

Terms of Reference

The Blue Mountains Public Library

1. Name: Arts and Culture Council

2. Reports To

This Council reports directly to the CEO.

3. Purpose

The Board recognizes the importance of the Gallery at L.E. Shore Memorial Library as a centre for Arts and Culture in The Town of the Blue Mountains. The expertise and practical assistance of the Arts and Culture Council is a valuable resource in presenting exhibits and special events in The Gallery at L.E. Shore and in the Town Hall's Municipal Arts Program (MAP).

4. Mandate

1. The Arts and Culture Council supports the Library by organizing exhibitions focusing on the work of local artists, and by facilitating an ongoing program of cultural events that provide opportunities for creative expression and learning for the community.
2. The ACC organizes exhibitions focusing on the work of local artists, and artists about The Town of The Blue Mountains for presentation in the Town Hall.
3. The ACC facilitates the use of the showcases at L.E. Shore for the purpose of promoting arts and culture.
4. The ACC makes recommendations and/or assists the CEO in the selection and placement of donated and/or loaned artwork throughout the BMPL.

6. Membership

Membership shall be no less than five (5) and no more than nine (9) members. Members shall be selected by a committee working with the CEO. Board members must be:

- a Canadian citizen
- active member of The Town of The Blue Mountains;
- at least 18 years of age;
- able to supply a Criminal Records Check;
- a current BMPL card holder;
- not employed by The Blue Mountains Public Library;

Members of the Board, Council and Town employees may apply to sit on the ACC.

ACC vacancies will be advertised online at the Library website and social media and in local media. Applicants must apply in writing (cover letter, resume, application) to the CEO.

7. Term of Appointment

Members shall be appointed for a three-year term, and may be reappointed for more than one term.

8. 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, with member input, will pre-select task-specific agenda items for each meeting.

9. 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; (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.

10. Duties 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) 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;
- g) Adhere to all policies of the Library.
- h) Adhere to the *Oath of Confidentiality* and *Access to Information and Protection of Privacy* policy in all matters publicly discussed; and
- i) Speak with one voice by supporting the Council decision.

11. Meetings & Schedules

- a) The Council shall meet on the 2nd Tuesday of the month.
- b) Meetings may be called as required by the Chair, the CEO, or by two members of the Council.

12. 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.

13. Non-Member Attendance

The Council may choose, within its mandate, to engage 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.

14. 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.

15. 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 in writing.
4. Design Gallery exhibits and plan opening receptions.
5. Plan and implement ACC events and programs which support the mandate. One member shall liaise with designated Library staff to ensure programs do not conflict with other planned events, and that all programming policies are followed.
6. Make recommendations to the CEO regarding acquisitions, acceptance of donations or loaned works of art and installations.
7. Work within Board-approved budgets.
8. Request that the CEO apply to the Alcohol and Gaming Commission of Ontario for any licensed event(s) at which alcohol will be served at least two months in advance.
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.

16. 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. Consider approval of all form edits and any release of information for website publication.
11. Place recruitment calls for members and appoint the Council every three-years or as needed.
12. Maintain the corporate record, including minutes of the Council.
13. Review and revise the Terms of Reference as needed.

17. 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. Produce and distribute meeting packages.
2. Provide financial reports to the Council on monthly gross revenues.
3. Complete marketing documents for all Council events.
4. Maintain the official schedule of exhibitions and showcase rentals.
5. Liaise with selected artists for contractual, promotion and inventory needs.
6. 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.
7. Maintain a record of volunteer hours of Council members and external volunteers.
8. Report concerns or any breach/potential breach of policy to the CEO immediately.

18. Budget and Reserves

The CEO is responsible for approving all expenditures. The Council shall make advanced notice of budget requests for all activities to the CEO. Additionally the CEO shall ensure that the Council has an annual budget for meeting and publication expenses. Should a need arise, the Chair may provide a request for budget to the CEO. The CEO may present said requests to the Board if the need surpasses available funds or budget lines.

19. The CEO shall establish a "Gallery Reserve" Account for the Council. The CEO shall identify the net revenue from the Gallery and Showcases to be moved to this reserve annually. This reserve

shall be held for the purpose of enhancements to the Gallery and/or Showcases and is not part of the operational budget.

20. Related Documents

- Schedule A: Appointed Members

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