



# City of Port Moody

## Council Committee Terms of Reference

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|-----------------|--|------------------------|
| Date:           | November 28, 2023                            | File No. 01-0360-20-64 |
| Type:           | Short Term Select                            |                        |
| Committee Name: | Arts and Business Council Project Task Force |                        |

### Approvals/Reviews/Amendments

Approval date: November 28, 2023

#### 1. Committee Purpose

The purpose of the Task Force is to support early-stage development in advance of a new Arts and Business Council (ABC), based on the approved recommendations originating from the Mayors' Arts and Business Coalition Task Force, and to make recommendations to City Council on the ABC's operations within the community.

#### 2. Duties

The duties of this Task Force are to develop and propose to City Council key elements of the ABC that will form the foundation of the organization. Specifically, to:

- oversee stakeholder engagement per the Council-endorsed public engagement approach. Targeted stakeholders will include Council Committees and local artists, arts groups, and business representatives;
- draft a mandate for the ABC that positions and aligns the ABC in the community such that it supports and builds on, and does not duplicate, the work already taking place (note that the operational agreement and accountability structure of the ABC with the City are not included within the scope of the Task Force);
- develop mission and ambition statements;
- generate proposed names for the society;
- recommend the founding board to Council; and
- other pertinent matters as determined by the Task Force.

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## Arts and Business Council Project Task Force

### 3. Membership

The Membership of the Task Force will be comprised of the following voting members, appointed by the Mayor:

- one (1) member of Council as chair;
- one (1) member who works as a professional artist;
- one (1) member from the business community;
- one (1) member with non-profit board experience in the area of community service in Port Moody;
- one (1) member with a background in not-for-profit governance of arts organizations;
- one (1) member from the Tri-Cities Chamber of Commerce;
- the General Manager of Finance and Technology;
- the Manager of Cultural Services; and
- the Manager of Economic Development.

### 4. Operations of the Task Force

- 4.1 Meetings shall be called at the discretion of the Chair.
- 4.2 Meetings shall be conducted in accordance with the rules of procedure set out in the Council Committee System Policy.
- 4.3 The Task Force shall terminate upon completing recommendations to Council.