

CORPORATION OF THE CITY OF NEW WESTMINSTER



ARTS AND CULTURE COMMISSION BYLAW NO. 6459, 1998

EFFECTIVE DATE: MAY 4, 1998

CONSOLIDATED FOR CONVENIENCE ONLY
(February 15, 2005)

This is a consolidation of the bylaws listed below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

<u>AMENDMENT BYLAW</u>	<u>EFFECTIVE DATE</u>
No. 6509 (membership)	December 21, 1998
No. 6646 (non-voting City staff liaisons)	December 11, 2000
No. 6699 (membership)	December 10, 2001
No. 6796 (membership)	December 16, 2002
No. 6900 (membership)	January 12, 2004
No. 6906 (membership)	February 23, 2004
No. 6995 (membership)	February 14, 2005

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 6459, 1998. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the City Clerk's Office

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 6459, 1998

A Bylaw to Establish an Arts and Culture Commission
for the City of New Westminister

A. Section 210 of the Municipal Act, R.S.B.C., 1996, C.323, authorizes a local government, by bylaw, to establish a Commission to advise local governments on relevant matters.

B. Residents of the City of New Westminister recognize that arts and culture are integral to the City's identity and that they should be enhanced and enjoyed.

C. The Council of the City of New Westminister recognizes the need to effectively manage the City's arts and culture through the creation of a Commission to assist in the management and implementation of local artistic and cultural pursuits.

THE CITY COUNCIL of the Corporation of the City of New Westminister in open meeting assembled ENACTS AS FOLLOWS:

This Bylaw may be cited for all purposes as the "City of New Westminister Arts and Culture Commission Bylaw No. 6459, 1998".

Title

1. The Commission created by this Bylaw is an advisory commission of Council and shall be known as the "New Westminister Arts and Culture Commission" (hereafter referred to as the "Commission").

Definitions

2. (a) "**City**" means the Corporation of the City of New Westminister.

(b) "**Council**" means the City Council of the City of New Westminister.

Purpose of the Commission

3. The purpose of the Commission is to guide the City in overall decision making concerning arts and culture. It shall provide support for arts and cultural activities by advising Council on matters within the mandate of the Commission or on those matters relating to arts and culture which are from time to time referred to it by Council. Where appropriate, the Commission may make recommendations to Council respecting related matters.

Terms of Reference

4. Sections 5 to 12 of this Bylaw shall form the Terms of Reference for the Arts and Culture Commission:

Mandate of the Commission

5. As an advisory body to Council, the mandate of the Commission is to:
 - (a) co-ordinate the establishment of an Arts and Culture Foundation to assist in funding arts and culture programs in the City;
 - (b) advise City Council on criteria for the annual disbursement of funding for arts and culture;
 - (c) promote a high level of creativity and excellence in the cultural life of New Westminster;
 - (d) promote diversity in the artistic life of the community, including both the professional and the non-professional, the traditional and the innovative, the established and the aspiring;
 - (e) support financial and managerial efficiency in the operation of New Westminster's arts and cultural organizations;
 - (f) advise on the provision of facilities for the creation and presentation of arts and culture in New Westminster; and
 - (g) encourage opportunities for all New Westminster residents and visitors to enjoy and participate in arts and cultural activities.

Responsibilities of the Commission

6. (a) The Commission shall carry out the necessary responsibilities and activities to fulfill the above mandate, as set out in section 4, including the following:
- (i) liaising with those organizations and bodies which assist in the promotion of arts and culture;
 - (ii) developing and recommending priorities for: 1) planning and managing arts and culture facilities 2) liaising with relevant organizations for implementation of the Arts and Culture Policy and 3) responding to requests from New Westminster arts organizations that require operating space;
 - (iii) seeking additional sources of funds and secure additional funding from public and private organizations and senior levels of government;
 - (iv) facilitating and assisting in sponsoring New Westminster arts projects or events; and
 - (v) with Council approval, setting out an annual workplan and budget prior to the new year.

Bylaw No. 6995, 2005

Commission Membership

7. (a) The Commission shall be composed of thirteen (13) voting members appointed by Council with the following representation:
- (i) the professional arts and culture sector (1 person);
 - (ii) non-profit arts and culture sector (2 persons);
 - (iii) interested community members (6 persons);
 - (iv) the New Westminster Arts Council (1 person)
 - (v) the educational sector, including Douglas College and the New Westminster School District (2 persons); and
 - (vi) City Council (1 person).

Bylaw No. 6646, 2000

- (b) Non-voting City staff liaisons to the Commission shall consist of:
 - (i) the City's Director of Parks and Recreation (or designate);
 - (ii) the City Librarian;
 - (iii) a City Recording Secretary to prepare agendas and take minutes of the meetings.

- (c) In the appointment of members, Council may consider the interests, skills and experience necessary to carry out the Commission's mandate.

- (d) All members shall serve without remuneration.

Terms of Appointment

- 8. (a) Voting members shall be appointed by Council for a two year term, commencing on the first day of January after the appointment.

- (b) Council shall appoint nine (9) members the first year the Commission is established, with four (4) members appointed to a one year term and five (5) members to a two year term. In the second year, Council would appoint four (4) members for a two (2) year term and five (5) members for a two year term. This would initiate a staggered term of office.

- (c) Voting members of the Commission (other than the Arts Council representative) may not serve more than three (3) consecutive terms, however, after at least one year out of office that member may be re-appointed.

- (d) In the event of a vacancy, Council may appoint a person to fill the vacancy for the remainder of the term.

Bylaw No. 6900, 2003

Selection of the Chair

9. (a) The Councillor serving on the Commission shall be the Chair.
- (b) At the first meeting of the year, the Chair shall designate a member or members of the Commission to preside at meetings when the Chair is absent.

Meeting Procedure

10. (a) The Commission shall meet at the call of the Chair.
- (b) Commission meetings shall be open to the public, except that the Commission may by resolution exclude the public to consider a specific matter, if in the opinion of Commission members the public interest would be served.
- (c) Members of the public are not permitted to make a presentation or submission at a Commission meeting unless permission to do so has been given by the Chair.
- (d) The Chair shall rule on all points of order.
- (e) A quorum for the meeting shall be half the number of voting members plus one (six members). If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of members present at the meeting and the meeting shall adjourn.
- (f) All Commission decisions must be made by resolution. Unless specifically provided for in this Bylaw, a resolution is adopted if a majority of the members present at the meeting vote in the affirmative.
- (g) A minimum of six (6) meetings of the Commission must be held each year.
- (e) Unless specifically provided in this Bylaw, the Commission shall be governed by the meeting procedures as set out in the City Council's Procedure Bylaw.

Attendance

11. (a) Members shall advise the Recording Secretary of their intent to attend or to be absent from meetings.
- (b) Any member who is absent from three (3) consecutive meetings of the Commission, or in excess of one-third of all meetings over any six (6) month period without leave of absence from the Commission, or a reason satisfactory to the Commission, shall by Commission resolution cease to be a member of the Commission.

General Provisions

12. (a) The Commission may, when necessary, establish sub-committees or task forces of a permanent or temporary nature to provide investigatory or advisory assistance or to carry out specific tasks in support of Commission initiatives, provided that the Commission cannot delegate its mandate or responsibilities as set out in this Bylaw.
- (b) Expenditures of the Commission and its sub-committees will require a request to the City Treasurer and must be approved by Council.
- (c) The Commission may request persons with a particular expertise to make presentations before the Commission on matters relating to arts and culture.