



**MUNICIPALITY OF NORTH GRENVILLE
ARTS, CULTURE, AND HERITAGE
ADVISORY COMMITTEE AGENDA**

Tuesday, November 26, 2024, 5:00 p.m. - 6:30 p.m.
Held in Meeting Room 1, 285 County Road 44

Pages

A. OPEN MEETING

B. LAND ACKNOWLEDGEMENT

The Municipality of North Grenville acknowledges that the Municipality operates on the territory of the Anishnabek.

We recognize all First Nations, Métis, and Inuit peoples who now call North Grenville their home. We respect and support the need for cultivating a strong relationship, and we commit to Indigenous-informed decision making to foster the path towards reconciliation.

C. APPROVAL OF THE AGENDA

D. DISCLOSURE OF INTEREST

E. MINUTES OF PREVIOUS MEETINGS

1. Committee Meeting Minutes - October 22, 2024

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F. DELEGATIONS

G. DECISION ITEMS

H. REPORTS, INFORMATION ITEMS, AND CORRESPONDENCE

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I. OTHER BUSINESS

1. Items for Next Meeting

J. PUBLIC QUESTIONS

K. ADJOURN



MUNICIPALITY OF NORTH GRENVILLE

ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE MINUTES

October 22, 2024, 5:00 p.m.

Held in Meeting Room 1, 285 County Road 44

MEMBERS PRESENT Co-Chair Deputy Mayor John Barclay
Councillor Deb Wilson
Co-Chair Ardis Lerner
Tabitha Valliant
Nancy Dery
Kevin Willey
Tom Graham
Rebecca Campbell

MEMBERS ABSENT Councillor Doreen O'Sullivan
Susanne Larner
Mayor Nancy Peckford
Inge van Gemeren

STAFF PRESENT Senterre McKenna, Committee Clerk

OTHERS PRESENT Fred Shueler
Aleta Schueler

A. OPEN MEETING

The meeting was opened by John Barclay Co-Chair at 5:05 p.m.

B. LAND ACKNOWLEDGEMENT

The land acknowledgment was read by John Barclay.

C. APPROVAL OF THE AGENDA

Moved By Kevin Willey
Seconded By Rebecca Campbell

Be it resolved that:

The agenda for October 22, 2024 has been approved as presented.

CARRIED

D. DISCLOSURE OF INTEREST

None.

E. MINUTES OF PREVIOUS MEETINGS

Moved By Kevin Willey
Seconded By Nancy Dery

Be it resolved that:

The following meeting minutes be approved as circulated:

1. September 24, 2024
2. July 23, 2024

CARRIED

1. Committee Meeting Minutes - September 24, 2024
2. Committee Meeting Minutes - July 23, 2024

F. DELEGATIONS

1. Dr. Fred Schueler Heritage Collection

Dr. Fred Schueler presented to the Arts Culture and Heritage Advisory Committee about a Heritage Collection, highlighting a digital database of over 83,000 items related to invasive species, insects, and animals for research purposes. Some items have been moved to museums and teaching institutions for future use. The collection includes the largest freshwater mussel collection in Canada and aims to represent regional species accurately.

There is local interest in establishing a heritage museum in North Grenville, although previous funding applications to Trillium have not been successful. Dr. Schueler emphasized the need to preserve this information and proposed that a feasibility study for a museum location be conducted. Meanwhile, he and his team are seeking space and volunteers to sort and store items.

Kevin Wiley suggested involving Susan Smith from the grants department to explore government funding options. John Barclay proposed recommending the museum project to the council, while Rebecca Campbell suggested that the Historical Society start a steering committee to focus on funding and securing a location. A resolution will be drafted for the next meeting on November 26th.

The committee expressed full support for a designated space to store and curate collections, which would also facilitate meetings and workshops for community groups, including a naturalists club.

Moved By Kevin Willey
Seconded By Tom Graham

Be it resolved that:

The ACHAC committee supports and commits to providing full backing for a designated space to store and curate collections for educational exhibits. This space will also facilitate meetings, presentations, workshops, and serve as a venue for hosting a naturalists club.

CARRIED

G. DECISION ITEMS

None.

H. REPORTS, INFORMATION ITEMS, AND CORRESPONDENCE

1. Workplan Changes/ Updates

Moved to next meeting.

2. Public Art Policy, Ardis Lerner and Tabitha Valliant

Moved to next meeting.

3. Heritage Plaques Update

Phil Mosher, Deputy Director of Planning, communicated with the Clerk's Office with an update on the \$10K budget for the replacement, repairs and installation of plaques from the Arts, Culture, and Heritage Advisory Committee. There will be a report sent to Council in November. Tom Graham is requesting a copy of the report from Phil once completed. He is also requesting clarification on the

ACTION: Chloe Preston, Municipal Clerk will reach out to the Co-Chairs about the resolution that was sent to Senior Management Team (SMT) before going to Council, for clarification on the process.

Tom Graham is seeking clarification on accessing any funds for this year for the plaques, noting that several plaques require immediate repair or replacement.

4. Arts & Culture Development Fund - Review and Recommendations

Nancy Dery discussed the Arts and Culture Development Fund, proposing changes to the application process to address gaps. She suggested making information more accessible to the public, expanding application dates, and allowing funding for year-round events. Nancy plans to collaborate closely with the Communications department next year.

She noted that applicants often fail to submit complete information, which leads to declined applications. To improve clarity, she recommended establishing a firm awards release date and providing a checklist of required documents. Jotform should include this checklist and relevant links, such as the Strategic Plan and Arts and Culture policy. She emphasized that incomplete applications or misuse of funds could result in a request for funds to be returned.

All members agreed on the need for these recommendations. Nancy will send the updated document to the Clerk's Office and relevant individuals.

Action: Confirm with Aiden Cleary, Laura Valcour, and Mark Guy about the most up-to-date forms used for the Arts and Culture Development Fund.

I. OTHER BUSINESS

1. Items for Next Meeting

1. Public Art Policy, Ardis Lerner and Tabitha Valliant

2. Workplan Changes/Updates

J. PUBLIC QUESTIONS

None.

K. ADJOURN

Moved By Kevin Willey

Seconded By Rebecca Campbell

Be it resolved that:

This meeting of Arts, Culture, and Heritage adjourn at 6:30 p.m.

CARRIED



North Grenville



Public Art Policy

November 2024

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SECTION 1 – PURPOSE AND SCOPE

1.1 PURPOSE

The Municipality of North Grenville's Public Art Policy serves as a guiding document for Council, staff, the arts community, with its primary objectives as follows:

- i. Facilitating the commissioning, acquisition, and management of public art in municipally owned spaces or on municipally owned land.
- ii. Establishing a framework for privately owned public art on privately owned commercial and residential property.
- iii. Ensure that the Arts & Culture Development Fund and stewardship mechanism align with the Municipality's commitment to fostering and supporting community public art.
- iv. Providing guidance to the public on the purpose, processes, with regard to public art in North Grenville.

1.2 PRINCIPLES

The Public Art Policy ensures that Public Art is:

- i. selected through a competitive process that is fair, consistent, and transparent.
- ii. contributes to and enhances the Municipality's unique history, culture, land, and building scape.
- iii. represents a variety of professional artistic expressions and practices that emphasize innovation, aesthetic, and technical merit.
- iv. a catalyst for community engagement, activation, tourism, and partnerships.
- v. accessible to all and encouraged throughout the Municipality.
- vi. planned for and integrated into all departments within the Municipality, where appropriate.

1.3 STRATEGIC FOCUS AREAS

As such, the Public Art Program for North Grenville encompasses five key areas:

Public Art Capital Projects

Capital Projects include those commissioned and maintained by the municipality, or those commissioned by community members to be installed on or in municipal property or facilities and would become a piece of the Municipality's Collection. Such installations must be vetted through and recommended by the Arts, Culture and Heritage Advisory Committee and approved by Council.

Art in Public Places

The Municipality will create opportunities to foster diverse cultural expression in municipal owned spaces, public areas and neighborhoods by commissioning and displaying public artwork in various art forms, including temporary art, street art (including crosswalks and or commissioned graffiti) and private public art donations.

Community Arts, Public Engagement and Education

Involving the local community will help shape the Municipality's commitment to fostering place-making throughout the Municipality. Residents will be encouraged to actively participate in public and community arts initiatives through attendance on the advisory committee, artistic creation, public consultations, educational activities, and promotional efforts.

Developing Artists and the Arts and Cultural Sector thru the role and Mandate of an Arts council

Fostering the growth of local artists, curators, and cultural workers through training programs, mentorships, and workshops for emerging artists across diverse disciplines. This aims to enhance the quality, frequency, and diversity in cultural programs. In turn, this will support employment opportunities for the cultural sector and help to retain working professional artists within the Municipality.

Public Art Inclusion Program

Promoting the integration of public art into major building developments by infusing the concept in urban design and land use planning procedures. Municipal staff will leverage existing and explore new planning tools that support the inclusion of public art in development projects.

1.4 SCOPE AND USE

The scope of this Public Art policy encompasses the following principles:

- i. the Policy shall not be interpreted in a manner that exempts any individual(s) from fulfilling the obligations set forth in any Municipality of North Grenvilles' By-law, any Provincial or Canadian law, or from acquiring any necessary license, consent, permit, authorization or approval mandated by this or any other Corporation By-law, unless explicitly specified otherwise herein.
- ii. the Public Art Policy supersedes all other policies, arrangements, installed by the Municipality prior to the date of enactment of this Policy.
- iii. the Public Art Policy should be taken into consideration by all commercial and residential property owners who wish to include, display, and/or commission Public Art on their property.
- iv. the Public Art Policy does not include:
 - Art exhibitions and presentations held within galleries, museums, or traveling exhibitions under the management of the Municipality of North Grenville.
 - Special events, festivals, and temporary art installations on private property.
 - Management of any archaeological, archival, historical, and museum collection or

exhibition under the Municipality's care.

- Commemorations and memorials not commissioned or created by artists and not situated in municipal public spaces.
- General graffiti removal and its management.
- Art initiatives curated or installed on privately owned property, unless funded in whole or in part by the municipality
- Public Art installed on leased property or licensed to third parties. These works are the responsibility of the occupying organization or individual(s).

1.5 MUNICIPALITY AUTHORITY AND EXCEPTIONS

- i. All submissions for commissioned Public Art must comply with the stipulations set forth by the Municipality of North Grenville, the Ontario Building Code, the Ontario Fire Code, and the Municipality's Building By-law, along with any other pertinent Municipality By-law.
- ii. The Municipality reserves the right to terminate any Public Art project at its discretion, should it be deemed unsafe, inappropriate, detrimental to the Municipality's reputation, or not representing the artist's originally proposed concept as approved by the Municipality. In such an exceptional circumstance, the artist(s) would be responsible for remediation of the site at their own expense.

SECTION 2 – ADMINISTRATION

2.1 GENERAL ADMINISTRATION

- i. The administration of this Policy falls under the purview of the Department of Parks and Recreation and Tourism and will undergo periodic reviews and updates.
- ii. Public Art projects submitted for Municipality consideration through the application process must adhere to municipal requirements and criteria, in compliance of municipal, provincial, and federal laws, as well as with the scope and spirit of this Public Art Policy.
- iii. The Request for Proposal (RFP) process, its criteria, the application procedure, public consultation, and the selection process are outlined in the Terms of Reference for the Arts, Culture and Heritage Advisory Committee (ACHAC) (as approved by Council) and may be subject to revisions from time to time.
- iv. The formal and final approval of any Public Art project is granted by Council and recommended through the Advisory Committee.
- v. The Municipality entrusts the ACHAC Committee to uphold the Purpose and Principles of Public Art Policy in its decision-making including but not limited to the evaluation procedures for the RFP process, public consultation, and final recommendations.

2.2 CONTRACT TERMS FOR ARTISTS

Agreements with artists for Public Art projects through the Municipality of North Grenville's Public Art Projects must encompass a range of elements, including but not restricted to:

- i. Project scope
- ii. Responsibilities of private property owners including artwork care, conservation, maintenance or decommission/removal guidelines should funding be provided through the Municipality of Smiths Falls and as outlined in the Funding Agreement (if applicable)
- iii. Construction schedules
- iv. Ownership rights
- v. Artist recognition
- vi. Obligations for both the Municipality and the artist(s)
- vii. Artist(s)' recommended maintenance procedures for the artwork
- viii. Intellectual property and copyright considerations
- ix. Identification of subcontractors (if applicable)
- x. Any necessary legal and insurance requirements
- xi. Timelines for artist payments

2.3 CONTRACT TERMS FOR PROPERTY OWNERS

An additional agreement may be required by the Municipality for Property Owners when the Municipality commissions artwork or provides funding for artwork on private property. These agreements shall include stipulations for the property owner's maintenance or decommission/removal guidelines of artwork and the duration of the agreement (in the number of years).

2.4 REMUNERATION

- i. The Municipality of North Grenville will compensate artists in accordance with the Canadian Artists Representation (CARFAC) [Minimum Fee Schedule](#).
- ii. Arts professionals and local representatives who serve on the ACHAC shall act as a public art jury to review and make recommendations related to their mandate as volunteers, Committee Members shall not receive compensation.

2.5 COLLECTION MANAGEMENT

- i. The Public Art Collection will become a part of the permanent collection of the Municipality of North Grenville.
- ii. All Municipality commissioned, and approved private donations of Public Art will be entered into the Municipality's collection and within the Asset Management database to ensure funds are allocated for condition assessments, maintenance/repair or removal practices.
- iii. An inventory of all Public Art owned by the Municipality, or funded through municipal funds, will be managed by the Department of Parks and Recreation and Tourism, and will include:

- Title of Artwork
 - Artist(s) name and biography
 - Agreements (e.g., Artist, Partner, Funder, or Property Owner)
 - Appraisal (fair market value)
 - Insurance Certificate (where applicable)
 - Location of artwork and site plan
 - A comprehensive listing of materials used and product brand names
 - Maintenance plan
 - Conservation and condition reports
 - Photographs of the artwork
 - Other (e.g., loan or recognition agreements)
- iv. The Municipality shall manage a Public Arts Reserve for the purpose of maintenance, conservation, and repairs of its Public Art Collection.

2.6 COLLECTION MAINTENANCE AND DOCUMENTATION

- i. Artwork is to be installed where it is accessible and may be enjoyed by the community.
- ii. Artwork should be maintained in good repair by the Municipality or by a property owner for the duration of the installation or the life span of the artwork.
- iii. At the installation/completion of a Public Art project, the Municipality must receive all documents and materials outlined in subsection 2.5 to complete the file.

2.7 DECOMMISSIONING OF ARTWORK

The Municipality has the right to decommission artwork, move it to another site, donate, sell, or destroy the artwork. The Public Arts Advisory Committee, working with Municipality staff and any required third-party shall manage the process of permanently removing artwork from the Municipality's Collection through a decommissioning process. The Committee shall prepare a report for Council that will outline the need for decommissioning and the method of disposal. Decommissioning may be required if:

- I. The artwork is deteriorating and conservation or restoration is not feasible.
- II. The artwork is no longer relevant to the Municipality's Collection.
- III. The artwork poses, or is predicted to pose, public safety concerns.
- IV. The artwork is disproportionately too costly for the municipality to maintain.
- V. The site for the artwork is no longer accessible to the public.

When possible, the Municipality will notify the artist of its intent to decommission the artwork and the reasons for that decision. Deaccessioned art from the Municipality's Collection may be moved, donated, sold or destroyed at the Municipality's discretion. Should the artwork be donated to the Municipality, it cannot be returned to the donor as per CRA tax regulations.

SECTION 3 – COMMITTEE AND FUNDING

3.1 ARTS, CULTURE and HERITAGE ADVISORY COMMITTEE (ACHAC)

It is recommended that the Municipality of North Grenville appoint the ACHAC to oversee this function. This committee's responsibilities should be outlined in the Municipal Terms of Reference, the term will coincide with the term of Council. The Committee shall be comprised of XX number of voting members from various backgrounds and include members from: Council, North Grenville Arts Council, members of the ACHAC, and members of the public including but not limited to youth representatives. The ACHAC will:

- i. Adhere to the roles and responsibilities detailed in the approved municipal Terms of Reference for the North Grenville ACHAC concerning the implementation of the Public Art Policy. The Terms of Reference will be reviewed and amended from time to time.
- ii. Work alongside the Municipality Staff Liaison (non-voting) who will act as Secretary & Treasurer and who will report to Council on the Committee's behalf.

3.2 FUNDING

The Municipality of North Grenville's Public Art Program will receive funding in a formal and consistent manner to offer a comparable level of financial support with other similar Public Art programs in the province.

Funding will include:

- i. Establishing an ongoing line item in the Municipality's annual budget brought to council, being up to 1% of the tax generated revenues, to be used for commissioning, fabrication and installation of new art pieces and projects (subject to the approval of Municipality Council during the annual budget cycle).
- ii. A minimum of 50% of project funding should come from external sources including but not limited to grants, sponsorships and donations.
- iii. A minimum of 10% of annual allocation will be maintained for the long-term maintenance, conservation, and deaccession of the permanent collection. This will be placed in the Public Art Reserve Fund for future allocation as needed.
- iv. Support of a Public Art contribution from each new major capital project in the Municipality by leveraging tools referenced in the Ontario Planning Act including identifying a public art component when developing North Grenville's Official Plan.
- v. Where Public Art is identified as an opportunity for the developer, the Municipality will consider concessions (height, zoning, or other), offer guidance and technical input through Municipality departments and consider funding support through the Community Improvement Program or other similar incentives.
- vi. Leverage cost-sharing opportunities and partnerships available to area businesses and organizations as well as donation opportunities from individuals for future public art installations.

3.3 MUNICIPALLY OWNED PUBLIC ART SITES

Municipally owned public art sites that have been recommended by the ACHAC and approved by Council can include new civic facilities, additions to existing buildings, park and natural space development projects, streetscape developments, and newly built and existing engineering structures (bridges and overpasses) that are places of one or more of the following:

- i. historical and cultural significance.
- ii. highly visible and accessible for pedestrians and motorists.
- iii. community gathering spaces, open spaces, pedestrian routes, and trails.
- iv. significant as a tourism opportunity that may be proposed for multiple works either as one project or to house multiple works as in a sculpture park.
- v. high profile and have been prioritized by the Municipality's development schedules.

3.4 PROJECT AND SITE SELECTION

The selection of projects will be contingent upon available funding and the level of priority the project holds. Site selection should include opportunities for smaller projects as well. The Municipality of North Grenville's Public Art Master Plan identifies five categories of sites to be taken into account during the Municipality's capital or annual planning phase. These encompass:

1. Park Renewal (existing land)
2. Park Development (new)
3. Facility (Major and Medium-scale projects)
4. Facility (Minor projects)
5. Major Infrastructure Projects

3.5 PRIVATE DEVELOPMENT PUBLIC ART

This Policy includes a Private Development Public Art component to:

- i. advance the Purpose and Principles of the Municipality of North Grenville's Public Art Program by encouraging private development to contribute to the program through current or emerging opportunities.
- ii. offer funding assistance in support of Public Art inclusion throughout the Municipality, when appropriate including but not limited to the Community Improvement Plan, Municipality planning policy and/or Municipality programs.
- iii. advise developers, artists, collectives, and others in the planning and inclusion of Public Art into projects including the selection and placement of Public Art in private developments undergoing a development approvals process.

SECTION 4 – DEFINITIONS

For the purpose of this Policy, the definitions and interpretations in Section 4 shall govern unless the context indicates otherwise. Where a definition does not exist, a dictionary definition may prevail. (Source: The Merriam-Webster Dictionary)

- 4.1 **“ACCESSIBILITY”** shall mean the public’s ability to reach a site or enter a building, interact with the artwork through programming, activations, and events in compliance with Section 6 of Ontario Regulation 429/07 (Accessible Standard for Customer Service) made under the Accessibility for Ontarians with Disabilities Act, 2005.
- 4.2 **“ACTIVATION”** shall mean the ability to encourage and participate in public programming, knowledge sharing, and enjoyment of the Municipality of Smiths Falls’ Public Art Collection.
- 4.3 **“AESTHETIC”** shall mean the qualities of the artwork that are beautiful or interesting.
- 4.4 **“APPROVAL”** shall mean permission to proceed with the Public Art project as agreed upon by the Municipality.
- 4.5 **“COMMEMORATIONS”** shall mean memorials and plaques to celebrate, observe, or remember a specific event, person, or group of persons.
- 4.6 **“COMMERICALLY LEASED PROPERTY”** shall refer to all property that is not owned or leased by the municipality.
- 4.7 **“COMMISSIONING”** shall mean the formal request to produce Public Art in exchange for payment.
- 4.8 **“DECOMMISSIONING”** shall mean the act of removing artwork from public view or from service.
- 4.9 **“INTELLECTUAL PROPERTY”** shall refer to the artist(s)’s intellectual concepts and techniques involved in the creation of artwork. It is considered best practice for all North American Public Art Programs to include a statement that the artist does not waive their Artist Moral Rights or assign their copyrights.
- 4.10 **“GRAFFITI”** shall mean intentional artwork in a genre that is not general vandalism or unauthorized writing or drawing on a public surface.
- 4.11 **“MUNICIPALITY”** shall mean the Corporation of the Municipality of Smiths Falls and its representatives, which include but are not limited to, its officers, directors, employees, agents, licensors, and other representatives.
- 4.12 **“MUNICIPAL PROPERTY”** shall mean any municipally owned lands, which may include but is not limited to any park, building, road, structure, or sidewalk.
- 4.13 **“PERMANENT ART”** shall mean artwork created and installed with no proposed expiry or end-date for exhibition.
- 4.14 **“PUBLIC ART”** shall mean a work in any media created by an Artist for the express consent to be installed and displayed in a public site to be incorporated into the community through engagement.
- 4.15 **“RECOGNITION”** shall mean public acknowledgement and outlining of the artist’s name,

biography, date of the artwork and any other items the Municipality deems necessary to display who, when, where, and why the artwork was commissioned.

- 4.16** “**SIGNAGE**” shall mean the physical element used to attribute the artist’s recognition and any information relevant to animate Public Art.
- 4.17** “**SITE**” shall mean a place or location set aside for specific Public Art use.
- 4.18** “**STREET ART**” shall mean temporary art that is sanctioned and permitted on walls, sidewalks, roads and other urban spaces.
- 4.19** “**STEWARDSHIP**” shall mean the obligation of the Municipality to manage the care and maintenance for the Public Art within its collection.
- 4.20** “**TEMPORARY ART**” shall mean original artwork that is created to be exhibited for a proposed length of time, for a specific occasion or event. Temporary art may take many forms including visual, digital, sound, and performance-based artwork.

SECTION 5 – REFERENCES

1. North Grenville Arts & Culture Policy (2022)
2. Terms of Reference for the Arts & Culture Development Fund (2023)
3. Terms of Reference for the Arts, Culture and Heritage Advisory Committee
4. Municipality of Smiths Falls Public Art Policy (2024)



Committee Agenda Report

Committee Name: Arts, Culture & Heritage Advisory Committee

Meeting Date: November 26th

Submitted By: Nancy Dery

TOPIC: Public Art Policy for North Grenville

GOAL: With all committee members, review and discuss the DRAFT Public Art policy for North Grenville. Make note of changes, and edits required of the policy.

BACKGROUND: Currently, North Grenville does not have a public art policy. Having one approved by council and in place will provide direction and guide artists interested in creating, etc. public art in North Grenville. This policy sets the framework and outlines the purpose & scope; administration of the policy; committee oversight & funding.

HOW DOES THIS RELATE TO THE COMMITTEE: It is understood that the arts and cultural activities in North Grenville have a prolific role and have a significant economic impact. This committee is in part responsible for supporting and enhancing the health of the arts and culture in North Grenville.

HOW DOES THIS RELATE TO THE COMMUNITY STRATEGIC PLAN: The inclusion of public art in North Grenville supports a strong connected and vibrant community. Public art can create a sense of identity and belonging, and help people understand where they live. Public art can encourage people to connect with each other and discuss important issues. Public art can attract tourists and visitors, which can boost the local economy.

OUTCOME: Thru further discussion, complete a final draft version that can be presented to council for approval.



Committee Agenda Report

Committee Name: ACHAC

Meeting Date: November 26, 2024

Submitted By: Ardis Lerner

TOPIC:

Establishing ongoing funding for Arts Culture and Heritage

GOAL:

The Municipality of North Grenville allocate up 1% of its' annual budget to Arts, Culture and Heritage initiatives.

BACKGROUND:

The allocated budget would support commissioning, fabrication, installation and maintenance of arts, culture and heritage pieces and projects. It would maintain the public art collection, support heritage initiative, the Arts and Culture Development Fund and the development of an Arts Council.

HOW DOES THIS RELATE TO THE COMMITTEE:

This relates directly to the Public Arts Policy and Heritage activities listed in our workplan.

HOW DOES THIS RELATE TO THE COMMUNITY STRATEGIC PLAN:

Strategic Pillar 1 Balanced and Environmentally Sustainable Growth

- Develop a Heritage Strategy that establishes a regular review cycle for building designation.
- Establish Heritage Design Standards.
- Establish a Heritage Tourism Program featuring prominent heritage features and buildings.
- Identify opportunities for the adaptive reuse of municipally owned Heritage Buildings, such as the Oxford-on Rideau Township Hall and Maplewood Hall. 4

Strategic Pillar 2 A Strong, Connected and Vibrant Community Goal to invest in Arts and Culture

- Undertake a strategic visioning exercise to identify arts and cultural space needs and determine potential strategies to address demonstrated needs over time (from PRC Master Plan).
- Consider opportunities for repurposing surplus municipal buildings for arts and cultural uses prior to disposal (from PRC Master Plan).
- Create Arts and Culture implementation policy.
- Establish an Arts and Culture Fund.

OUTCOME:

An annual budget for Arts Culture and Heritage initiatives in North Grenville



Municipality of North Grenville

To: **Council**

Meeting Date: November 19, 2024

Subject: Advisory Committee Significant Resolution – Create an Arts Council

Report No: CAO-2024-023

Prepared by: Mary Remmig, Deputy Clerk

Recommendation(s)

THAT Council receives the Community Consultation Summary Report prepared by the Arts, Culture and Heritage Advisory Committee;

THAT, Council direct the Arts, Culture and Heritage Advisory Committee to determine a structure and begin identifying volunteers and/or a board of members by the end of the first Quarter of 2025;

THAT, following the Advisory Committee identifying a board of members, Council direct staff to provide administrative guidance to help with the process of incorporating as a non-profit organization, including assistance with legal, financial and administrative set up;

AND THAT Council direct staff on a baseline budget to include as part of the preliminary 2025 budget in financial support of the creation of a not-for-profit Arts Council in the year 2025.

Executive Summary

Purpose

- On behalf of the Arts, Culture and Heritage Advisory Committee (ACHAC), deliver their recommendations deriving from the Community Consultation Summary Report;
- To provide Council with an overview of steps for establishing a separate not-for-profit Arts Council as recommended by the Advisory Committee; and,

- Attain direction from Council on the next steps.

Key Findings

- An Arts Council can play a vital role in fostering and promoting arts and culture in North Grenville by supporting local arts, encouraging community engagement and advancing art-based economic development.
- An Arts Council is an organization dedicated to promoting, supporting and developing the arts within a specific community, region or sector. The arts which are promoted include visual arts, performing arts, literary arts, music and sometimes heritage initiatives.
- Key roles of an Arts Council include: providing grants and other funding opportunities to artists/art organizations and cultural projects, organizing and supporting events in support of the arts such as workshops and festivals. Advocacy for local artists, accommodate and promote professional development opportunities such as networking and training and working with the government or other stakeholders to shape public art or cultural policies.
- There are two primary models for establishing an Arts Council: a municipally-created Arts Council and an independent (non-profit) Arts Council. Both of these models have their own advantages and disadvantages.
- The Arts, Culture and Heritage Advisory Committee currently undertakes roles similar to that of an Arts Council i.e. providing feedback on funding opportunities.
- Although similar, the role of an Arts Council is more flexible than an Advisory Committee of Council when established as a not-for profit.
- Following public consultation in Fall 2023 the Advisory Committee recognizes the growing community interest in enhancing local arts and establishing a coordinated approach to supporting the arts.

Financial Implications

- A independent, not-for-profit Arts Council may request an annual budgetary contribution from the Municipality to support the local arts. A dedicated budget line, staff resources and potential capital costs are not required for a not-for-profit Arts Council but would need to be assessed if an Arts Council is municipally-created.
- Council may choose to support an Arts Council financially by providing meeting space and/or event spaces on an at need basis

Background/Analysis

At their meeting on June 25, the Arts, Culture and Heritage Advisory Committee passed the following motion:

Be it resolved:

THAT The Arts, Culture, and Heritage Advisory Committee hereby recommends the Council review and support the recommendations outlined

in the Community Consultation Summary Report for establishing an independent non-profit Arts Council;

AND THAT the Community Consultation Summary Report be forwarded to Council for consideration and endorsement;

AND THAT the Arts, Culture, and Heritage Advisory Committee further recommends that Council direct staff to provide the necessary support to implement these recommendations.

In October 2023, the Arts, Culture and Heritage Advisory Committee undertook public consultation to determine the local needs for an Arts Council. The Community Consultation Summary Report identifies five (5) key challenges with respect to Arts and Culture in North Grenville as identified through public consultation and outlines the discussion of the Advisory Committee in each challenge area. In the opinion of the Advisory Committee, the information and challenges outlined within the Summary Report clearly identify the need for a local Arts Council leading to the above recommendation to Council.

Upon research of other communities, it is not uncommon for a Municipality to have both an Advisory Committee and Arts Council focus on public arts. However, there are distinct differences between the two functions. For example, an Advisory Committee primarily focuses on advising the Municipal Council on matters relating to public art and ensuring public art proposals align with public art policies in which they help create through feedback. Whereas, an Arts Council focuses on supporting the local arts community as a whole through promotion of events, developing programming and administering application or guiding application processes for funding.

Additional research identifies the following as appropriate steps for establishing a Arts Council which is independent from the Municipality:

1. **Community Consultation and Engagement:** The municipality would begin by supporting community discussions to gauge interest in the formation of an independent Arts Council. This may include hosting public meetings, forming a steering committee, and engaging local artists and arts organizations.
2. **Structure and Composition:** Identify a board of members, composition and structure, volunteers and Terms of Reference for the Board.
3. **Support for Incorporation:** The municipality could offer guidance and support to help the steering committee incorporate as a non-profit organization, including assistance with legal, financial, and administrative setup.
4. **Initial Municipal Funding:** The municipality could provide start-up funding or in-kind support (e.g., meeting space, promotional assistance) to help the independent Arts Council get established.

5. **Formalized Partnership:** The municipality could explore the option of a formal partnership agreement with the independent Arts Council, providing ongoing support in exchange for alignment with municipal goals and priorities.
6. **Sustainability Planning:** The independent Arts Council would develop a sustainability plan, including fundraising strategies, grant applications, and long-term operational goals.

Relevance to Strategic Priorities

Strategic Pillar	2	A Strong, Connected, and Vibrant Community
Goal	2.2	Promote a Healthy Lifestyle
Key Action	2.2.3	Implement the Parks, Recreation and Culture (PRC) Master Plan.

Options and Discussion

1. Approve the recommendation
2. Do not approve the recommendation

In the opinion of the Arts, Culture and Heritage Advisory Committee, the initial step (Community Consultation and Engagement) to establishing an Arts Council has been undertaken. It is recommended, should Council support the Committee’s opinion to create an Arts Council, that Council direct the Advisory Committee to determine a composition and structure by the end of Q1 2025. At the direction of Council, this proposal can rise to Council for endorsement before proceeding to the next step.

If Council wishes to proceed on the recommendation to establish an Arts Council, staff seek Council’s direction to provide administrative guidance for the establishing of the Arts Council. This direction would be limited to advising on next steps in process of implementing the board. Once the board is in place, the Arts Council would be under the care and control of the local board.

Lastly, if Council feels this initiative requires an initial fiscal contribution from the Municipality in year 2025, staff seek Council’s direction for a baseline budget line in support of an Arts Council to include in the initial 2025 draft budget for Council’s consideration. As this is currently in the discussion stages of development, staff do not have enough information to advise on if this initiative will require a financial contribution from the Municipality in 2025.

Financial Impact

This item has been identified in the current budget: Yes No X N/A

This item is within the budgeted amount: Yes No X N/A

Staffing implications, as they relate to implementing staff’s recommendation on this matter, include the existing staff complement and applicable administrative policies as

approved by Council. As well as the initial Municipal contribution as determined by Council to include in the initial 2025 budget for consideration.

Internal/External Consultation

- Municipal Clerk
- Parks, Recreation & Tourism Staff
- Arts, Culture & Heritage Advisory Committee.

Communications

The Arts, Culture and Heritage Advisory Committee broadly publicized consultation opportunities through use of the Municipal Facebook page, the municipal website and the use of media releases.

Attachments

- Community Consultation Summary Report (Prepared by the Arts, Culture & Heritage Advisory Committee)

Arts, Culture and Heritage Advisory Committee—Community Consultation Summary Report

Executive Summary:

In the fall of 2023, the Arts & Culture Advisory Committee, with the assistance of SPARC, engaged in a community consultation (on-line survey and in-person event) with the express purpose of gaining a better understanding of the current arts and culture climate in North Grenville. This was done so that we might create an informed work plan for our committee as a means of advising the municipality on how they might better serve the North Grenville community and its stakeholders from an arts and culture perspective.

Problem Statement:

The committee needed to identify the concerns of the community from an arts and culture perspective in or to make relevant and valid recommendations to the municipality.

Description of Options:

The committee engaged in an extensive analysis of the data collected, the result of which was the identification of four main themes that were presented as challenges:

- Space: available, affordable, dedicated art spaces (to work, to display, to perform, to store)
- Marketing: advertising, promotion, awareness, on-line calendar of events
- Finances: funding and/or in-kind financial support
- Resources: dedicated and/or shared resources (several references to a Municipal Resource, and a few asks for shared volunteers, storage spaces, also a Tool Library),

Space: Discussion of Oxford Mills Town Hall, Kemptville Campus, Kemptville Legion, Various Municipal spaces. Recommendation that a working group identify, document the existing spaces within North Grenville including fees to ultimately be made available for public access via publication.

Marketing: Identify existing municipal resources. Increase awareness of calendar and existing marketing/advertising options.

Finances: Identifying existing municipal resources. Increase awareness of various existing options and potentially provide guidance on completion strategies.

Resources: Identify and create awareness of useful/applicable resources and how the arts & culture community can engage with said resources. Example: a “Survey Resource”, who can help committees and others to create strong, efficient surveys, with output that easily quantified or graphed.

Final Recommendations

In summary, although each individual recommendation can be actioned at the municipal level, a more efficient and suitable option would be for the municipality to support the creation of a separate not-for-profit or nonprofit Arts Council governed by a volunteer board (with the hopes of having a paid administrative employee funded internally via the arts council—i.e., grants). It would be advised that at least one member for the Arts Council be a member of the Arts Culture and Heritage Advisory Committee. Municipal Support, to be reviewed and renewed on an annual basis, would recognize a single North Grenville Arts Council as the collective representative of the various artistic and cultural endeavors in the community.

Conclusion

Key findings indicate that the arts and culture community are ready for the creation of Municipally supported arts council. There are numerous organizations in the community starting to work at cross purposes and it is time to bring everyone together. The potential benefits to the community and stakeholders are numerous and far reaching: increased engagement, accessibility, community cohesiveness etc.

DRAFT COMMITMENT FOR SUPPORT TO INCREASE CULTURAL SPACES

WHEREAS, There is an identified need for increased public space(s) to house, engage in, and support arts, culture, and heritage activities for the municipality of North Grenville's residents and visitors.

And recognizing recommendations #23 and #24 from the Parks, Recreation, and Culture master plan¹:

"#23. Undertake a strategic visioning exercise to identify arts and cultural space needs and determine potential strategies to address demonstrated needs over time.

#24. Consider opportunities for repurposing surplus municipal buildings for arts and cultural uses prior to disposal. Revitalized heritage facilities may be repurposed for uses such as museums, art galleries, exhibition spaces, and/or creative studios."

And in response to the **January 2021 recommendation** from the former North Grenville Heritage advisory committee²:

"The Heritage Advisory Committee recommends the North Grenville Council acknowledge the data and specimens accumulated by Dr Fred Schueler and Aleta Karstad as an important element of North Grenville's heritage, and take appropriate, prudent, and affordable action to assist them in finding homes for their specimens, and in making use of their data and specimens for research and public education."

BE IT RESOLVED THAT, The ACH advisory committee requests the short-term exploration by the municipality for unused or underused municipal spaces that could be repurposed for immediate use by Fragile Inheritance³ as they work to secure their collection of irreplaceable natural specimens primarily collected from the North Grenville region.

BE IT FURTHER RESOLVED, that this recommendation also requests the inclusion of designated funds in future budgets representing a commitment to contribute to community-led efforts to establish future permanent multi-purpose, non-performance, spaces. *(that could serve to store and curate natural and heritage collections for educational exhibits and research efforts. This space will also facilitate meetings, presentations, and workshops, and serve as a venue for hosting a naturalist's club. – remove?)*

¹ Municipality of North Grenville Parks, Recreation & Culture Master Plan 2020, page 65 retrieved from <https://www.northgrenville.ca/component/edocman/parks-recreation-and-culture-master-plan/viewdocument/364>

² MISSING

³ <https://www.fragileinheritance.ca/>

TO DISCUSS

- Need to confirm the January 2021 recommendation from the Heritage committee that Dr. Fred Schueler included in his presentation
- Missing link on NG website <https://www.northgrenville.ca/community-and-culture/recreation/heritage> - “learn more about committees” link take you to a “404 - page not found” – should take you to the old Heritage committee page with access to prior meeting agendas and minutes with a further link to the current ACH **OR** should take you to the current ACH and also list previous Heritage committee meeting materials there as was done with the former AC committee
- “Residents” include school populations that reside in the NG boundaries regardless if all students are NG residents. Also, “visitors” include both tourists and research students/researchers from communities outside of NG
- Does it need more clarity around a citizen-formed steering committee or public/private partnerships? This would be a reasonable expectation in creating any future multi-purpose space e.g. museum (with or without gallery). Also, possible partnerships with Kemptville Campus or Ferguson Forestry Centre. Or just remove the second recommendation and go with the request for surplus space list?
- Council just approved \$10K budget inclusion for 2025 for “specifically for Heritage projects such as plaques and other initiatives” – will this remain annually past 2025? How is this different in their eyes? What other budget sources are there?
- Also, thinking about underused spaces for other ACH groups – e.g. what are the current exhibit spaces for visual artists? NGPL, lobby of the Urbandale Theatre, municipal lobby, other?? Thinking of the Marianne Van Silfhout main gallery in SLC (plus the 6 display cabinets in their foyer gallery) or the City Hall Art Gallery (1600 sq ft) in Ottawa <https://ottawa.ca/en/arts-heritage-and-events/art-centres-galleries-and-exhibition-spaces/galleries-and-exhibition-spaces/city-hall-art-gallery#section-f5138647-d0eb-4e24-9a2b-5b8b4143fe33>

Arts & Culture Development Fund 2024

Remarks & Recommendations

The information below is a summary of several aspects of the Arts & Culture Development Fund (ACDF). Various aspects were reviewed by category and recommendations have been identified to improve the process for applicants; attract more applicants and provide clearer communications, pre and post the grant award process.

Timing

- In 2024 the application process was launched on May 9th., and closed on May 31st. This allowed applicants just over three weeks to submit an application.
- Three weeks is a very short turn around to time apply; it limits applicants to plan their projects.
- This short turn-around time is insufficient time and problematic as it may deter applicants from applying.
- Release of funds in late spring, fails to provide for sufficient time for potential applicants & attract projects that would be executed & released earlier in the year, e.g. April, May.

In 2024 - 3 applications were received

In 2023 - 9 applications were received

Recommendation

- Launch the grant immediately following confirmation of the annual budget approval & allocation of funds is confirmed. (mid-February, early March).
- Increase the active application process to four weeks.
- The ACDF adjudication committee should establish a timeline for publicity, communications to attract potential applicants, conduct the phases of application review, scoring, and adjudication.
- Potential award of grant date, if possible.

Communications

required information as requested. This puts them at risk of elimination from the process. In order to ensure applicants, have all the supporting information required and potentially avoid incomplete or missing information, late submissions or being disqualified from the process, the following is recommended.

Recommendation

Information on application requirements need to have clear timelines associated with every step, including:

- Submission of applications, with closing date of the process.
- Expected award date for grants
- Timeline to submit report post project & consequences of not meeting this requirement.

All published articles/communiqués (North Grenville Times, NG Web Site, etc.) should include the following links.

- Link to NG website, (*specifically, within the ACDG site, document links to*)
- ACDF Overview – amend to include section on failure to meet application requirements.
- A&C policy
- Community Strategic plan

Published articles should clearly stipulate that grant applications need to be:

- Complete if they fail this requirement - potential for being disqualification
- Impact of not meeting the criteria i.e.: budget, project description, marketing & performance
- To assist in creating awareness and increase the number of applications received, the use of social media platforms, Instagram, FB, etc. could assist in achieving this.

DOCUMENTS

•To avoid any discrepancies and ensure all changes and updates are captured, all supporting documents & information need to be accurate and consistent.

Recommendation:

- All ACDF program documents need to provide a revised date in the footer of the document
- Review and update of documents prior and post grant launch. (included in timeline)

Current document REVISIONS Needed:

ACDF Overview document

- Remove the eligibility criteria assessment checklist section – as contained in the ACDF Overview document. This version should not have been posted for the 2024 process.
- Remove the evaluation criteria (in the table), this is redundant info., as it is all stated in the eligibility criteria.

- Remove the table with Revenues & Expenses

Application

Include:

- They are encouraged to include attachment with additional information as needed.
- Note to applicants: Applications use “Jot-form” software and have limited characters. Each section within the application has a 100-word maximum. Should you wish to include more information, we encourage you to include an attachment, etc.
- Add *new question*: “If you were awarded a portion of your \$ request, how would this impact your project/event?”
- Review and edit the reporting template
- Documents need to emphasize that successful applicants must agree to submit a report 8 weeks after their event.
- Upon receipt of applications received, they should be date stamped, by NG staff.
- Include a checklist for applicants to cross reference to ensure application is complete.

Report Template

- Report template should include Date of Event & Report Received On
- Report should focus less on strategic outcomes (already covered in application) and more on actuals achieved.

Evaluation

- Scoring grid/document to be reviewed annually prior to the launch of the application process.

Arts & Culture Policy

- Dated 2022-02-15 – should be reviewed to ensure no updates are required, etc.

Evaluation Process

- When information is missing or is incomplete, applicants will be emailed and offered an opportunity to respond back via email.
- A tracking process needs to be in-place and responses recorded, etc.

Reporting

- Upon receipt of reports they should be date stamped
- When successful applicants are awarded a grant, the Outcome Report should be included. This will emphasize the importance of reporting back and the need for them to think about how they are going to capture the required elements to report back on.
- Develop a process to follow up with applicant.
- If the grant recipient does not submit a report, what is our process?
- Does this block them from applying in the future?
- What is our policy/stance on projects that do not get executed?
- What is our policy/stance on project funds that are used differently than what was stated in the application?

Once we have determined answers to the above questions, we will need to amend policy & ACDF grant overview document.

A final yearly report should be drafted by the ACDF committee to include (but not limited to) :

- Timelines – launch, closing date, adjudication date, results published, project dates
- Results – were all projects executed as stated in the application, who? what? when? etc.

Support to applicants

- In reviewing post event reports, it has become apparent that applicants have difficulty in capturing and reporting back on some of the reporting requirements. This includes:

Metrics - Number of people who attended or participated at the event.

Getting the word out – How to advertise their event

Recommendation

- The advisory committee should develop some guidelines, ideas and concrete suggestions of how applicants can measure and capture metrics of their event.
- Provide applicants with suggestions on how they might advertise, get the word out about their project/installation, etc.