

TOWN OF RICHMOND HILL

MAYOR'S ENDOWMENT FOR THE ARTS APPLICATION REVIEW COMMITTEE

Name

This committee shall be known as the Mayor's Endowment for the Arts Application Review Committee (the "Review Committee").

Purpose

The purpose of the Review Committee is to review applications for grants from the Mayor's Endowment for the Arts Fund (the "Endowment Fund") and make awards from the Endowment Fund in the Town of Richmond Hill (the "Town").

Mandate

The mandate of the Review Committee is to develop and recommend to Council the grant application form, criteria, and consideration process for awards from the Endowment Fund and any changes from time to time and to establish a process for monitoring of the use of grant funds.

The continuing mandate of the Review Committee is to review and evaluate submitted grant applications from performing artists and arts groups to confirm that they meet established criteria and relate to eligible costs. The Review Committee is empowered to make grant award decisions based on the approved criteria. The Review Committee is not compelled to award any grants and can vote not to award any grants in a particular period of time if none of the submitted applications meet the established criteria.

Delegated Authority

The Review Committee does not have any delegated authority save and except as follows:

- The Review Committee is empowered to award grants from the Endowment Fund in accordance with Council approved criteria.

With the exception of the above, the Review Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Committee of the Whole and/or Council before any action by staff may be taken.

Committee Composition

The membership of the Review Committee will be comprised as follows:

- the Mayor;
- two (2) additional members of Council;
- three (3) citizen members;
- the Commissioner of Parks, Recreation and Culture or his/her representative delegated in writing (as a non-voting member); and
- the Theatre Manager for the Richmond Hill Centre for the Performing Arts (as a non-voting member).

For the purposes of these Terms of Reference, “citizen member” means a member of the Review Committee other than a member of Council, the Commissioner of Parks, Recreation and Culture or his/her representative and the Theatre Manager.

Only members of the Review Committee may vote on any issue. For clarification, the Commissioner of Parks, Recreation and Culture (or his/her representative) and the Theatre Manager are not voting members of the Review Committee.

In the event of a tied vote, the Mayor shall have the second and deciding vote.

Appointment

For the purposes of these Terms of Reference, “Ex-officio members” mean persons who are members of this Review Committee by virtue of another office. Without limiting the generality of the foregoing, the following are ex-officio members:

- the Mayor;
- the Commissioner of Parks, Recreation and Culture or his/her representative delegated in writing; and
- the Theatre Manager.

All members the Review Committee, save and except for ex-officio members, will be appointed by Council.

The advertising of vacancies on and appointments to the Review Committee will be in accordance with the policies adopted by Council from time to time.

Subcommittees

The Review Committee is not permitted to form subcommittees.

Term of Office

All members of the Review Committee will hold office for a term coincident with the term of Council.

No one citizen member shall be appointed for more than two (2) consecutive terms. After a maximum of eight (8) consecutive years of service on the Review Committee as a citizen member, an individual will not be appointed again before a four (4) year absence from the Review Committee as a citizen member.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with the policies adopted by Council from time to time.

Transition

Any current citizen member of the Review Committee who was appointed members in 2008, will be treated as first-year appointees if appointed to the Review Committee for the term 2006 - 2010.

Lead Department/Reporting Relationship

The lead department for the Review Committee shall be the Parks, Recreation and Culture Department.

The Review Committee shall report to Council on a semi-annual basis with regard to the grants that it has awarded, and the balance remaining in the Endowment Fund.

Additional staff and/or representatives from special interest groups may be asked to attend meetings at the discretion of the Review Committee.

With the exception of the Theatre Manager and the Commissioner of Parks, Recreation and Culture, or his/her representative, (both non-voting members), any staff attending meetings of the Review Committee are not members of the Review Committee.

Administration of the Committee

Members of the Review Committee will serve without remuneration other than reimbursement of expenses approved by the Review Committee and the Commissioner of Parks, Recreation and Culture, incurred in the performance of the Review Committee's duties and within the approved budget for the Review Committee.

Save and except as set out in these Terms of Reference, the rules of procedure for Committee of the Whole as set out in the Municipal Code shall apply to the Review Committee. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Review Committee will elect a Chairperson, Vice Chairperson, and any other officers it may deem necessary.

Quorum/Meeting Prerequisites

Quorum shall be five (5) appointed members of the Review Committee. For greater certainty, the Theatre Manager and the Commissioner of Parks and Recreation, or his/her designated are appointed members of the Review Committee and are counted in determining if a quorum is present, notwithstanding that he/she is appointed as a non-voting member.

The Theatre Manager from the Richmond Hill Centre for the Performing Arts must be present at all meetings of the Review Committee for the meeting to take place.

Meeting Schedule

The Review Committee will meet on an 'as needed' basis, with the specific dates and times for meetings to be determined. Due to the expected timing of applications, normally meetings will be held during the first week in July to consider award grants for the fall season, and the first week of December to consider award grants for the following spring season. The Mayor may also call special meetings of the Review Committee.

Meetings of the Review Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Review Committee members are expected to attend all scheduled meetings. In the event a member, other than the Mayor and any other ex officio member, is unable to attend a meeting, the member must contact and advise the Theatre Manager in advance. If a member of the Review Committee has been absent for two consecutive scheduled meetings and has failed to advise the Theatre Manager in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Staff Resources

Secretariat assistance to the committee will be provided by the Office of the Clerk.

The Theatre Manager must be present at all meetings and provide technical support and advice, and perform other administrative functions of the Review Committee.

Miscellaneous

The minutes of all Review Committee meetings will be presented to Committee of the Whole and subsequently Council for adoption and approval of any recommendations.

These Terms of Reference for the Mayor's Endowment for the Arts Application Review Committee are established by Council and can only be altered by Council.

Attachment 1 Criteria – Mayor's Endowment Fund for the Arts

Date of Adoption by Council: June 24, 2008
Date of Amendment: January 19, 2009

Appendix 1

Criteria - Mayor's Endowment Fund for the Arts

The Review Committee will fund those arts activities which take place within the Town of Richmond Hill or serve to enhance activities undertaken by individuals or arts organizations in Richmond Hill to promote the community. Funding could be granted for events that promote education, new works in theatre, dance, and music including composition and new play development, presenting opportunities, touring opportunities, children's programming and organizational development. The fund will award grants for projects that will be completed within twelve months of the date of application. However, as the fund continues to grow, applications for multiple year grants will be accepted. It is suggested that for the first three years of awarding grants, funds be awarded only for events and projects that will be completed within twelve months from date of application. Multiple year requests will be accepted in year four and beyond subject to the amount of revenue available in the fund and the anticipated annual flow of revenue into the account.

The fund will be restricted to artists and arts organizations based in Richmond Hill or have included Richmond Hill as presenting destination. Grants could be awarded to visual and performing artists and arts groups. Any grant from the Endowment Fund must be clearly acknowledged by the recipient at the time of presentation. The fund will award grants from 25% to 100% of the budget for the project.

Eligible Costs

The Review Committee will award grants to cover the following costs:

- artist fees
- commissioning of new works
- venue rental
- production costs
- touring costs
- marketing and marketing consultant fees
- material costs (for visual arts)

The fund will not cover fundraising expenses or general organization administration costs. The fund will not award grants to cover operating deficits or will not make contributions to existing or new endowment funds. The fund will not cover any costs related to conventions or travel. Once the fund begins to receive multiple year grant requests, the fund will award grants to cover costs related to:

- Review Committee/staff organizational development
- staff costs related to a specific project
- new work commissions and development
- projects that will run for more than one year