

## Massey Performing Arts Centre Advisory Task Force

### Terms of Reference

#### **The Role of the Massey Performing Arts Centre Advisory Task Force is to:**

1. Represent the professional and amateur/community performing arts sector regarding the programming and design requirements, and the related technical specifications of the new Massey Performing Arts Centre, working in partnership with the City of New Westminster.
2. Inform recommendations to City Council on the planning and design requirements of the Massey Performing Arts Centre.
3. Be active in providing the community with opportunities for dialogue regarding the development of the project.

#### **Membership and Advisors:**

The Advisory Task Force members shall consist of 11 voting members that represent the following community sectors:

- Chair - City Councilor (1)
- New Westminster Secondary School performing arts department staff (1)
- Professional performing arts community (e.g. commercial producer, concert booking agent, road manager) (1)
- Community/amateur performing arts sector – artistic (3)
- Technical (sound/lighting) Director or Production Manager (1)
- Executive Director, Massey Theatre Society (1)
- Architect at large (1)
- Community member at large (1)
- Arts Council (1)

Non-voting advisors shall consist of the following representatives:

- City Administrator, City of New Westminster (1)
- Manager, Arts & Cultural Development (1)
- Heritage Planner (1)
- Manager, Civic Buildings & Properties (1)

Non-voting advisors may provide technical or professional advice as needed. Advisors may participate in debate but shall not move or second motions, nor vote on a matter that is before the Advisory Task Force.

**Recruitment Process:**

To ensure that all residents have an opportunity to be involved in the Advisory Task Force recruitment process, the following recruitment methods will be followed:

- A letter will be sent out to performing arts organizations in the City of New Westminster to inform them of the development of the Massey Performing Arts Centre and to request a representative from their organization to sit on the Massey Performing Arts Centre Advisory Task Force.
- Information will be placed on the City's website and on the City Page in the local newspaper advising of this consultative process.
- For positions that might not easily be filled by a resident of New Westminster, a broader regional invitation will be sent out through other arts channels (e.g. Creative City Network listserv, Alliance for Arts & Culture in BC website, etc).
- Advisory Task Force members shall be appointed by City Council to serve on the Task Force upon receipt and review of applications.

**Term:**

The term of all voting and non-voting members will be for the duration of the planning, design and construction of the Massey Performing Arts Centre.

**Chair:**

The Advisory Task Force will be chaired by the designated City Councillor.

**Meetings and Minutes:**

The Minutes of the meetings will be recorded by a staff representative. Special meetings may be called by the Chair, City staff or Council at any time.

The frequency of meetings will be determined by the Task Force in consultation with City Administration.

**RECEIVED:** Regular Council December 13, 2010

**ADOPTED:** Regular Council January 24, 2011

**AMENDED:** Regular Council March 7, 2011