

Terms of Reference



ROYAL & MCPHERSON THEATRES SOCIETY ADVISORY COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Advisory Committee for the Royal and McPherson Theatre Society (RMTS) is established by the CRD Finance Committee to advise and make recommendations to the Finance Committee on matters related to those Services governing the RMTS.

The RMTS manages the theatres on behalf of their respective owners who provide capital and operating support to the society by way of annual grants as specified in the Service bylaws.

The participants of the Royal Theatre Service, Bylaw 2587, are the City of Victoria, the District of Saanich, and the District of Oak Bay. The participants of the McPherson Playhouse Service, Bylaw 2685, is the City of Victoria.

The Advisory Committee's official name is to be:

Royal & McPherson Theatres Society Advisory Committee

1.0 PURPOSE

The mandate of the Advisory Committee includes:

- serving as the advisory committee to the Finance Committee on the Services related to CRD funding of the Royal Theatre and McPherson Playhouse.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Advisory Committee will provide advice and make recommendations to the Finance Committee for consideration
- b) The Finance Committee Chair will appoint a Director as the Advisory Committee Chair
- c) Other Advisory Committee members will be appointed by their respective councils and are Directors or other elected officials, with appointments to be confirmed by the Finance Committee

3.0 COMPOSITION

- 2 – members (Victoria)
- 2 – members (Saanich)
- 1 – members (Oak Bay)

4.0 TERM

- The term of members of the Advisory Committee shall be one year.

5.0 PROCEDURES

- a) The Advisory Committee will meet at the call of the Chair
 - in accordance with the annual budget process as set out by the Finance Department, and
 - have special meetings as required
- b) The agenda will be finalized in consultation between staff and the Advisory Committee Chair and any Advisory Committee member may make a request to the Chair to place a matter on the agenda
- c) A quorum is a majority of the Advisory Committee membership and is required to conduct committee business.

6.0 RESOURCES AND SUPPORT

- a) The Manager of the Arts Development Service will provide administrative support.
- b) Minutes and agendas are prepared and distributed by the Finance & Technology Department.

Approved by CRD Finance Committee on _____
Date