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| <i>COUNCIL AGENDA</i> | |
| Date: <u>September 25, 2023</u> | Item: <u>10.2.</u> |



DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

| | |
|----------|-----------------------------------------------------------------------|
| Date: | September 11, 2023 |
| From: | Doti Niedermayer, Senior Manager, Cultural Services |
| Subject: | Proposed Arts & Culture Advisory Committee Revised Terms of Reference |
| File: | 0116-20-ACAC |

RECOMMENDATION

THAT

1. “Arts & Culture Advisory Committee Terms of Reference Policy 0064”, as approved on July 23, 2018, be rescinded;
2. proposed “Arts & Culture Advisory Committee Terms of Reference Policy 0064”, attached as Appendix B to the September 11, 2023 report titled Proposed Revised Arts & Culture Advisory Committee Terms of Reference, be approved;
3. “Art Museum Advisory Committee Terms of Reference Policy 0065”, “Community Grants Committee Terms of Reference Policy 0084”, and “Public Art Advisory Committee Terms of Reference Policy 0085” be rescinded;
4. the Art Museum Advisory Committee, Community Grants Committee, and Public Art Advisory Committee be disbanded; and
5. staff be directed to establish an Art Museum Advisory Panel, Community Grants Advisory Panel, Ferry Building Gallery Advisory Panel, and Public Art Advisory Panel comprised of community volunteers.

1.0 Purpose

The purpose of this report is to rescind the current Terms of Reference for the Arts & Culture Advisory Committee and to replace it with the proposed revised Terms of Reference which 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; and

- maintain the significant operational functions of the current Art Museum Advisory Committee, Community Grants Committee, and Public Art Advisory Committee by establishing Advisory Panels comprised of community volunteers to work with staff on these ongoing functions.

2.0 Legislation/Bylaw/Policy

The current Arts & Culture Advisory Committee Terms of Reference Policy 0064 (July 23, 2018) is attached as **Appendix A**.

The proposed Arts & Culture Advisory Committee Terms of Reference Policy 0064 (September 2023) is attached as **Appendix B**.

The District of West Vancouver's (District) Community Outreach and Engagement Policy outlines a spectrum of engagement which communicates the District's commitment to engaging the community. Active participation by residents in governance is encouraged and community members can become directly involved through working groups, committees, boards, and other civic engagement opportunities that arise from time to time.

The General Council Committees Procedure 0145 (**Appendix C**) guides the recruitment and appointment process for committees of Council.

3.0 Council Strategic Objective(s)/Official Community Plan

Council Strategic Plan

The appointment of community members to committees of Council meets Council's Strategic Objective 5.3 to deliver municipal services efficiently through continuing to pursue excellence in community engagement, consultation, and communication.

Official Community Plan

The Official Community Plan (OCP) provides high-level policies to express the District's long-term intent and framework to embrace arts, creativity, and education through cultural, literacy, and lifelong learning resources.

Promoting an engaged community is supported in the OCP through the following policies:

- 2.8.17 Engage the community in planning for services, programs, facilities, and municipal decision-making.
- 2.8.18 Provide meaningful volunteer engagement opportunities to support civic programs and services.
- 2.8.19 Enhance information sharing and meaningful participation in civic affairs through accessible communication considerations (e.g. universal access and multilingual considerations).

4.0 Financial Implications

Support for the Arts & Culture Advisory Committee is provided by existing District staff. There are no additional funding implications associated with this report.

5.0 Background

5.1 Previous Decisions

Council, at its July 23, 2018 regular meeting, passed the following resolution:

THAT

- 1. An arts and culture advisory committee be established as an advisory committee to Council and to the Director of Parks, Culture and Community Services;*
- 2. The proposed Arts & Culture Advisory Committee Terms of Reference be approved;*
- 3. An arts facilities advisory committee be established as an advisory committee to Council and to the Director of Parks, Culture and Community Services;*
- 4. The proposed Arts Facilities Advisory Committee Terms of Reference be approved; and*
- 5. A call for committee members for the Arts & Culture Advisory Committee and the Arts Facilities Advisory Committee be initiated and the selection of committee members be appointed by October 1, 2018.*

Council, at its July 24, 2023 closed meeting, passed the following resolution:

THAT staff proceed with drafting a new Terms of Reference for a restructured Arts & Culture Advisory Committee that will include incorporating oversight of the Art Museum, Community Grants Program and Public Art Program to present to Council for consideration in September 2023.

5.2 History

Since 2009, the District has established a number of committees of Council that oversee aspects of the District's governance, programs, and services related to arts and culture. These include:

Arts & Culture Advisory Committee (ACAC)

As one of Council's eight priorities in 2018, the District completed the West Vancouver Arts & Culture Strategy (2018 – 2023) (Strategy) as a comprehensive five-year plan that included key priorities, timelines, and metrics to guide the District's delivery of arts and culture services and programs.

To ensure that the priority needs of the arts and culture sector were addressed over the next five years, the Strategy recommended the creation of an Arts & Culture Committee. The ACAC was established by Council in July 2018 to provide broad oversight of the Strategy and emerging opportunities for arts and culture in West Vancouver to ensure ongoing involvement, collaboration, and connection to community interests.

Art Museum Advisory Committee (AMAC)

The AMAC became an official committee of Council in September 2018. Previously, the West Vancouver Art Museum (Art Museum) was assisted by a community-based advisory group referred to as the Museum Advisory Committee which provided arms-length governance of the Art Museum, input into programming and collections, and ensured eligibility for grants from provincial and federal government sources, private foundations, and other funding bodies requiring arms-length governing structures.

The AMAC's purpose is to provide input and advice on the Art Museum's policy and procedures and the permanent collection; assist in fundraising initiatives and implementation and enhancement of programs and services. The AMAC also ensures that the Art Museum continues to be eligible for grants from funding bodies requiring arms-length governing structures.

Community Grants Committee (CGC)

Established in 2009, the CGC is a committee of Council with a primary goal of recommending to Council the allocation of Community Grants: Arts, Culture & Heritage; Community & Social Services; and Community Vitality & Environment. CGC members also review Local to Global Youth Initiative grant applications and make recommendations to the Director of Parks, Culture & Community Services. In 2023, the CGC also reviewed the District's Permissive Tax Exemption applications.

Public Art Advisory Committee (PAAC)

Established in 2014, the PAAC is a committee of Council that oversees the ongoing activity of the public art program; provides advice regarding best practices for public art funding and opportunities to advance community visual art; works to develop new public art installations; and reviews proposed donations of art to the District.

Ferry Building Gallery (Gallery)

The Gallery has never had an official committee of Council. Previously, the Ferry Building Gallery Friends Society, incorporated in 2013, provided financial and community support to the Gallery and its programs and was dedicated to the expansion of the Gallery. The Society dissolved in 2017. In 2019, staff established a Ferry Building Gallery Program Development Group to assist with annual program planning, act as ambassadors for the

Gallery and to work with staff to solicit public input in the planning process for the Gallery.

6.0 Analysis

6.1 Discussion

In 2022, as part of their strategic planning process and review of the committee's Terms of Reference, the ACAC researched seven other communities in BC similar in size to West Vancouver to learn more about their governance of the arts and culture sector. The communities included Nelson, Whistler, Salt Spring Island, Abbotsford, Langley, Semiahmoo/White Rock, and North Vancouver. This process resulted in several findings that the committee agreed could be of benefit to West Vancouver.

One of the key findings was that the current structure of the District's committees of Council related to arts and culture is not conducive to a comprehensive understanding of the sector. All the committees focus on various aspects of arts and culture but do not meet with one another and are not kept apprised of each other's activities and priorities. This makes it difficult for the ACAC to identify the broader issues and priorities of the sector to make meaningful recommendations to Council that have considered the broader arts and culture community.

To discuss the findings with the other committees, the ACAC met with the Chair and Acting Chair of AMAC, CGC, and PAAC on June 15, 2023 to present their research findings and discuss potential solutions. There was broad consensus at this meeting from the members of the other committees that the governance of the sector from the municipal perspective could be improved by restructuring the ACAC to incorporate the policy work of the AMAC, CGC, and PAAC, and expand ACAC's membership to include individuals from key organizations in the community that deliver arts and culture programs and services.

The committee members at the meeting also discussed the ongoing operational duties they oversee and agreed that Advisory Panels comprised of community volunteers could be established for the Art Museum, Community Grants Program, and Public Art Program to work with staff on ensuring these operational functions continue to have valuable input from members of the community.

At its July 13, 2023 meeting, the ACAC passed the following motion:

THAT the Arts & Culture Advisory Committee endorses a Memo to Council outlining the potential restructure of the Arts & Culture Advisory Committee, the creation of Advisory Panels related to the arts and culture sector, and the direction to draft a new Terms of Reference for a restructured Arts & Culture Advisory Committee.

At its September 5, 2023 meeting, the ACAC passed the following resolution:

THAT the Arts & Culture Advisory Committee endorses the revised Terms of Reference for the Arts & Culture Advisory Committee as discussed.

(The meeting minutes of the September 5, 2023 ACAC meeting will be approved on October 5, 2023.)

Restructured Arts & Culture Advisory Committee:

The ACAC will have policy oversight of the Art Museum, Community Grants Program, Ferry Building Gallery, and Public Art Program with one to two (1-2) voting members from the ACAC on the Advisory Panels to ensure flow of communication and understanding of key issues.

In addition to members from the community appointed by Council, the restructured ACAC will have broader representation from key members of West Vancouver's arts and culture sector to ensure that the committee has a solid understanding of the challenges, opportunities, and priorities facing the sector. The ACAC will consist of:

- Up to eight (8) voting members at-large from the community with expertise in community arts, visual, museum, performing, media, or literary arts, events, festivals, public art, strategic planning, community services, grants programs, or with a background and interest in arts and culture;
- One non-voting member from the Kay Meek Arts Centre Board of Directors;
- One non-voting member from the West Vancouver Community Arts Council Board of Directors;
- One non-voting member from the West Vancouver Memorial Library Board of Trustees;
- One non-voting member from the West Vancouver Schools (SD45) Board of Education;
- One to two (1-2) Council members, appointed annually to serve as the Council representative(s) on the Committee.

Advisory Panels:

There are currently three committees of Council related to arts and culture that also work with staff on operational tasks as part of their Terms of Reference:

AMAC: provides community member-led arms-length oversight of the Art Museum required for funding from the BC Arts Council and Canada Council; members help the Art Museum with advocacy, the annual Modern Art Week, fundraising for the Art Museum and the endowment fund, and works closely with the Art Museum's Administrator/ Curator on collections planning.

CGC: annually adjudicates funding applications for the Community Grants Program; other granting programs as determined from time to time (e.g. COVID-19 Emergency Funding); and, in 2023, reviewed the Permissive Tax Exemption applications.

PAAC: works with staff to develop plans for the District's Public Art Program; identifies key locations for public art projects; works with staff to create Artist Calls for public art projects and reviews artist submissions to select projects for Council approval.

These functions will continue to require community members to work with District staff. The proposed Advisory Panels will be selected by staff through a community volunteer recruitment process and consist of members with expertise and an interest in art museum practices, granting programs and/or public art. The Advisory Panels will not be committees of Council but will, instead, work with District staff directly.

One to two members of the restructured ACAC will also participate on each of the Advisory Panels to ensure flow of information to the ACAC and vice-versa.

Ferry Building Gallery Program Development Group: The Ferry Building Gallery Program Development Group became inactive during COVID-19 restrictions. The Ferry Building Gallery Advisory Panel will be established to replace this group to provide a similar function to the Art Museum Advisory Panel with representation from the ACAC to provide connection to the community visual arts.

6.2 Climate Change & Sustainability

The restructuring of the ACAC and establishing of Advisory Panels will provide a more holistic understanding of the arts and culture sector and provide better direction and advice to Council. The District's Legislative Services Department will have less strain on resources by streamlining the committees of Council related to arts and culture. The Advisory Panels would ensure the continuation of involvement from community member volunteers to carry out the important operational aspects the committees currently undertake.

6.3 Public Engagement and Outreach

The ACAC has discussed the governance of the committees of Council at their public meetings since August 2022.

The ACAC met with the Chairs and Acting Chairs of the AMAC, CGC, and PAAC on June 15, 2023 to present the concept of restructuring the committees of Council that relate to arts and culture.

The staff representatives have updated the members of the AMAC, CGC, and PAAC at their regular meetings on the ACAC's research project.

Staff have discussed the potential restructure of the committees with the Kay Meek Arts Centre, West Vancouver Community Arts Council, and the

West Vancouver Memorial Library Board Trustees Policy Subcommittee through the Executive Director.

6.4 Other Communication, Consultation, and Research

The ACAC engaged in a comprehensive research exercise of seven other communities in BC similar in size to West Vancouver to learn about their governance of the arts and culture sector which resulted in the current recommendation to restructure the committees of Council.

7.0 Options

7.1 Recommended Option

THAT

1. “Arts & Culture Advisory Committee Terms of Reference Policy 0064”, as approved on July 23, 2018, be rescinded;
2. proposed “Arts & Culture Advisory Committee Terms of Reference Policy 0064”, attached as Appendix B to the September 11, 2023 report titled Proposed Revised Arts & Culture Advisory Committee Terms of Reference, be approved;
3. “Art Museum Advisory Committee Terms of Reference Policy 0065”, “Community Grants Committee Terms of Reference Policy 0084”, and “Public Art Advisory Committee Terms of Reference Policy 0085” be rescinded;
4. the Art Museum Advisory Committee, Community Grants Committee, and Public Art Advisory Committee be disbanded; and
5. staff be directed to establish an Art Museum Advisory Panel, Community Grants Advisory Panel, Ferry Building Gallery Advisory Panel, and Public Art Advisory Panel comprised of community volunteers.

7.2 Considered Options

Council may:

- request further information and/or;
- not approve the recommendations.

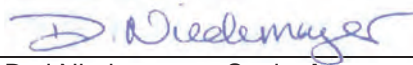
8.0 Conclusion

This report is being provided to obtain Council’s approval on a revised Terms of Reference for the Arts & Culture Advisory Committee; to disband the Art Museum Advisory Committee, Community Grants Committee, and Public Art Advisory Committee; and to establish an Art Museum Advisory Panel, Community Grants Advisory Panel, Ferry Building Gallery Advisory Panel, and Public Art Advisory Panel comprised of community member volunteers to work with staff on the operational aspects of these former committees of Council and key municipal institutions.

Date: September 11, 2023
From: Doti Niedermayer, Senior Manager, Cultural Services
Subject: Proposed Arts & Culture Advisory Committee Revised Terms of Reference

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Author:



Doti Niedermayer, Senior Manager, Cultural Services

Concurrence:



Pascal Cuk, Manager, Legislative Operations / Deputy Corporate Officer

Appendices

- Appendix A: Arts & Culture Advisory Committee Terms of Reference Policy 0064 (as approved on July 23, 2018)
- Appendix B: Proposed replacement Arts & Culture Advisory Committee Terms of Reference Policy 0064
- Appendix C: General Council Committees Procedure 0145

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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. Purpose

- 1.1. The purpose of the Arts & Culture Advisory Committee (ACAC) is to advise Council on the implementation of the West Vancouver Arts & Culture Strategy (2018 – 2023) and provide general oversight on arts and culture in the District of West Vancouver, taking into consideration the programming; physical administrative/governance; capital and operating funding; and ongoing operational aspects.

2. Duties and Responsibilities

- 2.1. The ACAC will:
- provide guidance to staff and Council on areas of general oversight on arts and culture in West Vancouver;
 - advise and assist staff with prioritizing arts and culture strategies and incorporating them into annual divisional work plans;
 - work in conjunction with staff to oversee subcommittees formed to focus on specific strategies and review findings and recommendations;
 - provide input on the implementation of the West Vancouver Arts & Culture Strategy (2018 – 2023); and
 - review and comment on matters pertaining to the ACAC's purpose as referred by staff or Council.

3. Membership

- 3.1. The ACAC will be comprised of:
- (a) Voting members
- a minimum of five and maximum of nine members at large appointed by Council
- (b) Non-Voting Members
- one Council member, as appointed by Council
 - one staff liaison as determined by the Director of Parks, Culture & Community Services
- 3.2. Qualifications for individuals seeking membership on the ACAC will include:

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- willingness and ability to commit to a minimum two-year term;
 - skills and experience related to roles and responsibilities in arts, culture and heritage delivery; facility development; and strategic planning;
 - 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 and residents 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.
- 3.3.** An appointment or reappointment of a volunteer member is for a two-year term. A volunteer member may serve for up to six consecutive years on the ACAC. Annual terms conclude on December 31.
- 3.4.** The ACAC will be presided over by a Chair or Co-Chairs to be elected from among the members. The term of the Chair or Co-Chairs will be for one year and may be renewed to a maximum of two years.

4. General Terms and Code of Conduct

- 4.1.** Decorum and Debate: ACAC members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the ACAC mandate and be respectful of others' thoughts and opinions.
- 4.2.** Authority and Reporting: the ACAC and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Mayor and Council.
- 4.3.** Media/Social Media: members of the ACAC are not permitted to speak to the media as representatives of the ACAC unless authorized to do so by the Director of Community Relations & Communications. ACAC members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4.** Professionalism: ACAC members who engage in activities regarding the District of West Vancouver or ACAC initiatives, projects and promotions are expected to maintain a respectful, constructive and professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5.** Confidentiality: all new ACAC members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part of their general orientation. All returning

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ACAC members who have previously signed a copy of the agreement are expected to honour and uphold the provisions as outlined within the agreement.

- 4.6. West Vancouver Residency Requirement: all ACAC volunteers must reside in the District of West Vancouver, except as otherwise determined by Council. In the event that an ACAC member's primary place of residence changes to another municipality during the term of an appointment, the member must notify the Chair and staff liaison regarding the change of address.

Depending on the length of appointment term remaining, the ACAC member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisements placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

- 4.7. Conflict of Interest: Section 11 (Conflict of Interest) of the General Council Committees Policy applies to all ACAC members.

5. Meetings

- 5.1. The ACAC must, by resolution, establish their own meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All ACAC meetings and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three meetings of the ACAC without reason satisfactory to the ACAC may be removed from the committee.

6. Rules of Procedures

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

7. Subcommittees

- 7.1. Subcommittees may be established by the ACAC for specific tasks or projects identified in the annual work plan.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as committee meetings.

8. Annual Work Plan

- 8.1. The ACAC is expected to identify a concise set of annual targets and objectives to be submitted to Council by the end of each calendar year for the following calendar year. The annual work plan must be in line with the ToR and must outline specific targets as to what the ACAC plans to achieve while supporting the work, priorities and underlying principles of the District of West Vancouver.


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- 8.2. The agreed upon annual work plan will be executed by the ACAC with the reasonable assistance of support staff.

9. Amending, Modifying or Varying Terms of Reference

- 9.1. Any request for amendment, modification or variation to the ToR can be enacted either by way of an ACAC recommendation to Council or through specific direction of Mayor and Council.
- 9.2. In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

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 |  | |

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 | n/a | |

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 & 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;
 - regularly receive updates from the representatives from the ACAC on the District Advisory Panels and advance recommendations that arise from the Advisory Panels that require Council approval;
 - 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 the following voting members:
- (a) 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. Up to eight (8) Committee members will participate on one of the Advisory Panels.

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Term

Voting members must be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council. Voting members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.

Advisory Panels

Up to eight (8) voting members of the Committee appointed by Council will join an Advisory Panel to provide connection and communication between Advisory Panels and the Committee. The Advisory Panels work with staff to assist with operational tasks related to the Panels' scope of work. Recommendations from the Advisory Panels requiring Council consideration will be reviewed by the Committee prior to Council review.

- 3.3** 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 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.
 - (e) one to two (1-2) Council members, appointed annually to serve as the Council representative(s) on the Committee; and
 - (f) one staff representative as determined by the Director of Parks, Culture & Community Services.

Term

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.

- 3.4** 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

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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.

3.5 The Chair and Acting Chair (or co-Chairs, as the case may be) must be voting members of the Committee, and must be selected from amongst the Committee membership at the first meeting of each year.

4 General Terms and Code of Conduct

4.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.

4.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Council.

4.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.

4.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.

4.5. Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a

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copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.

- 4.6.** West Vancouver Residency Requirement: all Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy.

- 4.7.** Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

5. Meetings

- 5.1.** The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2.** All Committee and Subcommittee meetings must be held in a District facility.
- 5.3.** A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

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

7. Subcommittees

- 7.1.** Subcommittees may be proposed by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2.** Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1.** The Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval annually. The Annual Work Plan must be congruent with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.

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- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.


9. Altering Terms of Reference

- 9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council’s consideration.
- 9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

10. Staff Assistance

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

11. Approval

| | | |
|------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------|
| Approved by | <input type="checkbox"/> CAO | <input type="checkbox"/> Mayor and Council |
| Approval date | Click here to enter a date. | |
| Council minutes eDocs # (Council Policies only) | | |
| Council report eDocs # (Council Policies only) | | |
| Signature |  | |

12. 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 | Click here to enter a date. | |

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Title: General Council Committees
Division: Legislative Services
Procedure Number: 0145
File Number: 0282-20-0145

1. Governing Policy

- 1.1. This procedure is associated with General Council Committees Policy 0144.

2. Scope/Application

- 2.1. This procedure applies to all Select and Standing Committees. Working groups are governed by the Working Group Guidelines approved by the Community Engagement Committee.

3. Definitions

- 3.1. "Committee" means a Select or Standing Committee.
- 3.2. "Select Committee" means a Committee created by Council pursuant to section 142 of the *Community Charter*.
- 3.3. "Standing Committee" means a Committee created by the Mayor pursuant to section 141 of the *Community Charter*.
- 3.4. "Terms of Reference" means the policy that defines the mandate, role, membership, and functions of the Committee.

4. Procedure

4.1. Creation

- 4.1.1. A Select Committee is created when Council approves, by resolution, the Committee's Terms of Reference.
- 4.1.2. A Standing Committee is created when the Mayor approves the Committee's Terms of Reference.

4.2. Recruitment

- 4.2.1. Twice per year, Legislative Services, with assistance from other divisions as required, will conduct an annual recruitment process to fill vacancies on Select and Standing Committees.
- 4.2.2. Legislative Services, with assistance from other divisions as required, will, from time to time, conduct additional recruitment processes:

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- a) in order to fill unexpected Committee vacancies where those vacancies inhibit the ability of the Committee to fulfill its mandate; and/or
 - b) in response to the establishment of a new Committee for which vacancies must be filled in advance of the scheduled annual recruitment process.
- 4.2.3. An applicant is required to submit a District application form for appointment or re-appointment prior to the application deadline in order to be considered.
- 4.2.4. All applications for membership on Committees must be kept in confidence.

4.3. Appointments to Select Committees

- 4.3.1. Once the recruitment process outlined in section 4.2 is complete, Council will review the Committee applications and make appointments based on the merits of the applications relative to the Committee's Terms of Reference.
- 4.3.2. Selection of membership will strive to reflect the diversity of the community, with experience, knowledge and expertise in the sphere of interest of the Committee being the primary consideration.
- 4.3.3. All applicants must either reside, own property, or represent a business that is located in the District of West Vancouver, except as otherwise determined by Council.

With respect to this requirement, if a committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address. Depending on the length of appointment term remaining, the committee member may be asked to step down, thus creating a vacancy.

- 4.3.4. For each Committee for which appointments are required, staff will prepare a report to Council containing appointment recommendations, each application form (and resume if submitted), and a matrix that highlights the strengths of each applicant.
- 4.3.5. Appointments will be made in accordance with applicable enactments.
- 4.3.6. Once Council has appointed one or more applicants to a Committee, Legislative Services staff will send:
- a) a letter to the successful applicants informing of their appointment; and
 - b) a letter to the unsuccessful applicants informing that they were not appointed.
- 4.3.7. Volunteer members must be appointed or re-appointed to a Committee for a term of up to 2 years, except that no person shall serve more than six (6) consecutive years, or as otherwise determined by Council.
- 4.3.8. Volunteer members must not be appointed such that they serve on more than two Committees concurrently, except as otherwise determined by Council.
- 4.3.9. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.

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4.3.10. Council may, by resolution, rescind an appointment to a Select Committee.

4.4. Appointments to Standing Committees

4.4.1. Appointments to Standing Committees are made by the Mayor.

4.4.2. The Mayor may rescind an appointment to a Standing Committee.

4.5. Remuneration

4.5.1. Committee members serve without remuneration.

4.6. Code of Conduct

4.6.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.

4.6.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated to the Committee by Council, as per this procedure.

4.6.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.

4.6.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.

4.6.5. Confidentiality: All new committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All re-appointed committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.

4.6.6. Conflict of Interest: The conflict of interest provisions contained in this procedure apply to all committee members.

4.7. Resignation of Member

4.7.1. A member of a Committee may resign from the Committee in writing to the Committee Chair and staff representative.

4.8. Role of Council on Select Committees

4.8.1. The Mayor is an *ex-officio*, non-voting member of every Select Committee and as such has the same rights as other committee members, except to the extent they are a member of the Committee but are not obligated to attend meetings and are not counted in determining if a quorum is present.

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- 4.8.2. Council will appoint one (or more) members of Council to serve as Council representatives on each Select Committee.
- 4.8.3. The term of a Council representative to a Committee is one year except in the year of a general local election, in which case the term expires on the date of the inaugural meeting of Council.
- 4.8.4. A Council representative will serve as a communication liaison between Council and the Select Committee.
- 4.8.5. Council representatives are non-voting members of the Select Committee(s) to which they are appointed, and are not counted in determining if a quorum is present.
- 4.8.6. Any member of Council not appointed to a Select Committee may attend an open committee meeting as a member of the public.
- 4.8.7. Notwithstanding sections 4.8.1-4.8.5, Council members may be appointed to a Select Committee as voting members if permitted by that Select Committee's Terms of Reference.

4.9. Role of Council on Standing Committees

- 4.9.1. Appointments to Standing Committees are made by the Mayor for a one year term, unless otherwise determined by the Terms of Reference.
- 4.9.2. The Mayor is an ex-officio, non-voting member of any Standing Committee to which they are not appointed, and as such has the same rights as other committee members, except to the extent they are a member of the Committee but are not obligated to attend meetings and are not counted in determining if a quorum is present.
- 4.9.3. Council members appointed to a Standing Committee are voting members and are counted in determining if quorum is present.

4.10. Meetings, Attendance, and Materials

- 4.10.1. A Committee must consist of at least the minimum number of members stipulated in its Terms of Reference in order to hold a meeting.
- 4.10.2. A Select Committee meeting cannot occur unless 50% plus one of the Committee's voting members are in attendance.
- 4.10.3. A Standing Committee meeting cannot occur unless both:
 - a) 50% plus one of the Committee's voting members are in attendance; and
 - b) 50% of those committee members in attendance are members of Council.
- 4.10.4. Meetings may be cancelled by the staff representative if there are:
 - a) no items referred to the Committee by Council; and
 - b) no items scheduled for consideration by the Committee.

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- 4.10.5. A meeting will be cancelled by the staff representative if:
- a) it has been determined, in advance, that quorum for the scheduled meeting will not be met; or
 - b) the committee membership drops below the minimum number of members stipulated in its Terms of Reference.
- 4.10.6. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.
- 4.10.7. Any member of the public who wishes to view any material on a Committee agenda may request a copy of that material from the staff representative for the Committee.
- 4.10.8. Notwithstanding section 4.10.7, agenda material that pertains to, or is protected by, closed meeting confidences and/or the *Freedom of Information and Protection of Privacy Act* will not be provided.

4.11. Election

- 4.11.1. Committee Member Running for Office
- a) Committee members are permitted to run for elected office while serving on a Committee.
 - b) Committee members must not campaign for elected office during committee meetings or allow their campaign activities to unduly interfere with their role as a committee member.
 - c) If a committee member who runs for elected office campaigns during committee meetings or allows their campaign activities to unduly interfere with their role as a committee member, Council will consider whether to rescind the appointment of that committee member to the Committee.
 - d) If a committee member who runs for elected office is elected to the position of Mayor or Councillor for the District of West Vancouver, that committee member must resign from the Committee, with their resignation to be effective on the date which they take office.

4.12. Staff Support

- 4.12.1. The Chief Administrative Officer (or designate) will appoint a Staff Representative to the Committee. The Staff Representative is not a member of the Committee and is not entitled to vote. The role of the Staff Representative includes:
- a) providing information and professional advice as requested by the Committee;
 - b) support the Chair in developing agendas, arranging meetings and promoting effective Committee work;
 - c) preparation and submission of reports of the Committee to Council for signature by the Chair;

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- d) arranging for an annual orientation meeting of the work of the Committee, the structure of the District, and Council; and
 - e) annual goal setting and budgeting processes.
- 4.12.2. The Chief Administrative Officer (or designate) will appoint a Committee Clerk to the Committee. The Committee Clerk is not a member of the Committee and is not entitled to vote. The role of the Committee Clerk includes:
- a) receiving and transmitting materials referred to the Committee;
 - b) arranging all agendas and public notices;
 - c) providing for public access to all open committee meeting materials;
 - d) scheduling the meetings and activities of the Committee;
 - e) ensuring quorum in advance of scheduled meetings; and
 - f) taking minutes of committee meetings.

4.13. Rules of Procedure

- 4.13.1. Committee meetings must be conducted in accordance with applicable enactments. The Committee may rely for reference upon the advice of the Committee Clerk, Staff Representative, or the Corporate Officer (or designate).
- 4.13.2. Questions of procedure that cannot be resolved by the Chair and Committee shall be referred to the Corporate Officer (or designate).

4.14. Conflict of Interest

- 4.14.1. Committee members must take reasonable steps to ensure that they are not in a conflict of interest on a matter under consideration by the Committee.
- 4.14.2. A conflict of interest exists when:
- a) a committee member is a director, member or employee of an organization seeking a benefit from the District upon which the Committee will make a recommendation;
 - b) the committee member has a direct or indirect personal pecuniary interest in the matter which is the subject of the Committee's deliberations.
- 4.14.3. When a conflict of interest exists, the committee member:
- a) is prohibited from participating in any discussion of the matter or voting on a question in respect of the matter or making any representation on the matter to any other committee member or attempting to influence a vote;
 - b) must declare to the Committee that a conflict exists and the nature of the conflict;
 - c) must exit the meeting prior to consideration of the matter to which the conflict relates; and
 - d) must not return to the meeting until consideration of the matter is complete.

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- 4.14.4. The Committee Clerk must record the committee member's declaration of a conflict, as well as the time that they exit from and return to the committee meeting.

4.15. Sub-Committees

- 4.15.1. Sub-committees may be established by the Committee from among their members only for specific tasks or projects identified in annual work plans as approved by Council, or for a special project approved by Council.
- 4.15.2. Tasks or projects that require the allocation of additional resources must be clearly identified in the annual work plan.
- 4.15.3. Sub-committees will only be established when additional resources can be allocated to support the proposed sub-committee.

4.16. Delegation of Authority & Reporting

4.16.1. Delegation of Authority

- a) Select and Standing Committees must submit a request to Council for the authority to act on a matter, unless Council has delegated Council powers, duties or functions to the Committee.
- b) Committees must not act outside of the scope outlined in their Terms of Reference.
- c) Select and Standing Committees must conduct their business in accordance with their Terms of Reference and applicable enactments.

4.16.2. Reporting

- a) Where applicable, Select Committees must complete their task within the time prescribed by Council, including any extensions of time that may be granted, and report their findings and make recommendations to Council.
- b) Annual reports will be provided to Council, except as otherwise stated in a Committee's Terms of Reference. The annual report must:
 - summarize the Committee's activities over the past year; and
 - outline the Committee's annual work plan for the current year.

4.17. Expenditures & Inter-Governmental Communication

Except as may be provided in an enabling statute, bylaw or resolution, committees do not have the authority to communicate with other levels of government, to pledge the credit of the District of West Vancouver, or to authorize any expenditure to be charged against the Municipality.

4.18. Budget

The Committee shall have reasonable use of miscellaneous services such as photocopying, paper supplies, meeting areas, appropriate refreshments, and other requirements which are primarily provided through the Committee Clerk and the applicable District Division.

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4.19. Personal Liability

No member of a Committee shall be liable in his or her personal capacity for any debt or liability of the District, except as provided for in an applicable enactment. It is the responsibility of District to insure and indemnify the members of committees against all liabilities relating to fulfilling their responsibilities as members of the committee.

4.20. Orientation

- 4.20.1. Staff will provide an orientation package for newly appointed members.
- 4.20.2. Staff will conduct an orientation session for each Committee Chair and committee members after annual Committee appointments have been made.

5. Approval

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|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Approved by | <input type="checkbox"/> CAO | <input checked="" type="checkbox"/> Mayor and Council |
| Approval date | 2022/09/26 | |
| Council minutes eDocs # (Council Procedures only) | 5558246 | |
| Council report eDocs # (Council Procedures only) | 5548904 | |
| Signature | <div style="text-align: center;">  X _____ </div> | |

6. Additional Information

| | | |
|----------------------------|---------------------------------------------|-----------------------------------------|
| Category | <input checked="" type="checkbox"/> Council | <input type="checkbox"/> Administrative |
| Date of last review | Click here to enter a date. | |