

District of West Vancouver
POLICY

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	