

District of West Vancouver  
**POLICY**

Title: Arts Facilities Advisory Committee Terms of Reference  
Division: Parks, Culture & Community Services  
Policy Number: 0063  
File Number: 0282-20-0063

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## 1. Mandate

- 1.1. The purpose of the Arts Facilities Advisory Committee (Committee) is to make recommendations to staff and Council on the development of a new arts and culture facility that aligns with Council's vision to make West Vancouver a liveable, vibrant, and inclusive community.

## 2. Role

- 2.1. The Committee's role in this phase of work is to advise on the development of a new arts and culture facility, focusing on governance and capital fundraising. The Committee will:
- (a) confirm an arts and culture facility vision and concept, by:
    - engaging with the arts and culture community, community user groups, and the public;
  - (b) recommend a framework for capital fundraising, by:
    - researching best practices in capital fundraising for arts and culture facilities; and
    - confirming best practices and developing a framework to guide capital fundraising; and
  - (c) recommend a governance model, by:
    - researching and collecting data on a variety of governance models;
    - soliciting public input and participation from community organizations and groups;
    - confirming values that will guide the development of a governance model; and
    - ensuring the long-term sustainable operation of an arts and culture facility.

### **3. Membership**

- 3.1.** The Committee consists of a minimum of twelve (12) and a maximum of fourteen (14) voting members:
- (a) a minimum of eleven (11) and maximum of thirteen (13) volunteer members at large appointed by Council; and
  - (b) one (1) volunteer member of the Arts & Culture Advisory Committee, as recommended by the Arts & Culture Advisory Committee and appointed by Council.
- 3.2.** Volunteers seeking membership on the Committee will possess the following experience and/or qualifications, as available:
- (a) commitment and interest in the implementation of the West Vancouver Arts & Culture Strategy (2018-2023);
  - (b) skills and experience related to roles and responsibilities in arts, culture, and heritage delivery;
  - (c) experience in community governance structures;
  - (d) knowledge of fundraising for major capital projects;
  - (e) experience in strategic planning;
  - (f) individuals with:
    - an understanding of the local issues that are relevant to arts and culture facilities;
    - an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver; and
    - strong communication skills and the ability to work collaboratively as part of a team.
- 3.3.** Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years except as otherwise determined by Council.
- 3.4.** Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.5.** Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- 3.6.** The Chair and Vice-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.
- 3.7.** 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; and
  - (b) one (1) staff liaison as determined by the Director of Parks, Culture & Community Services.

## **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 Mayor and 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 of their general orientation. All returning 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.** 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. 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: 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.

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- 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 shall 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 established 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 prior to the end of the current year. 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.
- 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:
  - (a) Staff of the Parks, Culture & Community Services Division; and
  - (b) Staff of the Community Relations & Communications 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>	2019/07/22	
<b>Council minutes eDocs # (Council Policies only)</b>	3925389	
<b>Council report eDocs # (Council Policies only)</b>	3925596	
<b>Replacement description</b>	To increase the membership of the committee from a maximum of seven members to a maximum of 10 members.	

<b>Replacement date</b>	2021/09/27	
<b>Council minutes eDocs # (Council Policies only)</b>	4296426	
<b>Council report eDocs # (Council Policies only)</b>	4124423	
<b>Replacement description</b>	To update the scope of work and to amend the Terms of Reference to reflect the next phase for development of a consolidated replacement arts facility.	

## 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	