Terms of Reference

1. Name: Arts and Culture Council

2. Reports To

This Council reports directly to the Library CEO.

3. Purpose

The Arts and Culture Council (ACC) works alongside Library staff to manage The Gallery through arts and cultural events that elevate and celebrate our community.

Mandate

1. The ACC supports the Library by organizing exhibitions focusing on the work of local artists (not exclusive), and by facilitating an ongoing program of cultural events that provide the community opportunities for creative expression and learning.

2. The ACC facilitates, as required, the use of the showcases at L.E. Shore for the purpose of promoting arts and culture.

3. The ACC makes recommendations and/or assists the CEO in the selection and placement of donated and/or loaned artwork throughout the BMPL.

4. Membership

Membership shall be no less than five (5) and no more than seven (7) members. ACC members must be:

- active member of The Town of The Blue Mountains community (residency not required);
- at least 18 years of age;
- able to supply a Criminal Records Check;
- not employed by The Blue Mountains Public Library;

ACC vacancies will be advertised online on the Library website and social media and in local media. Applicants must submit an application form through the website. Alternate formats are available upon request. Applications will be reviewed by a selection committee of the CEO, Chair, and 1 additional ACC member.

5. Term of Appointment

Members shall be appointed for a three-year term* and may be reappointed for more than one term. During the final term, the ACC will determine if new appointments are required.

*A term refers to the three-year term of the Council, not from the point at which the member is appointed. The start month of a term is September (for example, for the 2025-2028 term, the term starts in September 2025).

6. Quorum

Quorum is 50% of the Council. If quorum cannot be reached at three (3) duly scheduled Council meetings, the CEO shall conduct a reassessment of membership.

7. Council Chair

The Council shall select a Chair from among its members in January, or in the month following the resignation of a Chair for the remainder of the Chair's term. The Chair shall serve for a one-year term but may sit for more than one term.

The Chair shall preside at all meetings of the Council. When the Chair is not available for a meeting, the members of the Council will select from the attendees a Meeting Chair to facilitate the meeting.

The Chair and Staff, with member input, will pre-select task-specific agenda items for each meeting.

8. Removal and Vacancies

The Chair, or any two (2) Council members, may send a request to the CEO for the removal of any member who does not participate regularly, or who is unwilling to participate as an active team member. Any member who is absent for three (3) consecutive meetings, or who commits a breach of policy may be removed from the Council by the CEO.

A Council member ceases to be a member when: (a) the member's term expires without renewal; (b) the member is unable to act due to non-temporary incapacity or illness; or (c) the member fails to meet the criteria of membership.

When a person ceases to be a member for any reason(s), that person continues to remain bound by their Oath of Confidentiality and may not discuss the work of the Council.

9. Conduct of Members

In performing their duties, each ACC member will:

a) Share their knowledge and expertise;
b) Work with the Council to achieve the designated mandate;
c) Conduct deliberations and discussions which advance the business of the ACC only in duly scheduled meetings where quorum is present;
d) Not work beyond the mandate of the Council, and if unclear, seek clarification from the CEO;
e) Attend all scheduled meetings, and when unavailable, give notice for purposes of meeting quorum and/or rescheduling;
f) At meetings, follow the agenda and save off-topic discussions for before/after the meeting;
g) Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Council;
h) Adhere to all policies of the Library, including the *Oath of Confidentiality* and *Access to Information and Protection of Privacy* policies;
i) Speak with one voice.

10. Meetings & Schedules

a) The Council shall meet on the 2nd Tuesday of the month. The meeting time will be reviewed annually.

b) Meetings may be called as required by the Chair, the CEO, or by two members of the Council.

11. Non-Member Attendance

The Council may choose, within its mandate, to engage former members, consultants, or outside resources, with the approval of the CEO. In these cases, the non-member resource will participate only in discussions relevant to their advisory role.

12. Voting

The Council may make decisions on matters within its mandate. The Council shall aim for consensus but shall take action based on majority vote. The Council Chair shall vote on all matters. A tie is a vote in the negative. When the Council is unable to reach a resolution to an issue on its own, the matter shall be referred to the CEO.

13. Roles and Functions of the Council

The Council provides advice to the CEO on matters related to its mandate. The following decisions are within the roles and functions of the Council:

1. Place calls for artists' applications to show in the Gallery and Showcases.
2. Review applications and determine which artists shall be granted a showing.
3. Provide respectful notice to applicants not selected.
4. Design Gallery exhibits and plan opening receptions.
5. Plan and implement ACC events and programs which support the mandate.
6. Make recommendations to the CEO regarding acquisitions, acceptance of donations, or loaned works of art and installations.
7. Make recommendations for Gallery facility upgrades.
8. Work within Board-approved budgets.
9. Create working teams of the Council to best conduct business.
10. Recruit additional volunteers to assist with specific functions of the Council, and report potential volunteers to the CEO for approval.
11. Review and approve promotional materials on behalf of The Gallery.

14. Roles and Functions of the CEO

As the Board appointed director of all library management, the CEO shall:

1. Ensure the Council is productive.
2. Ensure the Council follows policy and meets other standards.
3. Act as a liaison for information between the Board, Council, and Staff.
4. Consider approval of all budgetary requests which fall under administrative purview.
5. If deemed necessary, make requests to the Board for additional expenditures.
6. Provide financial updates to the Council on variance, incoming statements, and reserve accounts.
7. Manage long-term plans for the Gallery.
8. Consider approval of additional staff time, as needed.
9. Consider approval of volunteers to perform tasks of the Council, and ensure these volunteers meet the requirements for volunteering with the BMPL.

10. Place recruitment calls for members and appoint the Council every three-years or as needed.
11. Maintain the corporate record, including minutes of the Council.
12. Review and revise the Terms of Reference as needed, with input from the Arts & Culture Council.
13. Ensure that all members are adhere to the *Special Occasion Alcohol Use Policy POL-SYS.2018.54*, with special attention to the Event Requirements section which states, "Only those with a Smart Serve card may handle alcohol, including bartending, pouring, or serving/waiting (as per AGCO requirement)".

15. Roles and Functions of Staff

The Arts and Culture Council, through the CEO, shall have access to Staff to support the administrative needs of the Council. All service required of Staff shall be directed by the CEO. The Staff shall:

1. Be the primary point of contact for artists, presenters, and the public in matters of The Gallery.
2. Produce and distribute meeting packages.
3. Attend all meetings, including "ACC Presents" committee meetings.
4. Provide financial reports to the Council on monthly revenues.
5. Arrange payment for Gallery artists, showcase renters and event speakers.
6. Complete marketing materials for all Council events.
7. Maintain the official schedule of exhibitions and showcase rentals.
8. Prepare application materials for The Gallery's annual exhibition calls.
9. Liaise with selected artists for contractual, promotion, and inventory needs.
10. Assist with organizing Council events.
11. Manage The Gallery's webpage.
12. Liaise with staff to ensure that all employees working at the Circulation Desk can answer questions about exhibit/showcase items and prices in order to facilitate sales.
13. Maintain a record of volunteer hours of Council members and external volunteers.
14. Report concerns or any breech/potential breech of policy to the CEO immediately.
15. Provide CEO with Gallery information and highlights for Board communications, including the CEO Service Update and Year in Review reports.

16. Annual Budget

The CEO is responsible for approving all expenditures. The Council must provide advance notice of budget requests for all activities to the CEO, so they can be included in the annual BMPL budget. Additionally, the CEO will ensure that the Council has an annual budget for meeting and publication expenses. If a specific need arises, the Chair may submit a budget request to the CEO. Should the need exceed available funds or budget lines, the CEO may present these requests to the Board for consideration.

17. Annual Evaluation

The ACC shall monitor its own effectiveness in fulfilling its major responsibilities and achieving

strategic goals on an annual basis. The evaluation process identifies key areas for improvement and the requisite follow-up action.

18. Exit Interviews

The ACC shall offer exit interviews when a member resigns or at the end of term to understand their experience and to identify opportunities to improve the experience for future members.

19. Related Documents

Appointed Members

20. Review Cycle

This document will be reviewed at least on an annual basis.

Arts and Culture Council – Terms of Reference

Accepted by the Arts and Culture Council September 11, 2018.
Updated by the Arts and Culture Council April 9, 2019.
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