

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

**11.4.**

## COUNCIL REPORT

Date:	May 28, 2025
From:	Doti Niedermayer, Senior Manager, Cultural Services
Subject:	Approval of Public Art for West Vancouver Fire Department
File:	0116-20-ACAC

**RECOMMENDATION**

THAT

1. the May 28, 2025 report from the Senior Manager, Cultural Services titled Approval of Public Art for West Vancouver Fire Department, endorsed by the Arts & Culture Advisory Committee, for a new carving of a Thunderbird by artist Xwalacktun for the West Vancouver Fire Department be approved; and
2. \$40,000 be transferred from the Public Art Reserve Fund to cover the full costs related to the project.

**1.0 Purpose**

The purpose of this report is to seek Council’s approval to commission artist Xwalacktun for a carving at the West Vancouver Fire Department (WVFD) administration office public entrance as endorsed by the Arts & Culture Advisory Committee (ACAC).

**2.0 Legislation/Bylaw/Policy**

The Municipal Art Collection Policy 0282-20-0081, attached as **Appendix A**, includes reference to the District of West Vancouver (District) facilitating the creation of public art; taking a leadership role in integrating public art into its public amenities, facilities, and capital projects; establishing a public art reserve fund that will hold donated, earned, or allocated funds for the acquisition, commission, or care of public art and the municipal art collection; and establishing and continuing to foster a public art program.

The West Vancouver Arts & Culture Strategy Update 2025-2029 (Strategy Update), approved on March 10, 2025, recognizes that public spaces and the public realm are strengthened by investments in public art and the animation of space with arts and culture (Goal 3: Places, and Goal 4: Process). Enhancing public spaces and supporting placemaking, as well as identifying locations for unique placemaking features to create vibrant spaces drawing residents and visitors was reaffirmed in the Strategy Update.

### **3.0 Council Strategic Objective(s)/Official Community Plan**

The appointment of citizens to committees of Council meets Council's strategic goal to deliver municipal services efficiently through continuing to pursue excellence in community engagement, consultation, and communication.

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.

One of the key OCP actions in the Local Economy and Employment section 2.3 is to support both residents and visitors with more flexible space uses for the creative sector and placemaking for a more attractive public realm. Supportive placemaking through an attractive public realm and experience by incorporating public art in public spaces is also identified in 2.3.13.

The OCP's objectives related to the social well-being of our community include policies such as 2.8.13 that support placemaking strategies to promote social connections, public space animation, enhancement, and management. The Community Health and Cohesion section includes policies such as 2.9.6 which support enabling an active community by embracing arts, creativity, and lifelong education by incorporating public art into both public and private sector projects to enhance public spaces and the walking and cycling environment.

One of Council's Strategic Plan objectives is for increased engagements, educational opportunities, and truth and reconciliation participation. (Deliverable 6.1.1.).

### **4.0 Financial Implications**

The total proposed budget for the project is \$40,000, which includes a contingency to cover any unforeseen increases in material costs. Any unused funds will be returned to the Public Art Reserve Fund, which had a balance of \$820,500 as of December 31, 2024.

### **5.0 Background**

#### **5.1 History**

The District has had a public art program for many years with an inventory of works that have been donated by the public or commissioned by the District for installation on public lands and in public buildings.

The Public Art Program is overseen by the Public Art Advisory Panel (PAAP) which is comprised of community members with expertise in architecture, fine arts, and public art administration to ensure that standards of excellence and relevance are met in the delivery of public art projects throughout the District. The PAAP reviews proposals for public art or advances District-led public art projects. For decisions requiring Council approval, the PAAP makes recommendations to the ACAC who reviews

and endorses proposals prior to Council's consideration and approval. The ACAC has an appointed representative that participates on the PAAP to provide a communication conduit. The ACAC's Terms of Reference 0282-20-0064 is attached as **Appendix B**.

## 6.0 Analysis

### 6.1 Discussion

The WVFD approached the District with a proposal for an original carving by Squamish artist Xwalacktun. Previously, Xwalacktun was commissioned by the WVFD to develop an Indigenous design for one of the fire trucks. The image was of a Thunderbird rising in the smoke from a longhouse. The 'smoking' longhouse represented the community (the smoke indicates the presence of people in the longhouse), and the Thunderbird represented protection and strength. Together, these two images conceptualized the protection of the community by the WVFD, the WVFD being represented by the Thunderbird.

Since the addition of the Thunderbird and longhouse artwork on the WVFD fire truck, the department has received positive feedback from members of the Squamish Nation. Community members have expressed that the presence of this imagery makes them feel the WVFD is committed to serving their community with cultural sensitivity and respect. The WVFD is dedicated to providing exceptional service with compassion and kindness.

Displaying a piece of Indigenous artwork in the WVFD's administrative offices is seen as a meaningful step to symbolize the WVFD's commitment to reconciliation. The WVFD believes this visible gesture will strengthen relationships and enhance how their services are perceived by the Squamish Nation and the wider community.

At their May 22, 2025 meeting, the ACAC passed the following resolution:

*That the recommendation supported by the Public Art Advisory Panel for a new carving of a Thunderbird by artist Xwalacktun for the West Vancouver Fire Department for a total budget of \$40,000 including a contingency from the Public Art Reserve Fund be endorsed for Council consideration.*

### 6.2 Climate Change & Sustainability

Public art is recognized as a significant tool for community building, economic development, and beautification by rejuvenating and enlivening spaces for the benefit of residents and visitors.

The recommended project met the vision and theme considerations the PAAP identified as important for the development of the Public Art Program and the WVFD's connection to the community. While the offices of the WVFD are not as busy as other public spaces, the PAAP felt that there are ample visitors and public access to view the artwork.

With Council's approval, this project will become part of the District's public art inventory and be included in Cultural Services' annual public art maintenance budget.

### 6.3 Public Engagement and Outreach

The WVFD specifically requested that the artist Xwalacktun be engaged for this project as it builds on the original design developed by the artist on the WVFD fire truck. There is no other artist that can be engaged for this project as it entails original artwork.

### 6.4 Other Communication, Consultation, and Research

The ACAC is comprised of individual community members representing the broader arts community and appointed members representing key organizations including the Kay Meek Arts Centre, School District 45 Board of Education, West Vancouver Community Arts Council, and West Vancouver Memorial Library.

## 7.0 Options

### 7.1 Recommended Option

THAT

1. the May 28, 2025 report from the Senior Manager, Cultural Services titled Approval of Public Art for West Vancouver Fire Department, endorsed by the Arts & Culture Advisory Committee, for a new carving of a Thunderbird by artist Xwalacktun for the West Vancouver Fire Department be approved; and
2. \$40,000 be transferred from the Public Art Reserve Fund to cover the full costs related to the project.

### 7.2 Considered Options

Council may reject the proposed public art project or request further information.

## 8.0 Conclusion

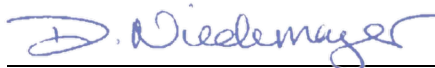
The purpose of this report is to seek Council's approval to commission artist Xwalacktun for a carving at the West Vancouver Fire Department administration office public entrance as endorsed by the Arts & Culture Advisory Committee.

Date: May 28, 2025  
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Author:



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Doti Niedermayer, Senior Manager, Cultural Services

Concurrence:



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Gord Howard, Fire Chief, West Vancouver Fire  
Department

### Appendices

Appendix A: Municipal Art Collection Policy 0282-20-0081

Appendix B: Arts & Culture Advisory Committee Terms of Reference 0282-20-0064

Appendix C: Thunderbird Carving Concept Drawing by Xwalacktun

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Title: Municipal Art Collection  
Division: Parks, Culture & Community Services  
Policy Number: 0081  
File Number: 0282-20-0081

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## 1. Purpose

- 1.1. To provide framework and guide recommendations and decisions for the Municipal Art Collection.
- 1.2. Implementation of this policy is outlined in the related procedures.

## 2. Scope

- 2.1. This policy addresses definitions, enrolment criteria, quality assessment, relevance, site and display, donations, purchase, commissioning, safety and maintenance, deaccessioning, and management of the Municipal Art Collection.
- 2.2. This policy does not incorporate the policy and procedure of the West Vancouver Memorial Library's collection.

## 3. Definitions

- 3.1. **Acquisition** means the process of accepting artistic work whether by commissioning, purchase, gift, or other means, into the Municipal Art Collection.
- 3.2. **Advisory Panel** means a community-based advisory panel that works with staff to provide community input into operational matters.
- 3.3. **Charitable Tax Receipt** means a receipt issued for income tax purposes in compliance with Canada Revenue Agency regulations.
- 3.4. **Deaccessioning** means the process of removing an artistic work from the Municipal Art Collection.
- 3.5. **District** means the District of West Vancouver.
- 3.6. **Donation** means goods given to the District with no expectation of reciprocal provision of goods and services to the donor, other than recognition mutually agreed. Donations do not constitute a business relationship since no reciprocal consideration exists. Donations are given voluntarily and without compensation or non-monetary considerations such as advertising, promotion, production, or services.
- 3.7. **Municipal Art Collection** means works of art owned by the District of West Vancouver that meet stated criteria. The Municipal Art Collection is recognized as an important

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element of West Vancouver's cultural heritage and is a significant legacy for future generations.

**3.8. Municipal Art Collections Database** is the unified online database of collections from the West Vancouver Art Museum, Archives, and public art that is publicly searchable.

**3.9. Public Art** means a work(s) of art located in a public space accessible to the public. This definition covers a wide range of art forms including but not limited to: temporary and portable, permanently situated and/or integrated three-dimensional and two-dimensional works such as paintings, prints, sculptures, murals, mosaics, unique street furniture elements, projection works, lighting, multi-media and any of the above created as memorials. Not all works of public art will be enrolled in the Municipal Art Collection (example: temporary public art).

**3.10. Public Art Reserve Fund** was established in 2016. The District's Public Art Reserve Fund receives a minimum annual contribution of \$50,000 for public art to enable the commissioning or preservation of public art and furthering the goals of the District's Public Art Program and policy as approved by Council as outlined in Public Art Reserve Fund Bylaw No. 4912, 2016. Additionally, one percent (1%) of the unrestricted Community Amenity Contributions received are allocated to the Public Art Reserve Fund to support the provision of public art. Additional contributions may also be received from donations or proceeds from the sales of District owned public art.

**3.11. Preventative Conservation** means the treatment of a deteriorated or damaged work of art to restore it as accurately as possible to its original condition.

## 4. Policy Statement

**4.1** The District of West Vancouver (District) will:

- a) Celebrate and promote its art.
- b) Acquire art and facilitate the creation of art that expresses the spirit, values, or vision of our community and incorporate these works into the Municipal Art Collection.
- c) Display, maintain, insure, and protect the Municipal Art Collection.
- d) Work with the Squamish Nation, Tsleil-Waututh Nation, and Musqueam Nation and its contexts within the community to interpret First Nations culture and history with full respect of the peoples concerned and in accordance with the Truth and Reconciliation Commission of Canada: Calls to Action.
- e) Include and fund public art through voluntary Community Amenity Contributions as part of rezoning applications and that the public art be commensurate with the size and scope of the project but be no less than one percent (1%) of the total value of the Community Amenity Contributions.
- f) Commit to public art in suitable municipal capital projects commensurate with the size and scope of the project.

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- g) Look for opportunities to integrate public art into the concept and planning stage of all significant District of West Vancouver capital projects.
- h) Enhance existing Development Permits guidelines for local commercial areas by encouraging the provision of public art.
- i) Accept donations of works of art provided they meet the criteria established for the Municipal Art Collection or with the express purpose of selling them to support the Municipal Art Collection.
- j) Encourage and accept donations of funds for the purchase of art and/or the creation of public art.
- k) Involve art professionals, historians, artists, experts and interested individuals in the community as juries, advisory groups, or panels on an “as needed basis” for projects of public art and donations of art to the municipality.
- l) Consider a variety of funding options for acquiring art and the creation of public art including collaboration with private individuals, community organizations and business.
- m) Retain a public art reserve fund that will hold donated, earned or allocated funds for the acquisition, commission or care of public art and the Municipal Art Collection. The District may also seek additional outside funding for public art projects.
- n) Establish and continue to foster a public art program that will be evaluated as needed, so that changes may be recommended for Council consideration.
- o) Provide adequate care and maintenance of all artworks in the Municipal Art Collection. Conservation and restoration assessments will be carried out by professionals, and regular assessments of artwork conditions will be conducted. Annual funds will be allocated for maintenance and restoration purposes. The artist/maker of the artwork may be involved in the assessment and repair process.

### 4.2 Purchase of Art

- a) The District will purchase portable works of art when resources are available.
- b) Works considered for purchase may show preference to West Vancouver artists, defined by birth, residency or prolonged commitment to the District.
- c) Selection of created works of art for purchase will be through a convened advisory panel.
- d) Funds will be allocated for the purchase for portable works of art through the municipal capital budget process, the Public Art Reserve Fund or a directed donation.

### 4.3 Commissioned Public Art

- a) Works of public art commissioned and created for West Vancouver will be considered enrolled into the Municipal Art Collection, unless otherwise specified.
- b) Commissioning of public art will be a fair and equitable process.

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### 4.4 Donation of Art

- a) Potential donations will be assessed on their artistic, cultural, historical and social merits before being accepted into the District's inventory; the availability of a suitable location; and available funds for the ongoing maintenance and conservation of the work.
- b) All donations of art will be reviewed by District staff and when deemed necessary, by a convened advisory panel in accordance with the criteria of the Municipal Art Collection. The District has no obligation to accept any donation proposed by a donor.
- c) Donations of art will also be aligned with the requirements of the Donations to the District Policy.
- d) Evaluation of works for a municipal tax receipt must be done by an independent art assessor and may be at a cost of the donor.
- e) The District reserves the right not to hold a donated work of art in perpetuity.

### 4.5 Deaccessioning

The District shall consider works for deaccessioning that no longer contribute to the Municipal Art Program. A record of deaccessioned works shall be maintained by the District.

#### Deaccession Evaluation Criteria

- Works that are not relevant or significant to West Vancouver and/or for which documentation that illustrates relevancy cannot be secured;
- Works that are not relevant or useful to the purposes and activities of the District;
- Works which cannot be preserved properly;
- Works that are deteriorated beyond usefulness and/or become an encumbrance;
- The need of the District to improve or strengthen another area in order to further the goals of the District.

### 4.6 Repatriation of Indigenous Cultural Material

- a) The Municipal Art Collection may include Indigenous cultural material defined as objects with provenance to Indigenous peoples including cultural belongings, as well as archival records, tapes, films and photographs that depict Indigenous people or aspects of their culture. The District recognizes that Indigenous peoples may wish to reclaim material of Indigenous cultural patrimony that are currently part of the Municipal Art Collection. The District recognizes the importance of the cultural materials to Indigenous peoples and will work collaboratively toward repatriation or collaborative decision-making agreements as applicable and on a case-by-case basis guided by the Indigenous community.
- b) This Policy is informed by the recommendations of UNDRIP, which the provincial government passed legislation to implement in November 2019, and the Truth and Reconciliation Commission of Canada: Calls to Action. It also aligns with the applicable policies of the Royal BC Museum's Indigenous Collections and Repatriation Policy (March 2019).

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- c) The District and/or Indigenous peoples may initiate conversations with the other party about repatriation, determining provenance, and related options with respect to Indigenous cultural material in the District's Municipal Art Collection. Staff will be expected to support the District as necessary in terms of providing documentation and other information pertaining to the artifacts in their collections.
- d) Existing Indigenous cultural material at the District is a historic legacy to the District and its Municipal Art Collection. While the District has an obligation to care for and protect its collections including the Indigenous cultural material, there is no necessity for the District to manage Indigenous cultural material when an Indigenous community has a specific interest in caring for that material.
- e) The District is committed to providing Indigenous peoples with access to information pertaining to Indigenous cultural materials (taking into account the restrictions of the Freedom of Information and Protection of Privacy Act) including photographs of artifacts and other applicable documents.

### 4.7 Collection Management

- a) The Municipal Art Collection will be managed by the Cultural Services Department of the District.
- b) District staff will maintain an electronic inventory of the District's Municipal Art Collection and ensure that information is available to the public through the District's online Municipal Art Collections Database.
- c) District staff will identify and oversee any maintenance required on existing pieces of work.
- d) Staff and resources will be assigned to this work as needed through the annual operating and capital budget process.

## 5. Authority

- 5.1. Donated, purchased, or commissioned individual works including 2-dimensional prints, paintings, temporary and permanent structures in public places valued at or under \$10,000 may be approved by the Director, Parks, Culture & Community Services.
- 5.2. Donated, purchased, or commissioned individual works not including permanent structures in public places valued at or under \$25,000 may be approved by the Municipal Manager.
- 5.3. Donated, purchased, or commissioned individual permanent works in public places valued over \$10,000 require approval of Council.
- 5.4. Donated, purchased or commissioned individual works that are a permanent asset for the District (including 2-dimensional prints, paintings, sculptures and permanent public works in public places) valued over \$25,000 require approval of Council. Permanent structures in public places valued over \$25,000 may be referred to a public consultation process.

## 6. Related Policies or Procedures

- 6.1. Municipal Art Collection Public Art Procedure 0184
- 6.2. Municipal Art Collection Art Museum Procedure 0185
- 6.3. Donations to the District Policy 0125

## 7. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2024/04/08	
<b>Council minutes eDocs # (Council Policies only)</b>	5718248	
<b>Council report eDocs # (Council Policies only)</b>	5715048	
<b>Signature</b>	<u><i>[Original signed by Mayor]</i></u> Mayor	

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Replacement date</b>	2025/01/27	
<b>Council minutes eDocs # (Council Policies only)</b>	5796554	
<b>Council report eDocs # (Council Policies only)</b>	5784320	
<b>Replacement Description</b>	To update the related procedures.	
<b>Signature</b>	<u><i>[Original signed by Mayor]</i></u> Mayor	

## 8. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input checked="" type="checkbox"/> Yes (0282-20-0184 and 0282-20-0185)	<input type="checkbox"/> No
<b>Date of last review</b>	2025	

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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

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## **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

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

<b>Replacement date</b>	2023/09/25
<b>Council minutes eDocs # (Council Policies only)</b>	5666546
<b>Council report eDocs # (Council Policies only)</b>	5653249
<b>Replacement description</b>	The revised policy aims to restructure the Committee to expand its role to

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	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.
<b>Signature</b>	<i>[Original signed by Mayor]</i> <hr/> MAYOR

**12. Additional Information**

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



Thunderbird Carving Concept Drawing by Xwalacktun

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