

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 (AFAC) is to prepare a comprehensive arts and culture facilities plan that considers the demands for arts and culture programming and services; growth and evolution of artistic practices and audiences; types of spaces and opportunities for co-location; as well as physical, administrative, governance and capital and operating funding needs.

## 2. Role

- 2.1. The AFAC will:
- consider existing needs (exhibition, performance, storage, workshop/studio and program spaces) and future needs for facilities and spaces to support arts and culture;
  - recommend which existing facilities should be retained based on condition assessments, the District's asset management plan and the arts and culture uses they can accommodate;
  - identify other spaces that could support arts and culture activities including unoccupied or under-utilized spaces in civic facilities, schools, community centres, parks, public spaces, faith-based facilities and private spaces; such uses could include artist residencies, summer camps, workshops or small events;
  - involve arts and culture groups in preparing an arts and culture facilities plan;
  - ensure the facility plan aligns with existing plans and directions including the Ambleside Town Centre Plan, Ambleside Waterfront Plan, Economic Development Plan and Official Community Plan (OCP);
  - support the framework of arts and culture venues distributed across the community with Ambleside as the main hub for arts and culture facilities and potential satellite spaces;
  - consider other opportunities for a regional approach to facility delivery;
  - review the considerable work completed previously on facilities, including the Facilities Needs Assessment Report completed as part of the Arts & Culture Strategy (February 6, 2018); and
  - review and comment on matters pertaining to the AFAC's purpose as referred by staff or Council.

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- 2.2 The AFAC's purpose is to develop a comprehensive arts and culture facilities plan which will be used to inform future planning for arts and culture facilities.

### 3. Membership

- 3.1. The AFAC will be comprised of:

(a) Voting members

- a minimum of seven and maximum of 11 members at large appointed by Council
- one member of the Arts & Culture Advisory Committee, as determined by the Arts & Culture Advisory Committee

(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 AFAC will include:

- commitment and interest in the implementation of the West Vancouver Arts & Culture Strategy (2018 – 2023);
- skills and experience related to roles and responsibilities in arts, culture and heritage delivery; facility development; and strategic planning;
- experience in facility development, strategic planning, and/or community needs assessment exercises;
- 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. An appointment or reappointment of a volunteer member is for a one-year term. A volunteer member may serve for up to six consecutive years on the AFAC. Annual terms conclude on December 31.

- 3.4. The AFAC 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: AFAC members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the AFAC mandate and be respectful of others' thoughts and opinions.
- 4.2. Authority and Reporting: the AFAC 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 AFAC are not permitted to speak to the media as representatives of the AFAC unless authorized to do so by the Director of Community Relations & Communications. AFAC 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: AFAC members who engage in activities regarding the District of West Vancouver or AFAC 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 AFAC members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part of their general orientation. All returning AFAC 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 AFAC volunteers must reside in the District of West Vancouver, except as otherwise determined by Council. In the event that an AFAC 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 AFAC 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 AFAC members.

## **5. Meetings**

- 5.1. The AFAC 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 AFAC 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 AFAC without reason satisfactory to the AFAC may be removed from the committee.

## 6. Rules of Procedure

- 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 AFAC 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 AFAC 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 AFAC plans to achieve while supporting the work, priorities and underlying principles of the District of West Vancouver.
- 8.2. The agreed upon annual work plan will be executed by the AFAC 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 AFAC 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

<b>Approved by</b>	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2019/07/22	
<b>Council minutes eDocs # (Council Policies only)</b>	3925389	
<b>Council report eDocs # (Council Policies only)</b>	3925596	

District of West Vancouver  
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<b>Signature</b>	
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## 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>	n/a	