


Director	 Municipal Manager/Deputy Municipal Manager
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<i>COUNCIL AGENDA</i>	
Date: <u>September 15, 2025</u>	Item: <u>10.1.</u>



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

**10.1.**

## COUNCIL REPORT

Date:	August 18, 2025
From:	H. Dallas, Senior Manager of Legislative Services/Corporate Officer
Subject:	Proposed Terms of Reference for the Community Grants Committee and Public Art Advisory Committee
File:	0282-20-0217/0218

### RECOMMENDATION

WHEREAS staff disbanded the Art Museum Advisory Panel, Community Grants Advisory Panel, Ferry Building Gallery Advisory Panel, Gleneagles Community Centre Advisory Panel, Public Engagement Advisory Panel, and Public Art Advisory Panel as of August 31, 2025; and

WHEREAS staff recognizes the importance of community input regarding the matters of Community Grants and Public Art;

THEREFORE be it resolved that proposed “Community Grants Committee Terms of Reference Policy 0217” and “Public Art Advisory Committee Terms of Reference Policy 0218” be approved.

### 1.0 Purpose

The purpose of this report is to reestablish the Community Grants Committee and the Public Art Advisory Committee to comply with legislated requirements for open meetings.

### 2.0 Legislation/Bylaw/Policy

#### Legislation

Section 89 to 93 of the *Community Charter* sets the general rule for local government meetings in B.C. which is that meetings must be open to the public unless expressly authorized to be closed by the legislation. The bodies to which this rule applies are set out in section 93 and include elected councils and council committees.

Section 142 of the *Community Charter* indicates that: (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council; (2) At least one member of a select committee must be a council member; and (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

### Bylaw

Council Committee Procedure Bylaw No. 5020, 2019 (as amended) is a bylaw to govern Council committee meetings of the District of West Vancouver.

### Policies

General Council Committees Policy 0144 and General Council Committees Procedure 0145 establish best practices and processes for Committees.

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

### Council Strategic Plan

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

### Official Community Plan

Promoting an engaged community is supported in the Official Community Plan (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.

## **4.0 Financial Implications**

Support for the Community Grants Committee and Public Art Advisory Committee will be provided by existing District staff from the Cultural Services and Legislative Services departments.

There are no financial implications associated with this report, however diverting staff resources to support these committees may require adjusting staff resource allocation and reprioritizing core functions.

## **5.0 Background**

### 5.1 Previous Decisions

Council, at its September 25, 2023, regular meeting, passed the following resolution:

*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 Arts & Culture Advisory Committee Revised 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 as of December 31, 2023;*
4. *the Art Museum Advisory Committee, Community Grants Committee, and Public Art Advisory Committee be disbanded as of December 31, 2023; 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.*

Council, at its December 11, 2023, regular meeting, passed the following resolutions:

*WHEREAS Council intends to create a Gleneagles Community Centre Advisory Panel that would provide input to staff for consideration regarding activities, events, and programs at the Gleneagles Community Centre and in the western part of the community;*

*AND WHEREAS this panel would convene as necessary as initiated by staff:*

*THEREFORE BE IT RESOLVED THAT*

1. *the Gleneagles Community Centre Advisory Committee be disbanded;*
2. *“Gleneagles Community Centre Advisory Committee Terms of Reference Policy 0033” be rescinded;*
3. *a mandate and terms of reference be developed for a new Gleneagles Community Centre Advisory Panel; and*
4. *the functions of the Gleneagles Community Centre Advisory Committee be integrated into the terms of reference for the new Gleneagles Community Centre Advisory Panel.*

*WHEREAS Council intends to create a Public Engagement Advisory Panel that would provide input to staff for consideration regarding public engagement activities on upcoming projects;*

*AND WHEREAS the panel would convene as necessary as suggested by Council:*

*THEREFORE BE IT RESOLVED THAT*

1. *the Community Engagement Committee be disbanded;*
2. *“Community Engagement Committee Terms of Reference Policy 0134” be rescinded;*

3. *a mandate and terms of reference be developed for a new Public Engagement Advisory Panel;*
4. *the functions of the Community Engagement Committee be integrated into the terms of reference for the new Public Engagement Advisory Panel.*

## 5.2 History

### Committees

The Community Grants Committee (CGC) was a select committee of Council with the mandate to review and recommend the allocation of community grants to staff and Council. In 2023, the CGC also reviewed Permissive Tax Exemption applications and provided recommendations to staff and Council.

The Public Art Advisory Committee (PAAC) was a select committee of Council that: analyzed the activities of the public art program; provided advice to staff and Council regarding best practices for public art funding and opportunities to advance community visual art; and reviewed proposed donations of art to the District.

With the intent to create a unified voice for the arts and culture community, reduce the resources required to support multiple committees, and achieve Objective 5.3.1 of Council's Strategic Plan; the CGC and PAAC were disbanded as of December 31, 2023 to restructure both committees as advisory panels that would report to the Arts & Culture Advisory Committee.

### Advisory Panels

Established in 2024, the Community Grants Advisory Panel (CGAP) and Public Art Advisory Panel (PAAP) worked informally with staff on operational matters without Council representation and reported to the Arts & Culture Advisory Committee (ACAC).

Over the past year, concerns regarding the advisory panels were raised. The advisory panels did not have open meetings, Council representation, or formal recognition to provide advice and recommendations to Council.

To align with the legislative framework for Council committees; the Art Museum Advisory Panel, Community Grants Advisory Panel, Ferry Building Gallery Advisory Panel, Gleneagles Community Centre Advisory Panel, Public Engagement Advisory Panel, and Public Art Advisory Panel were disbanded on August 31, 2025.

Staff recommend that Council reestablish the Community Grants Committee and Public Art Advisory Committee. Staff further recommend that the Arts & Culture Advisory Committee establish, by committee resolution, Working Groups to address the need for public input on the West Vancouver Art Museum and Ferry Building Gallery.

## 6.0 Analysis

### 6.1 Climate Change & Sustainability

There are no environmental considerations associated with this report.

### 6.2 Public Engagement and Outreach

Staff contacted members of the Community Grants Advisory Panel and the Public Art Advisory Panel to inform them of this proposed change.

## 7.0 Options

### 7.1 Recommended Option

THAT:

1. staff be directed to disband the Art Museum Advisory Panel, Community Grants Advisory Panel, Ferry Building Gallery Advisory Panel, Gleneagles Community Centre Advisory Panel, Public Engagement Advisory Panel, and Public Art Advisory Panel; and
2. proposed "Community Grants Committee Terms of Reference Policy 0217" and "Public Art Advisory Committee Terms of Reference Policy 0218" be approved.

### 7.2 Considered Options

THAT staff provide additional information regarding...

THAT staff amend proposed [Community Grants Committee Terms of Reference Policy 0217 and/or Public Art Advisory Committee Terms of Reference Policy 0218] to reflect the following changes...

THAT proposed [Community Grants Committee Terms of Reference Policy 0217 and/or Public Art Advisory Committee Terms of Reference Policy 0218] not be approved.

## 8.0 Conclusion

To establish two new committees for Community Grants and Public Art.

Author:

  
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Appendices:

Appendix A: Proposed Community Grants Committee Terms of Reference Policy 0217

Appendix B: Proposed Public Art Advisory Committee Terms of Reference Policy 0218

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**POLICY**

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

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## 1. Mandate

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

## 2. Role

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

## 3. Membership

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

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

## 4. General Terms and Code of Conduct

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

## 5. Rules of Procedure

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

## 6. Working Groups

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

## 7. Annual Work Plan

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

## 8. Altering Terms of Reference

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

## 9. Staff Assistance

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

## 10. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	<a href="#">Click here to enter a date.</a>	

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<b>Council minutes eDocs #</b> (Council Policies only)	
<b>Council report eDocs #</b> (Council Policies only)	
<b>Signature</b>	<hr/> X <hr/>

**11. 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>	2025	

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District of West Vancouver  
**POLICY**

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

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## 1. Mandate

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

## 2. Role

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

## 3. Membership

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

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

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

## 11. 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>	2025	

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