Corporation of the City of
NEW WESTMINSTER

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.

Corporation of the City of
NEW WESTMINSTER

ADVISORY COMMITTEE POLICY

1. PURPOSE OF THIS POLICY

This policy guides the creation and management of all Advisory Committees created by the City of New Westminster under Section 142 of the Community Charter (Select Committees of Council).

2. PURPOSE OF ADVISORY COMMITTEES

Advisory Committees exist in the City of New Westminster to provide Council access to external expertise and lived experience on issues of strategic importance.
Advisory Committees should normally exist only where they:

- Are directly relevant to the City's strategic priorities, as defined by Council
- Have clear mandates, objectives and outcomes that add value to City governance
- Are the most appropriate process to achieve the desired outcomes compared to alternate forms of stakeholder and resident engagement

Benefits to the City achieved through Advisory Committees may include:

- Providing access to lived experience or technical expertise missing from Council and/or staff
- Achieving the City's strategic priorities more quickly by working in partnership with community champions and organizations to achieve shared goals
- Improving the City's ability to hear from and respond to issues raised by equity-seeking populations
- Increasing the effectiveness of the City's stakeholder and resident engagement through leveraging the networks and advice of Committee Members.

Advisory Committees are <u>not</u> appropriate mechanisms to seek community input on matters related to City management (rather than governance) or on issues that are not strategically important to the City. In such cases, City staff may choose to engage residents and stakeholders using other processes, or to convene staff-led advisory groups that are not subject to this policy.

3. CREATION AND RENEWAL

When establishing a new Advisory Committee, Council must approve a Terms of Reference that includes:

- Mandate, with reference to the City's strategic priorities
- Member composition and quorum

- Length of appointment terms for Members and Chairs (if different than default term length)
- Start and end dates for Advisory Committee annual terms (if different than default start/end dates)

4. GOVERNANCE AND EVALUATION

Annual Work Plans:

Unless otherwise stated in an Advisory Committee's Terms of Reference, the Annual Term for all Advisory Committees will begin on February 1 and end on January 31.
Prior to the start of each new Annual Term, Council must approve an Annual Work Plan for each Advisory Committee that identifies:

- The name of the Council Member who will serve as Committee Chair
- The name of the Staff liaison(s)
- Desired outcomes/outputs for the work year in relation to Council's strategic priorities

Reporting and Evaluation:

On an annual basis, the Staff Liaison for each Advisory Committee should submit an Annual Report to Council that summarizes the Advisory Committee's activities over the past year, describes how these activities contributed to Council's strategic priorities and provides a breakdown of all expenses incurred. The Annual Report should also include the results of a formal evaluation completed by Committee Members to support ongoing improvement and provide suggestions for the next year's work plan.

Reporting to Council:

When responding on an issue referred by Council, Advisory Committees, with the assistance of the Staff Liaison(s) and the Committee Clerk, will submit reports to Council in accordance with the Advisory Committee Policy and Council Procedure Bylaw.

5. MEMBER SELECTION/RENEWAL

Advisory Committees Members must be appointed by Council and may include Committee Members who are residents or property owners in the City, or representatives from organizations that Council has invited to participate (Organizational Representatives).

Application and Appointment:

1. Appointments to committees should be made in advance of each annual term, or as vacancies arise.
2. Opportunities to serve as a Committee Member must be widely advertised so that all interested residents can apply.

3. Staff will submit recommendations for Advisory Committee membership to Council for amendment or approval, including Committee Members and Organization Members.
4. Where Organizations are invited to nominate an Organizational Representative to an Advisory Committee but fail to do so, Council may fill the vacancy with a community Committee Member instead.
5. Committee members will serve without pay, unless otherwise specified.
6. Committee Members must be New Westminster residents and may not be employees of the City, except by special waiver from the Mayor.

In developing their recommendations for Advisory Committee Membership to Council, staff should consider such criteria as: the skills and expertise of potential members, including lived experience; the resources and networks provided by potential members to help achieve City objectives; the degree to which Advisory Committees reflect the diversity of the City; and the City's commitment to ensure representation from equity-seeking and under-served communities.

Term Length and Renewal:

1. The term of appointment for Advisory Committee Members is two years unless otherwise stated in the Advisory Committee Terms of Reference.
2. Appointment terms should generally be staggered so that half the members for each Advisory Committee will be replaced or renewed each year.
3. A Committee Member can serve a maximum of two consecutive 2-year terms on any one committee, except by special waiver from the Mayor.
4. Advisory Committee Members cannot simultaneously serve on more than one committee, except by special waiver from the Mayor, unless the Committee Member sits on a second committee as the representative of the first committee (e.g. an Arts Commission representative sits on the Public Art Advisory Committee).

Equity, Diversity and Inclusion:

Committee Members should reflect the diversity of their community and include representation by under-heard voices and equity-seeking communities. The City will collect data to measure and evaluate its progress on equity, diversity and inclusion, and will provide appropriate supports to reduce barriers for equity-seeking communities.

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