

Multicultural Community Festival Task Force

PURPOSE

The Multicultural Community Festival Task Force is being established at the direction of Council to establish a positive and proactive attitude towards community diversity and inclusion, promote education and awareness of cultural diversity, celebrate the ethnicities and cultures of our residents, and welcome the participation of community members from all cultural backgrounds in community and civic life.

MANDATE

- Investigate a potential model for a coordinated, annual, multi-day multicultural festival offered by cultural societies or organizations.
- Promote cultural awareness and education for residents to learn more about other cultures in positive ways;
- Enhance intercultural interactions and break down barriers by celebrating the ethnic and cultural diversity of our residents through official celebrations; and
- Engage residents through volunteerism and participation in the delivery of such events.

Recommendations of the Task Force are advisory in nature and are not binding on the City. Suggestions of the Task Force are to be made in the form of a recommendation and included in a staff report to Council for consideration.

The Task Force will produce a report to Council that outlines a proposed community-based model (operational and governance), cost estimates and the role of the City in a coordinated, annual, multi-day, multicultural festival, for the celebration of cultural performances and presentations, offered by cultural organizations and societies, and utilizing a variety of City-wide community spaces and participation from community members.

MEMBERSHIP

Composition

The Task Force shall be comprised of up to 14 voting members, as appointed by Council, and will include resident representation from the local community and stakeholders from local non-profit cultural organizations. Full membership complement will be comprised as follows.

- Two members of Council;
- Five (5) residents, generally representative of the cultural diversity of the City; one of which is preferred to be a representative of one of the two local First Nations; and
- One representative from each of the following community organizations (staff or Board member):
 - North Shore Folk Fest Society;
 - Lower Lonsdale Business Improvement Area;
 - North Vancouver Museum and Archives;
 - School District No. 44 (North Vancouver);
 - Impact North Shore;
 - North Vancouver City Library; and
 - North Van Arts.

One of the members of Council will be appointed by the Mayor to serve as Chair.

The Deputy Director, Community and Partner Engagement will attend meetings as the staff liaison. Additional staff resources will be made available by the Community and Partner Engagement Department and the North Vancouver Recreation and Culture Commission.

Term of Service

The Multicultural Community Festival Task Force will be in effect on the date of appointment(s) by Council for a period of approximately 18 months.

Attendance

All voting members will maintain membership until the Task Force is dissolved. Members are expected to:

- Attend all scheduled meetings and participate fully;
- Review distributed material prior to each meeting;
- Advise the Task Force Secretary of an anticipated absence prior to a scheduled meeting, to help maintain quorum; and
- For resignation prior to the end of the term, submit a written notice of resignation to the Task Force Chair, with a copy to the Secretary.

When the Chair is absent from a meeting, the other member of Council will act as Vice Chair.

A member representative from one of the community organizations may designate an alternate to attend a meeting in their place, if required.

A resident representative is not permitted to designate an alternate to attend a meeting in their place.

Any representative member who fails to attend 3 consecutive meetings will have their membership reviewed by the City Clerk's Office.

MEETINGS

Rules of Procedure

Meetings shall be held in accordance with "Council Procedure Bylaw 2015, No. 8500", the *Community Charter* and Roberts Rules of Order (recent edition).

Schedule

Meetings will be held on a monthly basis or as required at the call of the Chair. No meetings are expected to be held in August.

Resource Support

The City will designate a Secretary to provide support for organizing meeting logistics, preparing and distributing agendas; preparing meeting minutes; and assisting with correspondence.

The Secretary will distribute meeting agendas the week prior to the meeting. Meeting minutes will be recorded, including key decisions, highlights of discussion points, and an action log.

Working Groups

The Task Force is permitted to establish working groups, with a maximum of 4 members, to conduct, review and research on a specific subject and then report findings to the Task Force.

Quorum

A majority of the voting members is required to be present in order to hold a meeting, and must include at least one (1) of the Council members appointed.

If quorum is not present within 15 minutes of the scheduled meeting start time, the Secretary will:

- (a) Declare the meeting cancelled due to quorum not being reached;
- (b) Record the time and names of the members present and those absent; and
- (c) Place agenda items from the cancelled meeting onto the agenda for the next scheduled meeting.

Decisions

Every effort will be made to use a consensus-based decision-making model. In the event a consensus is not possible, a simple majority vote of members present will be used.

All decisions of the Task Force will be recorded in the minutes.

Communication

Communication regarding meetings shall be made to the Chair.

Communication to City staff shall be made through the staff liaison.

Communication to the media, or responses to media queries, shall be made only by the Chair.

Remuneration

Members are unpaid and serve on a voluntary basis. Any reasonable expense incurred by carrying out business of the Task Force may be claimed and will be reimbursed at the discretion of the Chief Financial Officer.

Note: Mileage is not deemed a reasonable expense.

CODE OF CONDUCT

The City of North Vancouver expects all members to adhere to its core corporate values of behavioural excellence, service excellence, leadership, accountability, communication, value and teamwork.

All members must follow the Code of Conduct set out in "Council Procedure Bylaw 2015, No. 8500".

Adopted on May 30, 2022
Amended on July 25, 2022