

REPORT

Office of the Chief Administrative Officer

To: Mayor Johnstone and Members of Council
Date: October 16, 2023

From: Lisa Spitale,
Chief Administrative Officer
File:

Item #: 2023-657

Subject: **Arts, Culture and Economic Development Advisory Committee – Draft Terms of Reference**

RECOMMENDATION

THAT Council endorse the draft Terms of Reference for the Arts, Culture and Economic Development Advisory Committee; and

THAT Council direct staff to proceed with recruitment for the committee.

PURPOSE

This report and attachment provides Council with the Terms of Reference for the Arts, Culture and Economic Development Advisory Committee and seeks endorsement to proceed with recruitment and scheduling of the committee.

BACKGROUND

Initiated as part of Council's strategic planning process, Council asked staff to explore potential changes to the structure of the City's advisory committees. At a Council workshop on June 26, 2023, Council directed staff to proceed with establishing of a new Community Advisory Assembly as a pilot project, replacing past advisory committees that were focused on Council's previous strategic plan. One of the exceptions to this was the Economic Development Advisory Committee. At this same meeting, Council directed staff to continue this group with the addition of arts and culture to its focus areas, in alignment with Council's new strategic plan priorities, and under a new name of the Arts, Culture and Economic Development Advisory Committee.

Staff have been working to advance the expanded committee, and current committee members have been informed of the new model, and expected next steps.

DISCUSSION

Draft Terms of Reference have been developed by staff for the expanded Arts, Culture and Economic Development Advisory Committee and are included as **Attachment 1** to this report.

The revised Terms of Reference were developed based on the Economic Development Advisory Committee and Arts Advisory Committee Terms of Reference, as well as public engagement best practices. The vision of the committee would be to promote, support and nurture a dynamic local economy and cultural sector that is resilient, sustainable, and reflective of the rich cultural diversity of the community.

The Committee is proposed to consist of eighteen (18) voting members, as follows:

- Members of Council (2)
- New Westminster Chamber of Commerce representative (1)
- Tourism New West representative (1)
- Arts Council of New Westminster representative (1)
- Downtown New Westminster Business Improvement Association representative (1)
- Uptown Business Association representative (1)
- Massey Theatre Society representative (1)
- Home-based business representative (1)
- Indigenous representative (1)
- Subject matter/sector representatives including: education, health care, manufacturing, non-profit, retail, technology, planning and public realm, and arts and creative professionals. (8)

The Committee structure will strive to reflect a balance between abilities, ages, cultures, genders, incomes and housing tenures. *Committee members do not need to reside in New Westminster however must be a community member through their place of work, business ownership or residence.

NEXT STEPS

Develop Committee Recruitment Plan and Materials – October 2023 (underway)

- Update City website content and communications plan for recruitment
- Develop Committee meeting schedule
- Launch recruitment in late October, including targeted outreach

Member Selection, Confirmation and Coordination – November 2023

- Selection process based on applicant information provided through application details
- Contact selected members to confirm their participation and provide a welcome package

Committee Term Begins and First Official Meeting – January 2024 (tentative)

- Onboarding meeting to focus on Terms of Reference review

FINANCIAL IMPLICATIONS

There are no financial implications anticipated as a result of the expanded committee scope.

INTERDEPARTMENTAL LIAISON

Staff from Museum and Heritage Services, Conference Services, Community Arts and Theatre Services, Public Engagement, New Media Gallery and Economic Development worked collaboratively on the development of these Terms of Reference.

OPTIONS

The following are options for Council’s consideration:

1. THAT Council endorse the draft Terms of Reference for the Arts, Culture and Economic Development Advisory Committee; and
2. THAT Council direct staff to proceed with recruitment for the committee.

Staff recommend Option 1 and 2.

ATTACHMENTS

Attachment 1 - Arts, Culture and Economic Development Advisory Committee Draft Terms of Reference, October 2023

APPROVALS

This report was prepared by:
Carolyn Armanini, Senior Planner, Economic Development

This report was reviewed by:

Blair Fryer, Senior Manager, Economic Development

Todd Ayotte, Manager Community Arts and Theatre

Peter DeJong, Corporate Officer

This report was approved by:

Lisa Spitale, Chief Administrative Officer