

District of West Vancouver  
**POLICY**

Title: Arts and Culture Advisory Committee Terms of Reference

Division: Parks, Culture, and Community Services

Policy Number: 0064

File Number: 0282-20-0064

---

## 1. Mandate

- 1.1. The purpose of the Arts and 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;
  - 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.
- 2.2. Annually, the Committee will appoint:
- up to one (1) representative to the Community Grants Committee; and
  - up to one (1) representative to the Public Art Advisory Committee.

## 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 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.
- 3.3 Appointments of voting members will be made by Council according to the General Council Committees Procedure.

## District of West Vancouver

# POLICY

- 3.4** The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.
- 3.5** 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, Parks, Culture, and Community Services;
  - (b) up to one (1) member from the West Vancouver Community Arts Council Board of Directors as approved by the Director, Parks, Culture, and Community Services;
  - (c) up to one (1) member from the West Vancouver Memorial Library Board of Directors as approved by the Director, Parks, Culture, and Community Services;
  - (d) up to one (1) member from West Vancouver Schools (SD45) Board of Education as approved by the Director, Parks, Culture, and Community Services; and
  - (e) one to two (1-2) Council members, appointed annually to serve as the Council representative(s) on the Committee.
- 3.6** 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, Parks, Culture, and Community Services. Prior to approval by the Director, Parks, Culture, and 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.
- 3.7** 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 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;

## District of West Vancouver

# POLICY

- 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.

## 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, and Community Services division.

## 10. 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>	<u>[Original signed by Mayor]</u> MAYOR	

<b>Replaced by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<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 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>	<u>[Original signed by Mayor]</u> MAYOR	

District of West Vancouver  
**POLICY**

<b>Replaced by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Replacement date</b>	2025/09/15	
<b>Council minutes Document ID (Council Policies only)</b>	LGDM-711734498-24640	
<b>Council report Document ID (Council Policies only)</b>	LGDM-711734498-24649	
<b>Replacement description</b>	Updated to align with amendments to the Council Committee Procedure bylaw.	
<b>Signature</b>	<u>[Original signed by Mayor]</u> MAYOR	

<b>Replaced by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Replacement date</b>	2025/12/15	
<b>Council minutes Document ID (Council Policies only)</b>	LGDM-711734498-24866	
<b>Council report Document ID (Council Policies only)</b>	LGDM-711734498-24880	
<b>Replacement description</b>	To include a provision for non-voting members from the Arts and Culture Advisory Committee to attend regular monthly Community Grants Committee meetings for continuity within the overall arts and culture umbrella.	
<b>Signature</b>	<u>[Original signed by Mayor]</u> MAYOR	

## 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	