

# Arts, Culture and Community Wellbeing Advisory Committee

## Terms of Reference

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### Mandate

The mandate of the Arts, Culture and Community Wellbeing Advisory Committee is to provide recommendations, advice and information to Saanich Council and staff on matters that relate to the purpose of the committee and on any matters which are referred to the committee by Saanich Council or staff.

### Purpose

The purpose of the Arts, Culture and Community Wellbeing Advisory Committee is to:

- Advise Saanich Council and staff on:
  - municipal programs that relate to arts, culture, heritage, recreation and community services, including services, facilities and specific community interests.
  - policies and community perspectives that support a healthier and more livable community
- Promote effective communication, engagement and collaboration between the Municipality and its citizens.
- Foster public awareness, recognition and support for multiculturalism and special events.
- Facilitate the growth and development of community associations and promote effective communication between the Municipality, neighbourhoods, residents and businesses.
- Review and provide feedback on the Strategic Plan related to the above-noted functions.
- Consider making recommendations on CRD Arts Services upon direction from the Chair or staff.

### Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Quorum for the Committee is a majority of its appointed voting members, including the Chair.

### Membership

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of nine (9) members qualified in the discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, including:

- A member of Council to serve as Chair, appointed by the Mayor;
- One (1) member from the Saanich Community Association Network;
- Seven (7) community representatives appointed by the Council including, where possible, one youth voting member described as 16-24 years of age; and
- Where possible, at least one (1) member who is an Indigenous person.

Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

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School District Nos. 61 and 63 may each assign a trustee to the Committee as a non-voting liaison.

### **Staff Support**

The Parks, Recreation and Community Services Department is the primary contact and together with the Planning Department will provide the required professional support. Meeting preparation, agendas and minutes of meetings of the Committee will be provided by the Legislative Services Division