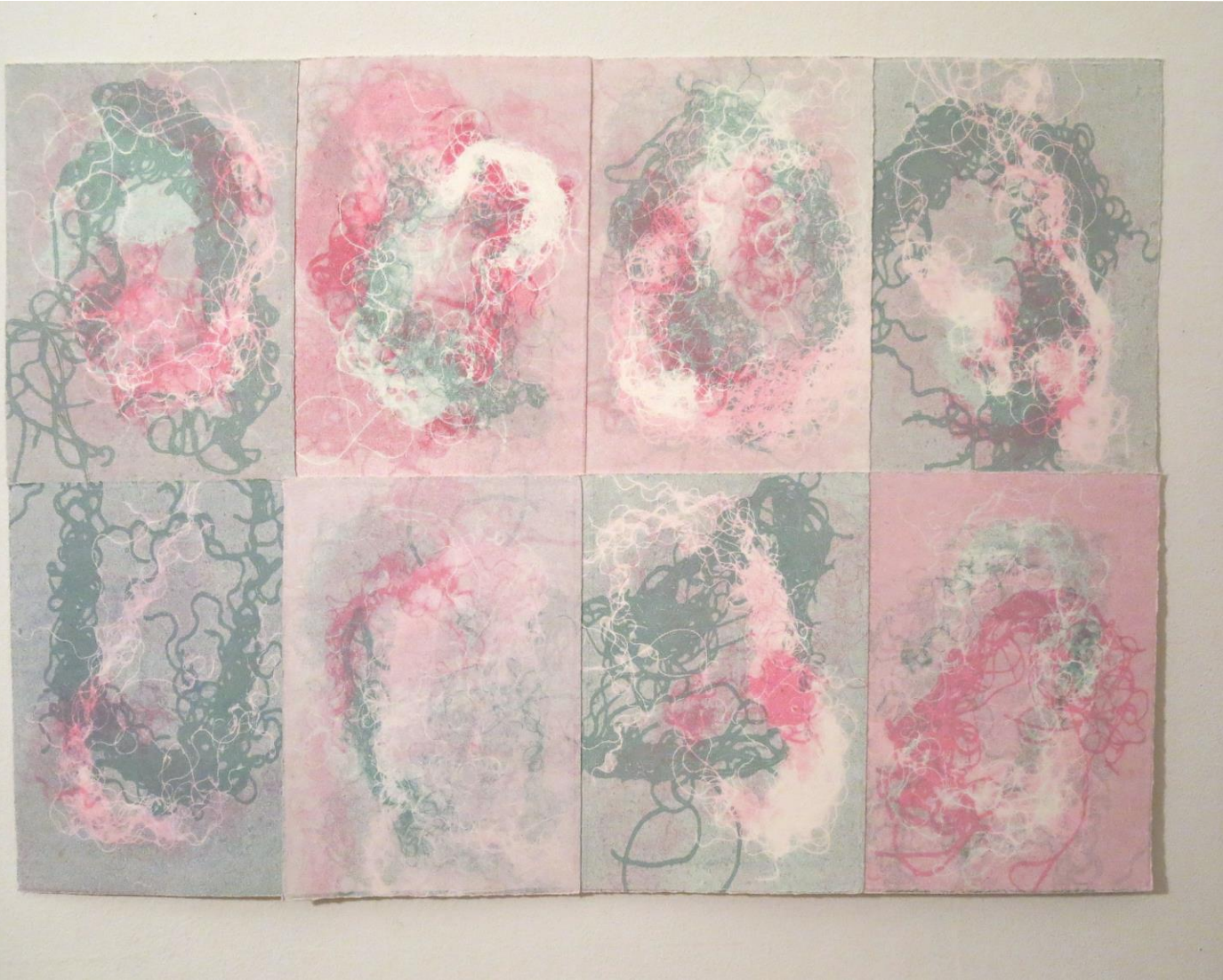


Batten, Chris

Dad's G Hohner

reduction woodcut

12" x 12"



Chan, Pepa

Garden of Unease

Monotype assemblage on
Arches88 paper

13.5" x 19.5"



Eckert, Hazel May

Soft Focus IMG_2075

Archival inkjet print

40" image 42" frame x
30" image 32" frame

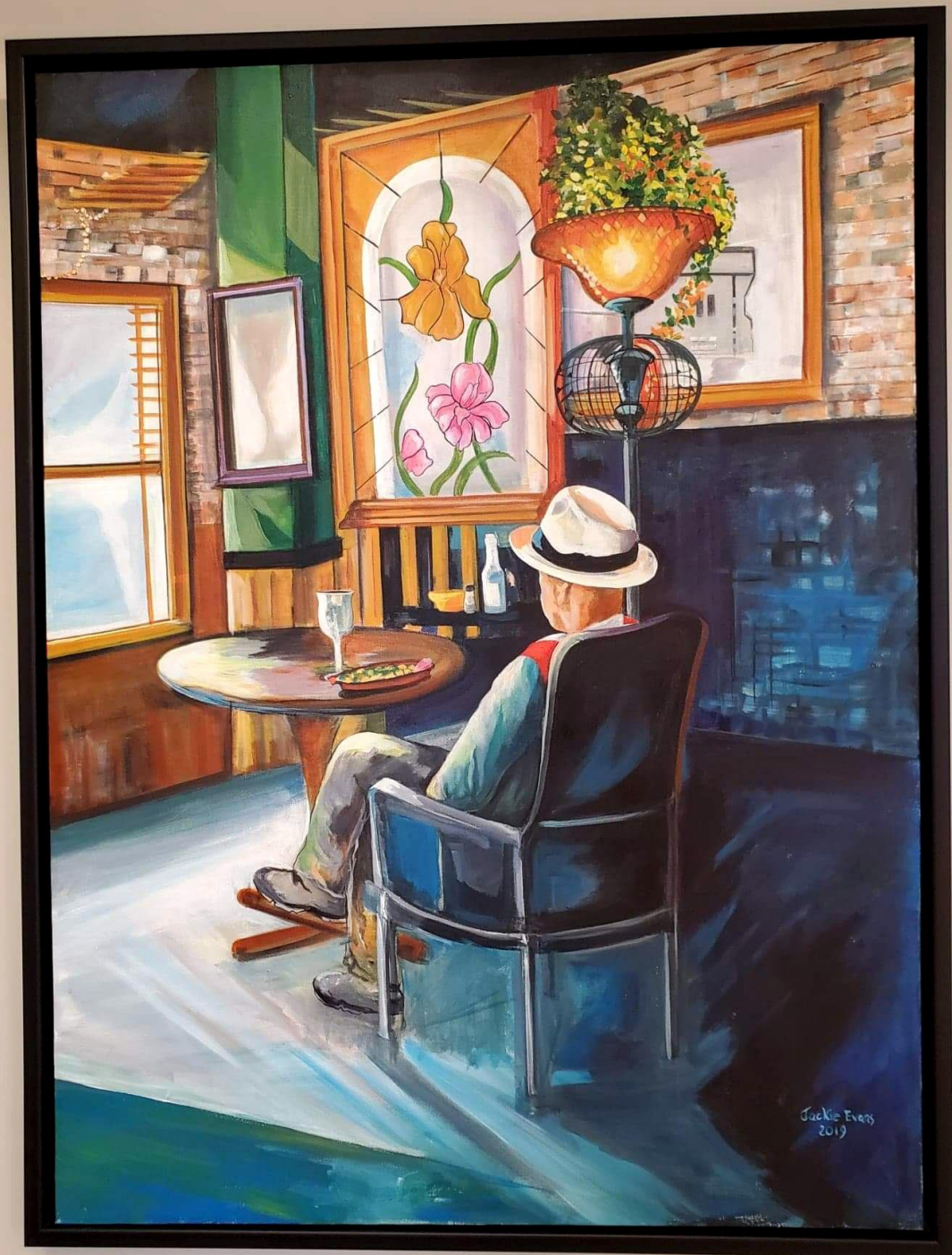


Enstrom,
Malin

berg I

photographic
archival print

24" x 48"



Evans, Jackie

The Bagel Café

Acrylic on canvas

30" x 40"



Glavine, Winnie

Looking Out

Traditional NL rug hooking using re-purposed fibers such as velour, wool fabric, t-shirt, panty hose and 100% wool yarn. The window frame is authentic.

14" x 28.5"



Hertel, Janice

East Coast Trail View

pencil and pastel on
archival paper

12.5" x 10.5"

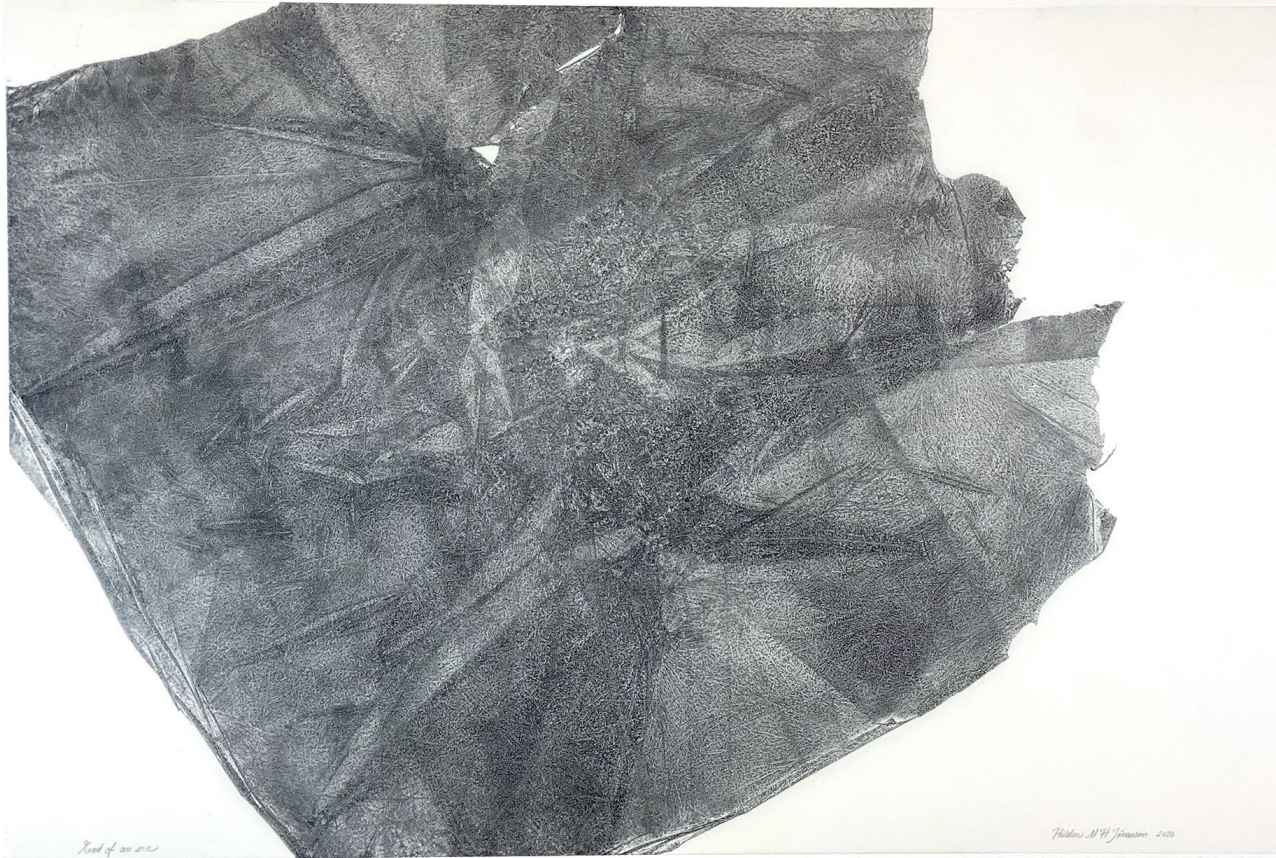


Horan, George

Brazilian Watercolour Suite #2

Painted on Arches w/c paper with Winsor and Newton watercolour paints applied in a traditional manner. The paints are professional grade watercolours. No mixed media were employed in the creation of this work. The paper support is acid free watercolour paper. Consequently the work presents no unique or other conservation issues.

10.75" x 14.75"



Jonasson, Hildur M H

End of an era

This work is created by inking up plastic and printing it onto drafting vellum. I dug the plastic up from a remote beach on an island in Svalbard, Norway. This is one of the most remote places on Earth and though there were no humans inhabiting this island, the beach was strewn with plastic garbage. Intellectually, I knew there would most likely be garbage in this otherwise pristine part of the world, but it was still devastating and shocking to witness it. Created at St Michael's Printshop.

24" x 36"



Le Riche Beaumont, Ruby

The Old Barn

Acrylic on Canvas (Wrap around and painted) the sides are painted.

40" x 54.25"



Leyton, Bonnie

Owl

ink and watercolour

30" x 22"



MacCallum,
John

Florida

acrylic on
stretched
canvas

18" x 24"



O'Reilly, Jill

Northern Gannets

Glass mosaic using a glass-on-glass technique

24" diameter

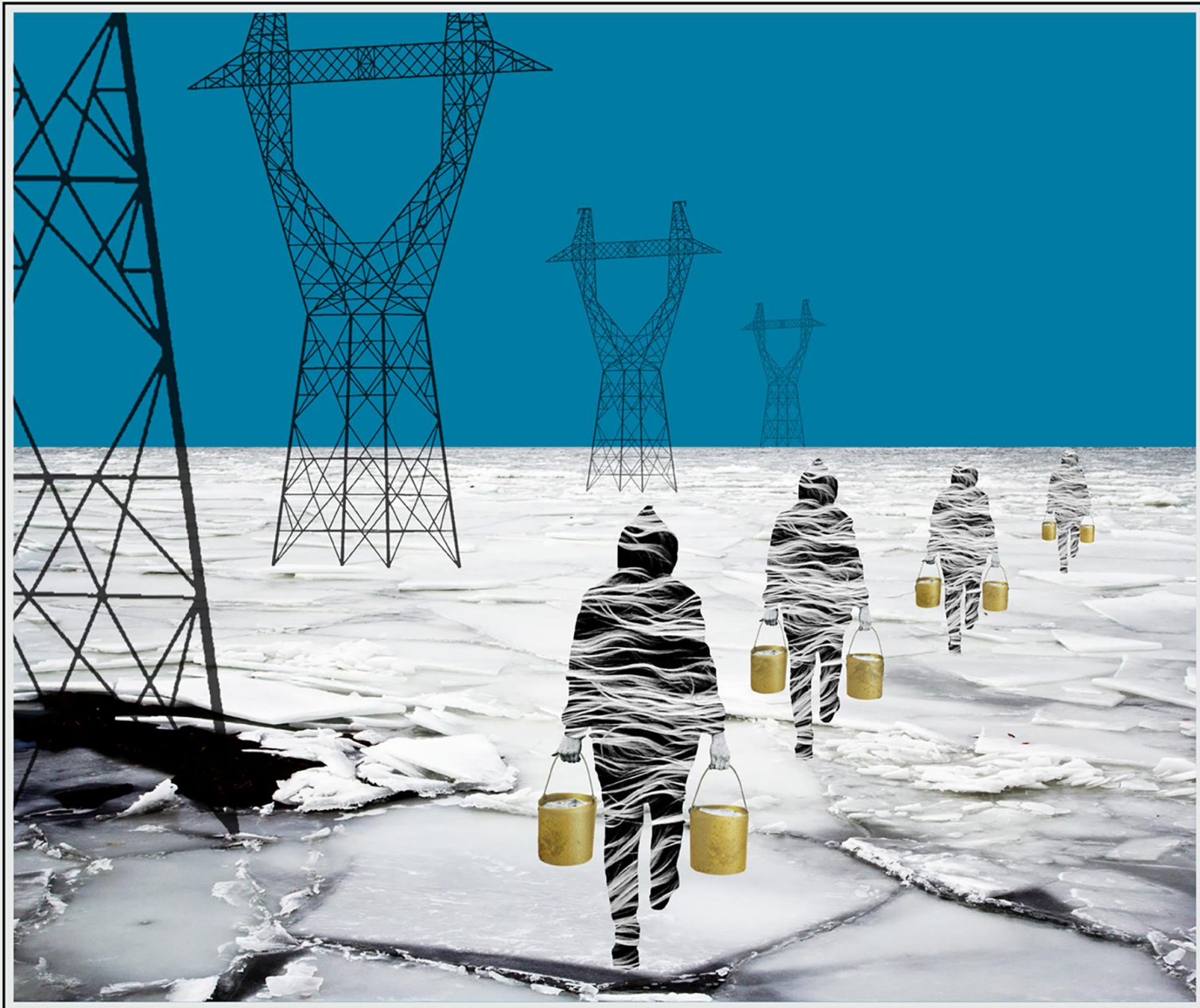


Payne, Steve

Groc & Conf

Chromera
print

13" image 22"
frame x 18"
image 26"
frame



Pelley, Rhonda

VIII Of Cups

Archival inkjet on
Hahnemuhle paper
310 gsm

18.5" image 19.5"
frame x 20.75"
image 22.5" frame



Pittman, Emily

Ten Historic Town Series
1

Oil & house paint on
panel

36"x 36"



Rabinowitz, Toby

Whispering
Horses

acrylic on canvas

16" x 20"



Song, Ginok

Remembrance

Oil on canvas

24" x 24"



White, Nelson

Em

Oil on canvas

30" x 30"

Thank you!

2020

ART PROCUREMENT

ST. JOHN'S