



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**A G E N D A**  
**ARTS, CULTURE AND SPECIAL EVENTS**  
**ADVISORY COMMITTEE MEETING**

April 1, 2009

7:00 p.m.

Esquimalt Council Chambers

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**1. CALL TO ORDER**

**2. LATE ITEMS**

**3. APPROVAL OF THE AGENDA**

**4. INTRODUCTIONS**

**5. GREETINGS FROM MAYOR DESJARDINS**

**6. NEW BUSINESS**

(1) Review of Committee Terms of Reference (TOR)

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(2) Membership List Contact Information

(3) Committee Member Interests – What Each Member Brings to the Table

(4) Meeting Schedule Dates and Times

(5) Agenda Items and Distribution

(6) Work Plan Discussion

**7. ELECTIONS**

(1) Elections of Chair and Vice-Chair

**8. ADJOURNMENT**



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**COUNCIL POLICY**

<b>TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee</b>	<b>NO. ADMIN - 48</b>
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**PURPOSE**

The purpose of the Arts, Culture and Special Events Advisory Committee is to advise Council, recommend policies and actively support and promote the arts, culture and special events.

**MANDATE**

The Arts, Culture and Special Events Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on services, programs, events and facilities related to the arts and culture.
- Identify sources of funding and grants to support arts, culture and special events related activities.
- Promote and support special events.
- Foster public awareness, recognition and support for local artistic talent and multi-culturalism.
- Provide leadership in, and actively promote community activities related to the arts, cultural and special events.
- Provide liaisons, linkages and networks to assist community activities and clubs.

The Arts, Culture and Special Events Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

**MEMBERSHIP**

The Committee will consist of seven (7) members including:

- Two (2) members of Council as appointed by the Mayor.
- Five (5) community representatives appointed by the Council, representing the broad interests of the community.
- The Esquimalt First Nation, Songhees First Nation, Department of National Defence, School District No. 61, School District No. 93 and the Parks and Recreation Advisory Committee will be invited to assign non-voting, liaison representatives to the Committee.

**TERMS**

Members will be appointed by Council for two-year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may

<b>EFFECTIVE DATE:</b> February 9, 2009	<b>APPROVED BY:</b> Council February 9, 2009	<b>REF:</b> Staff Report ADM-09-014	<b>RESCINDS NO.</b> ADM - 36	<b>PAGE 1 OF 2</b>
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be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.

**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. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

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