Corporation of the City of
NEW WESTMINSTER

Massey Theatre Working Group
Terms of Reference
Approved by Council: September 2023
Revised by Council: November 2024

Name	**Massey Theatre Working Group**
Mandate/Purpose	• To maintain an active and transparent relationship between the City and Society; • To work together collaboratively to ensure successful operations and stewardship of the Massey Theatre and Complex; • To plan for the long-term sustainability of this major civic cultural asset, its operations and programming.
Scope	• Support the planning, coordination and implementation of joint operational processes and procedures; • Review major decisions as defined in the Lease and Working Agreement; • Advise on and support capital and infrastructure planning (both City and Society-led projects), the prioritization of facility renewal work and the development of strategies in response to operational impacts; • Provide input regarding internal and external communications strategies;

	• Provide input to guide and strengthen the unique opportunities and potential of the relationship model; • Review and make recommendations for changes to the Lease, existing Working Agreement and other agreements as required; • Advise on the negotiation and renewal of the Working Agreement; • Oversee mediation and/or mitigation of any conflicts in relation to the Lease and Working Agreement.
Membership and Resource Members	Working Group Membership will include: • Two (2) Council Members • Two (2) MTS Board Members Resource Members are non-voting and include: • Executive Director, MTS • Manager, Civic Buildings and Properties or designate as identified by the Director of Engineering • Manager, Community Arts and Theatre or designate as identified by the Director of Community Services. Other City staff, MTS staff, consultants and community stakeholder advisors may be invited as needed as a resource to the Working Group.
Meeting Frequency	Meetings will be scheduled a minimum of two (2) times per year. Additional meetings will be scheduled as needed.
Governance	*Community Charter*, Section 142

	Advise the civic capital renewal team, art services and major project teams as needed in relation to facility operations, maintenance, renewal and shared investment. Advise, communicate with and report to Council and the MTS Board as required.
Rules of Procedure	Committee procedures are governed by these Council-approved Terms of Reference and by: Council Procedure By-law No. 6910, 2004, as amended or replaced, in whole or in part. "Rules of Conduct: Standing Committees and Advisory Bodies" as provided to members and available on the City's website. Whenever possible, the group will be asked to aim for consensus. When consensus is not possible, minority opinions will be captured in meeting notes, reports to Council, and other methods of reporting.
	A minimum of three (3) Working Group members are required for quorum.