



Terms of Reference Arts, Recreation, Culture and Heritage Committee

1.0 Background:

City Council amended the goal statement for one of the key result areas – Quality of Life:

We are a community that is an ideal place to raise a family, offers a welcoming and diverse living environment, boasts great leisure and recreational opportunities, and supports healthy and safe neighbourhoods.

Following the above amendment, Council adopted the Interim Strategic Plan Roadmap in 2021 with three key directions and actions that relate to this committee;

1. Immediate Action: Support arts, culture and recreation: Continue to fund arts, culture and recreation initiatives, as developed in conjunction with the Arts and Culture Task Force.
2. Game Changer: Implement priority initiatives: This includes confirming funding and timeline for a performing arts centre and the Fraser Highway/Douglas Crescent Rehabilitation project.
3. Think Ahead: Revisit/reconfirm the City's vision as a destination City: one where everyone has a job and a roof over their head; can feed their family, and feels connected, safe and included.

The four pillars of the Nexus of Community – community, experiences, connected and integration are also key components informing the committee.

2.0 Mandate:

The mandate of the Arts, Recreation, Culture and Heritage Committee (ARCH Committee) includes, but not limited to, prioritize, evaluate, and develop a business case for the implementation of various arts, recreation, culture and heritage initiatives and programs such as:

- ✓ Expand and diversify art programming, partnerships, and public art
- ✓ Expand and diversify multicultural events and programs
- ✓ Expand evening and winter events and programs
- ✓ Expand walking tours – made in Langley film tours, murals, sculptures, heritage

3.0 Composition:

- 3.1 Membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable the committee's mandate taken into consideration.

3.2 Preference will be given to Langley City residents and Langley based organizations.

3.3 Membership:

- Two non-voting members of City Council to be appointed by Council who will act as Chair and Co-Chair of the ARCH Committee.
- One voting member from the Langley Arts Council
- One voting member from representing heritage
- One voting member from a local multi-cultural organization
- One voting member representing the Indigenous peoples
- One voting member representing the Langley performing arts community
- One voting member representing youth
- One voting member representing seniors
- Up to three voting members from the community-at-large

3.4 Chair Responsibilities:

- Facilitating meetings in accordance with rules of procedure outlined in the current Council Procedure Bylaw;
- Ensuring the ARCH committee does not deviate from the agenda for the meeting;
- Maintaining decorum and respectful discussion;
- Encouraging participation in discussion topics and questions;
- Being open-minded and allowing for a variety of opinions to be heard;
- Calling for votes and/or seeking consensus as applicable;
- Working alongside the Staff Liaison to guide the ARCH committee towards fulfilling tasks/projects identified in the Annual Work Plan and presenting reports to Council, as applicable;
- Acting as spokesperson for the committee to Council.

3.5 Member Responsibilities:

- Attending and actively participating in meetings as scheduled;
- Being prepared for meetings (reading agenda material prior to meetings)
- Engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
- Maintaining an open mind and allowing for a variety of opinions to be heard;
- Voting on motions that are put forward by ARCH committee members;
- Notifying the Staff Liaison in a timely manner if they are unable to attend a scheduled meeting.

3.6 In addition to chairing meetings in the absence of the Chair, the Co-Chair may assume chairing duties when deemed appropriate by the Chair

3.7 Representative(s) from the affiliated agencies/organizations will be requested to provide expert advice when deemed appropriate to assist the ARCH committee to fulfill its mandate.

4.0 Administration:

4.1 A Staff Liaison will be assigned by the Chief Administrative Officer to provide advice as necessary and assist the ARCH committee in carrying out its mandate.

Staff Liaison Responsibilities:

- Arranging and/or providing annual orientation for the ARCH committee members;
- Coordinating preparation of the ARCH committee's Annual Work Plan for approval by Council in January of each year;
- ensuring Work Plans are in alignment with goals identified in Council's current Strategic Plan;
- Working with the ARCH committee to set timelines for deliverables identified in the Annual Work Plan;
- Scheduling the ARCH committee's meetings;
- Working with the Chair to determine agenda items for each meeting and relaying to the Committee Clerk for agenda production purposes;
- Attending meetings to providing technical advice and assistance to the ARCH committee;
- Preparing reports in coordination with the Chair to bring forward recommendations of the ARCH committee to Council for consideration.

4.2 A Committee Clerk will be assigned by the Staff Liaison to provide administrative support to the ARCH committee.

Committee Clerk Responsibilities:

- Coordinating and producing all meeting agendas in compliance with requirements of the current Council Procedure Bylaw as they relate to City Committees;
- Attending meetings to take minutes and providing procedural advice to the Chair when requested;

- Producing and circulating minutes of meetings in compliance with requirements of the Current Council Procedure Bylaw as they relate to City Committees;
- Maintaining the official files of the Group including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

4.3 Additional staff and/or consultants may be invited to provide technical advice and assistance.

5.0 Meeting Procedures

Meetings will be conducted in accordance with the City's current Council Procedure Bylaw

6.0 Reporting Structure:

The ARCH committee will report to City Council through distribution of its minutes and by making recommendations to City Council.

7.0 Accountability:

- 7.1 The ARCH committee is accountable to City Council.
- 7.2 In accordance with Council Policy CO-79 Advisory Bodies, the committee shall, in January of each year, prepare and submit to Council for approval, an annual Work Plan outlining the task(s) to be accomplished by the ARCH committee during the year. Any updates to the Work Plan shall be submitted to Council for approval.
- 7.3 The ARCH committee does not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the ARCH committee must be done by resolution to City Council and with their approval prior to implementation.
- 7.4 The committee may undertake multiple initiatives. However, the committee shall undertake only one initiative at a time if staff resources are required.

8.0 Meetings:

The ARCH committee will meet on a regular basis at the call of the Chair.

9.0 Quorum:

9.1 A quorum shall be a majority of the total voting membership.

9.2 In the event that a member or members leave(s) the ARCH committee, during the period of time between when the position(s) is/are vacant and the position(s) is/are filled, quorum will be determined based on the total number of remaining voting members.

10.0 Terms:

10.1 The committee's membership is ongoing and will be reviewed as required to fill vacancies and ensure effectiveness of the Committee.

10.2 Council may terminate appointments at its discretion.