


Director	 Municipal Manager/Deputy Municipal Manager
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<i>COUNCIL AGENDA</i>	
Date: <u>December 15, 2025</u>	Item: <u>9.8.</u>



MEMORANDUM

Date: December 1, 2025 File: 0282-20-0064/0217/0218
To: Council
From: Hope Dallas, Senior Manager, Legislative Services/Corporate Officer
**Subject: Proposed Updates to Arts and Culture Advisory Committee,
Community Grants Committee, and Public Art Advisory Committee
Terms of Reference Policies**

RECOMMENDATION:

THAT

1. "Arts and Culture Advisory Committee Terms of Reference Policy 0064" as approved on September 15, 2025 be rescinded;
 2. proposed replacement "Arts and Culture Advisory Committee Terms of Reference Policy 0064" attached to the memorandum dated December 1, 2025 from the Senior Manager, Legislative Services/Corporate Officer be approved;
 3. "Community Grants Committee Terms of Reference Policy 0217" as approved on September 15, 2025 be rescinded;
 4. proposed replacement "Community Grants Committee Terms of Reference Policy 0217" attached to the memorandum dated December 1, 2025 from the Senior Manager, Legislative Services/Corporate Officer be approved;
 5. "Public Art Advisory Committee Terms of Reference Policy 0218" as approved on September 15, 2025 be rescinded; and
 6. proposed replacement "Public Art Advisory Committee Terms of Reference Policy 0218" attached to the memorandum dated December 1, 2025 from the Senior Manager, Legislative Services/Corporate Officer be approved.
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LGDM-745393809-4727

The purpose of this memorandum is seek Council approve to update to the Terms of Reference Policy documents for the Arts and Culture Advisory Committee (ACAC), Community Grants Committee (CGC), and the Public Art Advisory Committee (PAAC) to include a provision for non-voting members from the ACAC to attend the regular monthly CGC and PAAC meetings for continuity within the overall arts and culture umbrella.

Applicable Legislation:

Community Charter, Part 5 – Municipal Government and Procedures, Division 4 – Committees, Commissions and Other Bodies, Section 142 – Select Committee of Council.

Council Strategic Objectives:

Objective 5.3: Engage the community in decision-making through participation on Council committees and groups aligned with key Council responsibilities.

- Deliverable 5.3.1: Consolidation of appropriate committees. (2024-2025+)

Financial Implications:

The addition of representatives from the ACAC attending monthly CGC and PAAC meetings does not require additional funding or staff resources.

Analysis:

The CGC and PAAC were formerly Advisory Panels, informal committees that reported to the ACAC on matters reviewed and discussed in their respective areas. During a recent reorganization of municipal committees to ensure alignment with the legislative framework for committees contained in the *Community Charter*, the Advisory Panels were disbanded. The CGC and PAAC were then re-established as select committees of Council. The proposed change would include a provision for the ACAC to appoint, by committee resolution, one member to attend the monthly meetings of the CGC and PAAC to ensure continuity. The CGC and PAAC terms of reference would also be amended to reflect this change by classifying the ACAC representatives as non-voting members of the committee.

Author: 
Hope Dallas, Senior Manager, Legislative Services/Corporate Officer

Concurrence: 
Christie Rosta, Cultural Services Manager

Date: December 1, 2025 Page 3
From: Hope Dallas, Senior Manager, Legislative Services/Corporate Officer
Subject: Proposed Updates to Arts and Culture Advisory Committee, Community Grants
Committee, and Public Art Advisory Committee Terms of Reference Policies

Appendices:

- Appendix A: Arts and Culture Advisory Committee Terms of Reference Policy 0064 as approved on September 15, 2025
- Appendix B: Proposed replacement Arts and Culture Advisory Committee Terms of Reference Policy 0064
- Appendix C: Community Grants Committee Terms of Reference Policy 0217 as approved on September 15, 2025
- Appendix D: Proposed replacement Community Grants Committee Terms of Reference Policy 0217
- Appendix E: Public Art Advisory Committee Terms of Reference Policy 0218 as approved on September 15, 2025
- Appendix F: Proposed replacement Public Art Advisory Committee Terms of Reference Policy 0218

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Title: Arts & Culture Advisory Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0064
File Number: 0282-20-0064

1. Mandate

- 1.1. The purpose of the Arts and Culture Advisory Committee (ACAC) is to provide Council with advice and recommendations on policy issues and the District of West Vancouver's (District) strategic plan for arts and culture and to communicate to Council the arts and culture sector's needs related to present and future governance, capital and operating funding.

2. Role

- 2.1. The Committee will:
- provide guidance to Council and staff on District policy areas and the District's strategic plan for arts and culture;
 - advise and assist staff with updating the District's strategic plan for arts and culture;
 - provide advice and recommendations to Council on any matters referred to the Committee by Council; and
 - through the diverse membership of the Committee, encourage and facilitate cohesion of the West Vancouver arts and culture sector.

3. Membership

- 3.1 The Committee consists of a minimum of six (6) and maximum of eight (8) voting members.
- 3.2 The Committee consists of up to eight (8) voting members appointed by Council with expertise in either community arts development, visual, museum, performing, media, or literary arts, events, festivals, public art, strategic planning, community services, grants programs, fundraising or a background and interest in arts and culture.
- 3.3 Appointments of voting members will be made by Council according to the General Council Committees Procedure.
- 3.4 The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.
- 3.5 The Committee consists of the following non-voting members:

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- (a) up to one (1) member from the Kay Meek Arts Centre Board of Directors as approved by the Director of Parks, Culture & Community Services;
- (b) up to one (1) member from the West Vancouver Community Arts Council Board of Directors as approved by the Director of Parks, Culture & Community Services;
- (c) up to one (1) member from the West Vancouver Memorial Library Board of Directors as approved by the Director of Parks, Culture & Community Services;
- (d) up to one (1) member from West Vancouver Schools (SD45) Board of Education as approved by the Director of Parks, Culture & Community Services; and
- (e) one to two (1-2) Council members, appointed annually to serve as the Council representative(s) on the Committee.

3.6 Non-voting members of the Committee stay on until they leave their position with the organization they represent to a maximum of six (6) years and are confirmed annually by the Director of Parks, Culture & Community Services. Prior to approval by the Director of Parks, Culture & Community Services, proposed non-voting members who are representatives of community organizations must submit a letter from the proposed member's sponsoring organization stating that the organization supports the individual to the Committee. However, if selected, the Committee member will not represent that organization but will bring a perspective to the Committee related to the broader arts and culture sector of West Vancouver.

3.7 Qualifications for individuals seeking membership on the Committee will include:

- (a) skills and experience related to roles and responsibilities in arts, culture and heritage including program delivery, community arts development, visual, performing, media, or literary arts, events, festivals, public art, museum management, strategic planning, community services, grants programs, fundraising or with a background and interest in arts and culture;
- (b) an ability to attend a minimum of five meetings per calendar year;
- (c) individuals with:
 - strong community networks and linkages;
 - an ability to represent a broad range of views that reflect the diversity of the community including: arts and culture sector; community and business interests; educational institutions; and Indigenous and cultural communities;
 - good knowledge and understanding of the local issues that are relevant to arts and culture;
 - an ability to look beyond personal interests for the benefit of the community of West Vancouver;
 - strong communication skills and the ability to work collaboratively as part of a team; and

- leadership skills and ability to act as an ambassador to Council and the community.

4 General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the Community Charter.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture & Community Services division.

10. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2018/07/23	
Council minutes eDocs # (Council Policies only)	3786808	
Council report eDocs # (Council Policies only)	3780871	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2023/09/25	
Council minutes eDocs # (Council Policies only)	5666546	
Council report eDocs # (Council Policies only)	5653249	
Replacement description	The revised policy aims to restructure the Committee to expand its role to incorporate the policy level recommendations referred to Council for approval from the Art Museum, Community Grants Program, Ferry Building Gallery, and Public Art Program to provide more effective advice to Council on the governance, capital and operating needs of the arts and culture sector.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

District of West Vancouver
POLICY

Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2025/09/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24640	
Council report Document ID (Council Policies only)	LGDM-711734498-24649	
Replacement description	Updated to align with amendments to the Council Committee Procedure bylaw.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

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Title: Arts and Culture Advisory Committee Terms of Reference

Division: Parks, Culture, and Community Services

Policy Number: 0064

File Number: 0282-20-0064

1. Mandate

- 1.1. The purpose of the Arts and Culture Advisory Committee (ACAC) is to provide Council with advice and recommendations on policy issues and the District of West Vancouver's (District) strategic plan for arts and culture and to communicate to Council the arts and culture sector's needs related to present and future governance, capital and operating funding.

2. Role

- 2.1. The Committee will:
- provide guidance to Council and staff on District policy areas and the District's strategic plan for arts and culture;
 - advise and assist staff with updating the District's strategic plan for arts and culture;
 - provide advice and recommendations to Council on any matters referred to the Committee by Council; and
 - through the diverse membership of the Committee, encourage and facilitate cohesion of the West Vancouver arts and culture sector.
- 2.2. Annually, the Committee will appoint:
- up to one (1) representative to the Community Grants Committee; and
 - up to one (1) representative to the Public Art Advisory Committee.

3. Membership

- 3.1 The Committee consists of a minimum of six (6) and maximum of eight (8) voting members.
- 3.2 The Committee consists of up to eight (8) voting members appointed by Council with expertise in either community arts development, visual, museum, performing, media, or literary arts, events, festivals, public art, strategic planning, community services, grants programs, fundraising or a background and interest in arts and culture.
- 3.3 Appointments of voting members will be made by Council according to the General Council Committees Procedure.

District of West Vancouver

POLICY

- 3.4** The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.
- 3.5** The Committee consists of the following non-voting members:
- (a) up to one (1) member from the Kay Meek Arts Centre Board of Directors as approved by the Director, Parks, Culture, and Community Services;
 - (b) up to one (1) member from the West Vancouver Community Arts Council Board of Directors as approved by the Director, Parks, Culture, and Community Services;
 - (c) up to one (1) member from the West Vancouver Memorial Library Board of Directors as approved by the Director, Parks, Culture, and Community Services;
 - (d) up to one (1) member from West Vancouver Schools (SD45) Board of Education as approved by the Director, Parks, Culture, and Community Services; and
 - (e) one to two (1-2) Council members, appointed annually to serve as the Council representative(s) on the Committee.
- 3.6** Non-voting members of the Committee stay on until they leave their position with the organization they represent to a maximum of six (6) years and are confirmed annually by the Director, Parks, Culture, and Community Services. Prior to approval by the Director, Parks, Culture, and Community Services, proposed non-voting members who are representatives of community organizations must submit a letter from the proposed member's sponsoring organization stating that the organization supports the individual to the Committee. However, if selected, the Committee member will not represent that organization but will bring a perspective to the Committee related to the broader arts and culture sector of West Vancouver.
- 3.7** Qualifications for individuals seeking membership on the Committee will include:
- (a) skills and experience related to roles and responsibilities in arts, culture and heritage including program delivery, community arts development, visual, performing, media, or literary arts, events, festivals, public art, museum management, strategic planning, community services, grants programs, fundraising or with a background and interest in arts and culture;
 - (b) an ability to attend a minimum of five meetings per calendar year;
 - (c) individuals with:
 - strong community networks and linkages;
 - an ability to represent a broad range of views that reflect the diversity of the community including: arts and culture sector; community and business interests; educational institutions; and Indigenous and cultural communities;
 - good knowledge and understanding of the local issues that are relevant to arts and culture;
 - an ability to look beyond personal interests for the benefit of the community of West Vancouver;

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- strong communication skills and the ability to work collaboratively as part of a team; and
- leadership skills and ability to act as an ambassador to Council and the community.

4 General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the Community Charter.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture, and Community Services division.

10. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2018/07/23	
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Council report Document ID (Council Policies only)		
Replacement description		
Signature	X _____	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

DRAFT

Title: Community Grants Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0217
File Number: 0282-20-0217

1. Mandate

- 1.1. The purpose of the Community Grants Committee (the Committee) is to review community grant applications and make disbursement recommendations to Council.

2. Role

- 2.1. The Committee will make recommendations to Council on community grant programs including:
 - (a) Arts, Culture and Heritage;
 - (b) Community and Social Services;
 - (c) Permissive Tax Exemptions; and
 - (d) Other programs, as directed by Council.
- 2.2. The Committee will make recommendations to the Director of Parks, Culture and Community Services on Local to Global Youth Initiatives.

3. Membership

- 3.1. The Committee consists of a minimum of seven (7) and a maximum of ten (10) voting members appointed by Council.
- 3.2. Qualifications for individuals seeking membership on the Committee include:
 - (a) skills and experience related to the social service sector or the arts, culture and heritage sector with a good knowledge and understanding of the local issues that are relevant to both sectors;
 - (b) an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver; and
 - (c) strong communication skills and the ability to work collaboratively as part of a team.
- 3.3. The Committee membership includes the following non-voting members:
 - (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.
- 3.4. Appointments will be made by Council according to the General Council Committees Procedure.

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- 3.5. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

4. General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture & Community Services division.

10. Approval

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Approval date	2025/09/15	
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Signature	<u>[Original signed by Mayor]</u> MAYOR	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

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Title: Community Grants Committee Terms of Reference
Division: Parks, Culture, and Community Services
Policy Number: 0217
File Number: 0282-20-0217

1. Mandate

- 1.1. The purpose of the Community Grants Committee (the Committee) is to review community grant applications and make disbursement recommendations to Council.

2. Role

- 2.1. The Committee will make recommendations to Council on community grant programs including:
 - (a) Arts, Culture and Heritage;
 - (b) Community and Social Services;
 - (c) Permissive Tax Exemptions; and
 - (d) Other programs, as directed by Council.
- 2.2. The Committee will make recommendations to the Director, Parks, Culture and Community Services on Local to Global Youth Initiatives.

3. Membership

- 3.1. The Committee consists of a minimum of seven (7) and a maximum of ten (10) voting members appointed by Council.
- 3.2. Qualifications for individuals seeking membership on the Committee include:
 - (a) skills and experience related to the social service sector or the arts, culture and heritage sector with a good knowledge and understanding of the local issues that are relevant to both sectors;
 - (b) an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver; and
 - (c) strong communication skills and the ability to work collaboratively as part of a team.
- 3.3. The Committee membership includes the following non-voting members:
 - (a) up to one (1) representative from the Arts and Culture Advisory Committee as appointed by the Arts and Culture Advisory Committee; and
 - (b) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.

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- 3.4. Appointments will be made by Council according to the General Council Committees Procedure.
- 3.5. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

4. General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture, and Community Services division.

10. Approval

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Approval date	2025/09/15	
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Council report Document ID (Council Policies only)	LGDM-745393809-2868	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Replacement date	Click here to enter a date.	
Council minutes Document ID (Council Policies only)		
Council report Document ID (Council Policies only)		
Replacement description		
Signature	<div style="text-align: center;"> X <hr style="width: 50%; margin: auto;"/> </div>	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

DRAFT

Title: Public Art Advisory Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0218
File Number: 0282-20-0218

1. Mandate

- 1.1. The purpose of the Public Art Advisory Committee (the Committee) is to:
- (a) make recommendations regarding policy and procedures related to public art, and on any matters referred to it by Council;
 - (b) advise on all issues pertaining to the Public Art Inventory Collection according to Council's established policy and procedures;
 - (c) assist with the implementation and enhancement of the Public Art Program;
 - (d) provide advice regarding best practices for public art funding and opportunities to advance community visual art; and
 - (e) make recommendations to Council on the expenditures of Public Art Reserve Fund Bylaw No. 4912, 2016 (as amended or replaced).

2. Role

- 2.1. The Committee will:
- (a) provide oversight of the Public Art Inventory, enrolment criteria, site and display, maintenance and safety, de-accessioning, donations of art and commissioning of new works; and
 - (b) review the Municipal Art Collection Policy and the Municipal Art Collection Public Art Procedure and make recommendations to Council on proposed amendments to ensure currency and inclusion of best practices in accordance with contemporary theory and implementation.

3. Membership

- 3.1. The Committee consists of a minimum of six (6) and a maximum of nine (9) voting members appointed by Council.
- 3.2. Qualifications for individuals seeking membership on the Committee include:
- (a) skills and experience related to the fine arts, public art, architecture, design, urban planning and/or general interest in community-based public art programming, with a maximum of one (1) of these volunteer representatives residing outside of West Vancouver;

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- (b) an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver; and
 - (c) strong communication skills and the ability to work collaboratively as part of a team.
- 3.3.** The Committee membership includes the following non-voting members:
- (d) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.
- 3.4.** Appointments will be made by Council according to the General Council Committees Procedure.
- 3.5.** The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

4. General Terms and Code of Conduct

- 4.1.** Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1.** Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1.** Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1.** An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1.** Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture & Community Services division.

10. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/09/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24640	
Council report Document ID (Council Policies only)	LGDM-745393809-2868	
Signature	<i>[Original signed by Mayor]</i> MAYOR	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

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Title: Public Art Advisory Committee Terms of Reference
Division: Parks, Culture, and Community Services
Policy Number: 0218
File Number: 0282-20-0218

1. Mandate

- 1.1. The purpose of the Public Art Advisory Committee (the Committee) is to:
- (a) make recommendations regarding policy and procedures related to public art, and on any matters referred to it by Council;
 - (b) advise on all issues pertaining to the Public Art Inventory Collection according to Council's established policy and procedures;
 - (c) assist with the implementation and enhancement of the Public Art Program;
 - (d) provide advice regarding best practices for public art funding and opportunities to advance community visual art; and
 - (e) make recommendations to Council on the expenditures of Public Art Reserve Fund Bylaw No. 4912, 2016 (as amended or replaced).

2. Role

- 2.1. The Committee will:
- (a) provide oversight of the Public Art Inventory, enrolment criteria, site and display, maintenance and safety, de-accessioning, donations of art and commissioning of new works; and
 - (b) review the Municipal Art Collection Policy and the Municipal Art Collection Public Art Procedure and make recommendations to Council on proposed amendments to ensure currency and inclusion of best practices in accordance with contemporary theory and implementation.

3. Membership

- 3.1. The Committee consists of a minimum of six (6) and a maximum of nine (9) voting members appointed by Council.
- 3.2. Qualifications for individuals seeking membership on the Committee include:
- (a) skills and experience related to the fine arts, public art, architecture, design, urban planning and/or general interest in community-based public art programming, with a maximum of one (1) of these volunteer representatives residing outside of West Vancouver;

District of West Vancouver

POLICY

- (b) an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver; and
 - (c) strong communication skills and the ability to work collaboratively as part of a team.
- 3.3.** The Committee membership includes the following non-voting members:
- (a) up to one (1) representative from the Arts and Culture Advisory Committee as appointed by the Arts and Culture Advisory Committee; and
 - (b) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.
- 3.4.** Appointments will be made by Council according to the General Council Committees Procedure.
- 3.5.** The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

4. General Terms and Code of Conduct

- 4.1.** Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1.** Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1.** Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1.** An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1.** Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture, and Community Services division.

10. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/09/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24640	
Council report Document ID (Council Policies only)	LGDM-745393809-2868	
Signature	<i>[Original signed by Mayor]</i> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Replacement date	Click here to enter a date.	
Council minutes Document ID (Council Policies only)		
Council report Document ID (Council Policies only)		
Replacement description		
Signature	X _____	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

DRAFT