



Terms of Reference Performing Arts and Cultural Centre Task Group

1.0 Background:

The development of a new performing arts and cultural centre in addition to meeting identified needs, would greatly enhance the profile of the community and sense of community pride and make a strong statement regarding the importance of arts and culture to the City. It would be a catalyst to sustain existing performing arts and cultural groups and create new ones by raising morale and the level of enthusiasm. It would allow students at different levels of education to pursue their dreams of contributing to the creative economy locally rather than travelling to attend institutions further afield. It would boost the local economy by drawing visitors to restaurants, hotels and shops in the downtown area and make the community more appealing to potential new residents. It would enhance the available cultural opportunities and, therefore, the quality of life of residents by allowing for diversity of participation by different age groups, ethnic groups and styles, and promoting cross-pollination to foster new partnerships, communication and connections within the City. For any partners taking an ownership position in the centre and other community organizations, it would provide opportunities to explore synergies in joint programming, communications, and audience development for the benefit of the entire community.

2.0 Mandate:

Phase 1 of the four (4) phases of the planning process to develop a performing arts and cultural facility in the community has been completed. The mandate of the Performing Arts and Cultural Centre Task Group is to carry out Phase 2 of the planning process with the following objectives:

- a) Develop a 5 – 10 year detailed provisional business plan and a 25 year high level provisional business plan.
- b) Develop a fund raising campaign plan.
- c) Identify potential partner prospects (e.g. individual, corporate, foundations, developers, etc.).
- d) Define a governance model for the operation of the centre.
- e) Engage First Nations partnership.

3.0 Composition:

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

3.2 Membership:

- Two non-voting members of City Council to be appointed by Council who will act as Chair and Co-Chair of the Group
- Chair or designate – Langley School Board of Trustees
- President or designate – Kwantlen Polytechnic University
- Representative from the Langley Arts Council
- Representative from the Langley Community Music School
- Representative from Kwantlen First Nation
- Representative from the theatre community

3.3 Chair Responsibilities:

- Facilitating meetings in accordance with rules of procedure outlined in the current Council Procedure Bylaw;
- Ensuring the Group 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 Group towards fulfilling tasks/projects identified in the Work Plan and presenting reports to Council, as applicable;
- Acting as spokesperson for the task group to Council.

3.4 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 Group members;
- Notifying the Staff Liaison in a timely manner if they are unable to attend a scheduled meeting.

3.5 In addition to chairing meetings in the absence of the Chair, the role of the Chair may be assigned to the Co-Chair when deemed appropriate by the Chair.

3.6 Representative(s) from the affiliated agencies/organizations will be requested to provide expert advice when deemed appropriate to assist the Group 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 Group in carrying out its mandate.

Staff Liaison Responsibilities:

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

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

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 Group will report to City Council through distribution of its minutes and by making recommendations to City Council.

7.0 Accountability:

7.1 The Group is accountable to City Council.

7.2 In accordance with Council Policy CO-79 Advisory Bodies, the task group shall prepare and submit to Council for approval, a Work Plan outlining the task(s) to be accomplished by the task group. Any updates to the Work Plan shall be submitted to Council for approval.

7.3 The Group will not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the Group must be done so by resolution to City Council and with their approval prior to implementation.

7.4 The task group may undertake multiple initiatives. However, the task group shall undertake only one initiative at a time if staff resources are required.

8.0 Meetings:

The Group 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 Group, 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 terms of the Group shall cease on December 31, 2022. The terms may be extended by City Council to allow the group to fulfill its mandate.

10.2 Council may terminate appointments at its discretion.