

Attachment #2

*Proposed Revised Terms of Reference -
Arts, Culture and Economic Development
Advisory Committee*



Arts, Culture and Economic Development Advisory Committee

Terms of Reference

Vision/Goal Statement

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.

Mandate

The Committee will:

- Provide advice, input and support regarding the implementation of Council-endorsed arts, cultural and economic development Strategic Plans, priorities, and other related civic policy and initiatives;
- Provide advice and input on strategies for ongoing and meaningful inclusion to ensure representation of diverse voices and equity in all plans, policies and opportunities brought forward;
- Provide advice and support to staff in regards to programming, engagement and audience development initiatives;
- Provide input on economic sector-based discussion and policy development related to building a strong and resilient local economy;
- Be a voice for the broad needs of the arts community to inform the City's strategic policies and land use initiatives as required;
- Act as community ambassadors to promote and build awareness for the City's economic development, arts, and culture programs, initiatives and opportunities;
- Provide advice on any emerging challenges and opportunities and act as a link for collaboration between business, and arts and culture community partners.

Voting Members

The Committee shall consist of **19** voting members, as follows:

1. Members of Council (2)
2. New Westminster Chamber of Commerce representative (1)
3. Tourism New West representative (1)
4. Arts Council of New Westminster representative (1)
5. Downtown New Westminster Business Improvement Association representative (1)
6. Uptown Business Association representative (1)
7. Massey Theatre Society representative (1)
8. **Sapperton Business Collective (1)**
9. Home-based business representative (1)

10. Indigenous representative (1)
11. Subject matter/sector representatives including: education, health care, manufacturing, non-profit, retail, technology, planning and public realm, and arts and creative professionals. (8)

Through its membership, the ACEDAC will strive to:

- Remove barriers to participation;
- Ensure diverse representation for BIPOC and equity-deserving** community members;
- Reflect a diversity of experience;
- Ensure a balance of expertise that aligns with the Committee function.

*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.

**The term “equity-deserving” refers to those in the community that face entrenched marginalization due to attitudinal, historic, social and environmental barriers including age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation or transgender status.

Advisors

Primary

- Senior Manager, Economic Development & Communications
- Manager, Community Arts & Theatre

Additional staff advisors, from the following departments will attend committee meetings on an as-needed basis:

- Manager, Art + Technology
- Manager, Museums and Heritage Services
- Manager, Conference Services
- Public and Community Art Coordinator
- Senior Planner, Economic Development
- Representatives from City departments who may be called upon as required

Terms of Service

In 2024:

- a) 9 members will be appointed for a one-year term (Feb 1, 2024 to January 31, 2025)
- b) 9 members will be appointed for a two-year term (Feb 1, 2024 to January 31, 2026)

In 2025, and in all **odd-numbered** years thereafter, (a) 9 members will be appointed for two year terms.

In 2026, and in all **even-numbered** years thereafter, (b) 9 members will be appointed for two year terms.

Council may cancel the Advisory Committee at any time.

In the year of a civic election, the Arts, Culture and Economic Development Advisory Committee mandate will continue under the new Council unless the new Council decides to discontinue the committee.

Chair

A member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from the membership to preside over meetings when the Chair is absent.

Quorum

A quorum shall consist of a majority of appointed members.

If quorum is not present within 30 minutes following the scheduled meeting start time, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Attendance

Members shall advise the Committee Clerk of their intent to attend or be absent from a meeting.

Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six-month period without leave of absence from the Committee, shall by Committee resolution, cease to be a member of the Committee.

Section 144 of the *Community Charter* gives Council the power to rescind an appointment at any time.

Meeting Frequency

The Advisory Committee shall meet bi-monthly (once every two months).

The Advisory Committee may, in extraordinary circumstances, with permission of the Mayor/City Clerk, meet more frequently.

Governance

- *Community Charter* Section 142
- City of New Westminster Advisory Committee Policy, September 9, 2019, and attached here

Rules of Procedure

Committee procedures are governed by:

1. New Westminster Council Procedure Bylaw No. 6910, 2004.*

2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City website.*

*As amended or replaced from time to time.