

ARTS & CULTURE ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Mandate

The purpose of the Arts & Culture Advisory Committee (the “Committee”) is to provide advice to Council regarding public art, visual and performing arts, community arts, special events, heritage, and cultural activities in Surrey; and to enhance Surrey's profile, community identity, and civic pride to achieve the benefits of being a vibrant and creative cultural community.

2. Role

The Committee will:

- Review and advise on the implementation of strategic plans adopted by Council, including: PRC 10-Year Strategic Plan, Public Art Master Plan, Surrey Music Strategy, and strategic plans of cultural institutions and operations,
- Review and advise on the implementation of the Public Art Policy (“PAP”) for the City of Surrey: Review Public Art Plans for various projects and review recommendations from selection panels for recommended artists and artworks or projects falling within the City’s responsibility, as a result of the PAP program;
- Consider proposed gifts, donations, bequests, de-accessions and loans of artworks, regarding the City’s public art collection;
- Consider and provide recommendation on development and implementation of private-sector public art and public/private partnerships for public art;
- Provide suggestions on strategies and services to enhance residents' awareness of and engagement in Arts & Culture services in the City;
- Review the policies, programs and initiatives of other arts and culture organizations to establish best practices to better serve Surrey’s diverse population;
- Provide input on strategies and services and identify opportunities that would enhance the capacity, sustainability and programming of not-for-profit and professional cultural organizations in Surrey;
- Assist staff to identify potential funding resources and develop strategies to overcome barriers to accessing resources from other orders of government and foundations to advance arts and culture in Surrey;
- Consider and make recommendations to Council on any other matters referred to the Committee by Council; and
- As directed, liaise, on behalf of Council, with the public and private agencies including senior governments, to encourage the provision of programs, services and support for arts and culture services.

3. **Membership**

The Arts & Culture Advisory Committee is a select committee established by Council with appointments by Council for a two-year term.

- (a) The Committee will consist of nine (9) voting members appointed by Council, as follows:
 - Two (2) members of City Council, appointed by Council for a two-year term with one member appointed as Chair and the other member appointed as Vice Chair;
 - Six (6) volunteer members who are City of Surrey residents; and
 - One (1) Indigenous representative.
- (b) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- (c) Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.

4. **General Terms and Code of Conduct**

- (a) **Decorum and Debate:** Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.
- (b) **Authority and Reporting:** The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference ("TOR") approved by Council.
- (c) **Media/Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee. Committee members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues. It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders, and members of the public. Any use of social media must, as with all other forms of communication, meet tests of credibility, privacy, authority, and accountability.
- (d) **Professionalism:** Committee members who engage in activities regarding the City of Surrey or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, and professional tone that maintains the brand consistency of the City of Surrey.
- (e) **Confidentiality:** All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part of their general orientation. All returning Committee members have previously signed a copy of the agreement and are expected to honor and uphold the provisions as outlined within the Agreement.

- (f) Surrey Residency Requirement: All Committee volunteers must be a resident of Surrey. Vacancies will be filled through advertisement on social media and on the City website; applications received will be reviewed by Council.
- (g) Conflict of Interest: City policy regarding conflict of interest applies to all Committee members. A conflict-of-interest exists if a Committee member is a director, member, or employee of an organization seeking to benefit from the City, or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions, and must refrain from voting thereon. Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following the completion of their term (s).

5. Meetings

- (a) The Arts & Culture Advisory Committee will generally meet monthly, at the call of the Chair or at a minimum of four times per year.
- (b) Quorum for a meeting of the Committee is a majority of the voting members. Any member who is absent from three (3) or more meetings of the committee per year without reason satisfactory to the Committee Chair may be removed from the Committee by Council.
- (c) Community partners, subject matter experts or relevant guests may be invited at the call of the Chair.
- (d) Delegation requests will be directed to the City Clerk's Office and if approved by the Committee will be received at regular open meetings.
- (e) Minutes of meetings of the Committee will be recorded by the Legislative Services Division and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for consideration by City Council of the recommendations.

6. Annual Work Plan

- (a) From a strategic approach, the Committee will identify a concise set of annual targets and objectives for each year. The Annual Work Plan must be in line with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the City of Surrey.
- (b) The agreed upon Work Plan will be executed by the Committee, with the reasonable assistance of support staff and must contribute to the overarching goals for the City of Surrey.

7. Administration

Staff assistance will be provided to the Committee, as necessary, by the General Manager, Parks, Recreation & Culture Department and other staff, as required.

8. Authority

(Select Committee – Advisory Committee)

- (a) Section 142 (1) of the Community Charter states that “A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.”;
- (b) This Committee is a select committee appointed by Council; and
- (c) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Amended by Council July 10, 2023

Approved by Council January 30, 2023