

## CULTURE SERVICES ADVISORY COMMITTEE

DATE: Thursday, February 10, 2022

TIME: 7:00 p.m. to 9:00 p.m.

PLACE: Council Chambers **via Zoom – Pre-registration Required**

### CALL TO ORDER

1. **Welcome and Roundtable of Introductions**  
Chair/Committee; 7:00 p.m.–7:20 p.m. (20 minutes)

### ADOPTION OF MINUTES

2. **Minutes of the Culture Services Advisory Committee Meeting held on Thursday, November 18, 2021**

### NEW BUSINESS

3. **Committee Orientation**  
Jeri Hohn, Committee Clerk; 7:20–7:35 p.m. (15 minutes)
4. **Review and Approve 2022 Work Plan – Opportunity for Committee input**  
Karen Basi, Cultural Services Manager/Committee; 7:35–7:50 p.m. (15 minutes)
5. **Opportunity to Establish Sub-Committees – 2021 Debrief & Discussion**  
***Civic Facility Visual Arts Display Program Requirements (see attached Brief)***  
Karen Basi, Cultural Services Manager/Committee; 7:35–7:55 p.m. (20 minutes)
6. **Staff Updates: Cultural Statistics Strategy Project Presentation – Opportunity for Committee input**  
Karen Basi, Cultural Services Manager/Committee; 7:55–8:20 p.m. (30 minutes)
7. **Cultural Summit – Opportunity for Committee input**  
Terra Dickinson, Cultural and Community Events Supervisor/Committee; 8:20–8:30 p.m. (10 minutes)
8. **Facility Updates (Standing Agenda Item)**  
Karen Basi, Cultural Services Manager; 8:30–8:40 p.m. (10 minutes)
9. **CSAC Members' Roundtable of Emerging Cultural Issues (Standing Agenda Item)**  
Committee; 8:40–8:55 p.m. (15 minutes)

### OTHER BUSINESS

**NEXT MEETING DATE – Thursday, April 7, 2022**

**ADJOURNMENT**

## **Culture Services Advisory Committee Meeting February 10, 2022 – Agenda Brief**

### **Item #5 - Opportunity to Establish Sub-Committee – *Civic Facility Visual Arts Display Program Requirements***

#### **Background**

In 2017, Council adopted the [Arts, Culture & Heritage Strategic Plan](#), which provides a strategic framework to build cultural development capacity both within the City and externally through community organizations. The Plan is organized around five overarching goals. Each goal is supported by a series of objectives and each objective is supported by short, medium and long term recommendations.

In 2021, a Sub-Committee was formed to conduct preliminary research for one of the top-ten action items – *address the lack of visual arts display space by increasing display space in civic facilities such as community centres and other public or private spaces*. Site visits and staff interviews were conducted to explore where potential display spaces may exist in City facilities in particular.

The Sub-Committee identified two opportunities for further exploration:

1. Providing resources on how projects could be managed (for example, best practices) may provide the direction needed to encourage action.
2. Identifying community leaders who could support the facilitation of projects among civic facilities and cultural partners and encouraging conversation to create collaboration.

#### **Action / Discussion**

There is an opportunity for Culture Services Advisory Committee (CSAC) to form a Sub-Committee of 4-5 members to conduct further research into what would be required to establish a Visual Arts Display Program in publically accessible City facilities. The focus of research would include identifying:

- Best practices to inform program development (e.g. calls for participation, intake criteria etc.)
- High level program structure (e.g. # of sites, frequency of exhibits etc.)
- Required resourcing (e.g. potential partnerships, associated costs, equipment, supplies etc.)

After conducting its research, the Sub-committee will prepare a final report and present its research findings at the September CSAC meeting.

## Item #7 – Cultural Summit – Committee input

### Background

The [Arts, Culture & Heritage Strategic Plan](#), adopted by Council in 2017, identifies a list of Top 10 Actions to be undertaken to build the City's cultural presence and leadership. The Cultural Summit is one of the priority initiatives identified to help build coordination and collaboration across the variety of arts, culture and heritage organizations in Coquitlam. The Summit aims to:

1. Engage cultural leaders from the lower mainland and the Coquitlam arts, culture & heritage community; and
2. Explore current trends, ideas and themes in arts, culture & heritage.

In response to participant feedback from the 2019 event, the 2022 Summit will again open with a Friday night evening that provides enhanced networking opportunities followed by a full day of plenary speaker sessions on Saturday.

The theme of "**Embracing Inclusivity & Resilience - A Path Forward: Inclusive, Resilient, Experience**", developed by the Culture Services Advisory Committee (CSAC), will be used for this year's event, to be held on November 4 and 5. The following potential session streams were further identified to guide topic and speaker selection:

1. **Accessibility & community building**- 3<sup>rd</sup> spaces, public art, engagement, inclusion
2. **Adaptation**-redesign, self-reliance, learning, shifting perspectives
3. **Engagement** – immersive experiences, social interaction, live art
4. **Social history** - shaping the future of art.

### Action / Discussion

Through the event planning process staff conduct research into other cultural sector organizations and related conferences and seminars; as part of this research staff would like to gather CSAC input for potential sources for local speakers.

1. Do you know of any local organizations or groups relevant to this year's themes that you would recommend we research for potential speakers?

*As an example staff reached out to the Alliance for Arts and Culture in 2019 to secure the Executive Director as a speaker for the summit.*

2. Have you recently attended any local conferences or summits that have addressed our key themes?

If the committee has any additional ideas please email Terra Dickinson, Cultural & Community Events Supervisor [tdickinson@coquitlam.ca](mailto:tdickinson@coquitlam.ca) by **March 1, 2022**.

**CULTURE SERVICES ADVISORY COMMITTEE**  
**Thursday, November 18, 2021**

A Regular Meeting of the Culture Services Advisory Committee convened on Thursday, November 18, 2021 at 7:00 p.m. in the Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Councillor Trish Mandewo, Chair  
Councillor Dennis Marsden, Vice Chair  
Todd Gniissios, Coquitlam Public Library Board  
Philip Hartwick, Evergreen Cultural Centre  
Kim Hockey  
Elizabeth Hrynew  
Janice Mazon  
Jackie Weinkam, Festival Planners Network

REGRETS: Candrina Bailey, Coquitlam Heritage Society  
Marie Del Cid-Luque  
Julie Eastman  
Nora El Najjar  
Joan McCauley, Place des Arts

STAFF: Karen Basi, Cultural Services Manager  
Terra Dickinson, Cultural and Community Events Supervisor  
Jeri Hohn, Committee Clerk

## CALL TO ORDER

The Chair welcomed everyone to the meeting. She noted that she would be attending remotely due to her participation in a Union of BC Municipalities' event and, as a result, Councillor Marsden would Chair the meeting.

Councillor Marsden assumed the role of Chair. He spoke to the role of the Chair relative to the City's advisory committee process and Councillor Mandewo's election to, and involvement with, the Lower Mainland Local Government Association and the Union of BC Municipalities.

## ADOPTION OF MINUTES

**1. Minutes of the Culture Services Advisory Committee Meeting held on Thursday, September 9, 2021**

The Minutes of the Culture Services Advisory Committee Meeting held on Thursday, September 9, 2021, were approved.

**NEW BUSINESS****2. Blue Mountain Park Master Plan Presentation**

The Park Planner 2 introduced himself and provided a presentation, referring to on-screen slides titled as follows:

- Blue Mountain Park Master Plan
- Agenda
- Location
- Master Plan Process
- Project Timeline
- Existing Park Amenities
- Three Zones
- The Field
- The Core
- The Grove
- Culture
- Questions and Feedback
- Committee Engagement Opportunities
- Thank You!

The Committee considered the following focus question:

- Are there any Committee priorities, particular and/or emerging practices for staff to consider in the development of the Blue Mountain Park Master Plan?

Discussion ensued relative to the following:

- The suggestion that the legend on the slide titled “Existing Park Amenities” be updated to read “Baseball Field” rather than “Baseball Court”
- The possibility that terminology relative to “Tennis Courts” could be updated to “Racket Courts” in the future
- That there was no change proposed to the location of the tennis courts within the Park, although it was proposed that one court be added in future
- The desire to minimize impacts to The Grove (forest) in the Park
- The observation that the current tennis court location would not be ideal for future pickleball programming due to its proximity to residences (noise impacts)
- That the City would be updating the Pickleball Strategy based on current trends
- That whether the Park could have a formal stage with seating was being considered as part of the Master Plan process
- The desirability of temporary or permanent covered shelters within the Park, where users could take refuge from hot, cold or inclement (rainy) weather
- An expression of appreciation for the excellence of the Park
- Confirmation that pickleball is a sport
- The desire for large, well-lit, outdoor, weather-proof community space(s) where larger extracurricular groups (kids and adults) could meet to learn and explore
- That challenge that local groups encounter when searching for large, covered outdoor gathering spaces in the community, and the belief that there is a shortage of such spaces

- The popularity of the current wading pool and concern that it was being proposed to replace it with a spray park
- The type of enhanced spray deck proposed for installation in the Park and the expectation that it would improve accessibility and inclusivity
- The location of, and improvements to, Spani Pool
- The suggestion that perhaps Spani Pool could take the place of the benefits provided by the current wading pool, i.e. support toddlers' and young children's transition through their learning-to-swim levels
- The understanding that Spani Pool is located approximately 3 kilometers from Blue Mountain Park

The Chair spoke to his understanding that municipalities were transitioning away from wading pools due to maintenance challenges and the legislation applicable to lifeguards. He noted his expectation that as the Blue Mountain Park Master Plan process progressed, there would be further opportunities for residents to provide input to the City regarding the detailed elements of the Plan. He further noted that the City hoped to hear from residents regarding the amenities/features that they would like to see implemented in the Park over the next 20 years.

A Committee member spoke to climate change and her observations regarding the heat domes experienced by residents in the summer of 2021. She noted the popularity of the Park's wading pool during that time, especially its use by new Canadians. She expressed concern that the cost to access Spani Pool could be a barrier for some residents, and asked whether the City could consider cost barriers when it considered the accessibility of the Park's wading pool by residents.

The Chair thanked the Committee member for her input and, as a takeaway, suggested that when City staff reviewed the City's extreme weather response, that access to pools by residents relative to extreme summer temperatures/heat dome effects be considered.

The Chair thanked the Park Planner 2 for his presentation.

### **3. Staff Update: Northeast Community Centre/Major Recreation and Cultural Facility Road Map**

The Manager Recreation and Culture Facilities Planning introduced herself and the Research Assistant and provided a presentation, referring to on-screen slides titled as follows:

- Northeast Community Centre – Recommended Program and Site Fit Concept
- Agenda
- Chronology
- Location
- Population Growth
- Context
- Engagement Results
- Engagement Survey Results
- Expanded Engagement Results

- Vision
- Guiding Principles
- Site Fit
- Aquatics
- Gymnasiums
- Fitness Centre and Active Studio
- Multi-Purpose Rooms
- Community Kitchen
- Indoor Walking Track
- Library
- Support Spaces
- Covered Outdoor Space
- Proposed Program and Costs
- Potential Civic Facilities – Not Included in Program
- Financials – Operating Budget Impacts
- Major Recreation and Cultural Facilities Road Map
- Next Steps
- Questions?
- Thank You

The Chair spoke to the significance of the project, its budget and engineering, and the other major recreation and cultural facilities projects underway in the City.

Discussion ensued relative to the following:

- Positive expressions of support for the facility
- Appreciation for the facility serving as a community hub
- Whether there had been any consideration relative to an operating model for the facility, i.e. whether community users would be able to access the space and/or how it would be programmed
- Support for the community kitchen idea
- The extensive community engagement that had been undertaken relative to the facility to date

The Manager Recreation and Culture Facilities Planning noted that she would be pleased to meet with the Cultural Services Manager and the Executive Director of the Evergreen Cultural Centre to discuss the facility's operating model. She also noted that staff would be pleased to answer any follow-up questions from the Committee over the coming months.

The Chair thanked the Manager Recreation and Culture Facilities Planning for her presentation.

#### **4. Sub-Committees' Updates / Final Status Report Presentations**

The Chair shared an anecdote regarding an excellent presentation recently made to Council by two local Grade 12 students. He invited the Group Leader of Sub-Committee A to present the group's final report.



### Sub-Committee A

The Group Leader of Sub-Committee A noted that the Committee had provided feedback to a draft copy of the report during its September 9th meeting and, as a result, the Sub-Committee had met and discussed that feedback.

He spoke to Sub-Committee's final report, as circulated to the Committee in advance of the meeting and titled "Culture Services Advisory Committee (CSAC) Subcommittee A Final Report – November 2021". He noted the two topics covered within the final report (two short-term action items taken from the City's Arts, Culture and Heritage Strategic Plan), as follows:

- Topic 1: Promoting youth, cultural diversity, and inter-culturalism in programming; and
- Topic 2: Address the lack of visual arts display space.

Regarding Topic 1, he shared the steps taken by the Sub-Committee over the year to research a variety of local organizations and cultural centres, gather information, and summarize its findings. He highlighted the final report's conclusion "that Coquitlam enjoys a robust array in the quantity, type, and timing of activities promoting youth, cultural diversity, and inter-culturalism in programming". He highlighted two gaps included in the report that the Sub-Committee had determined may exist relative to the topic.

Regarding Topic 2, the Group Leader noted the steps taken by the Sub-Committee to conduct its research and gather information from local public and private facilities. He thanked the staff working in those facilities for their helpfulness when conducting tours. He spoke to the Sub-Committee's findings relative to its research to "address the lack of visual arts display space by increasing display space in civic facilities such as community centres and other public or private spaces", noting that Attachment B to the final report detailed the Sub-Committee's suggestions regarding the potential display space opportunities unique to six civic facilities. Relative to private facilities, he spoke to the ways that they could potentially enhance opportunities for in-person, virtual, and digital arts display spaces. He highlighted two gaps included in the report that the Sub-Committee had identified relative to display spaces in public and private facilities.

He concluded his presentation by speaking to the summary section of the final report.

Discussion ensued relative to the following:

- Next steps
- Whether the Committee wished to make any recommendation(s) to move the ideas presented in the final report forward to Council
- The work undertaken by the Sub-Committee to date and the suggestion that the Committee discuss the final report
- Confirmation that the Committee had read the final report
- That the current meeting was the Committee's final meeting of the year

The Chair noted that if the Committee wished Council to take any action relative to the Sub-Committees' final reports, that Committee recommendations would be required. He spoke to what the next steps could be, should a recommendation be put forward to Council, including the expectation that the final report would be referred to staff for review and a report back to Council that would cover issues such as whether the opportunities identified in the final report were consistent with what the City delivers and would fit within the City's strategic plans and, if so, what the proposed timeframes would be and who would act as project leads.

At the invitation of the Chair, the Cultural Services Manager provided an example of how the opportunities and gaps identified within the Sub-Committee's final report could potentially tie-in to the work of Culture Services and other areas, and result in collaboration and partnerships between the City and other cultural organizations.

The Chair suggested that the findings in the Sub-Committee's final report were deserving of the Committee's consideration for a recommendation, and gave some examples of the language that could be used when making a recommendation.

Discussion continued relative to the following:

- That, as a cultural partner of the City, Evergreen Cultural Centre looked forward to exploring objectives and having future collaborative discussions with the City
- The language of a proposed recommendation

Councillor Mandewo noted her belief that the proposed recommendation would give staff an opportunity to review the Sub-Committee's report in terms of its alignments or gaps relative to the City's strategic plans, and report back to Council. She further noted her hope that, going forward, the Committee could continue the work undertaken by the Sub-Committee.

The Chair noted the reasons that Council considered it important to refer reports put forward by advisory committees to staff for review.

The Committee made the following recommendations:

## **COMMITTEE RECOMMENDATIONS**

That Council:

1. Consider the opportunities and gaps identified in Sub-Committee A's final report titled "Culture Services Advisory Committee (CSAC) Subcommittee A Final Report – November 2021"; and
2. Direct staff to report back regarding the feasibility of the City implementing actions to address the opportunities and gaps identified in the report.

The Councillors thanked and commended the Group Leader and members of Sub-Committee A for the excellence of their work.

### Sub-Committee B

The Group Leader of Sub-Committee B referenced the report dated November 3, 2021 and titled “Neighbourhood Cultural Community Report”, circulated to the Committee in advance of the meeting. She noted that the group had been tasked with evaluating how neighbourhood cultural connections could be improved, and the definition of neighbourhood culture as “that shared sense of connection and relationships within neighbourhood communities”. She noted that ideas to address the group’s task and bridge identified gaps had been discussed by the Committee during past meetings.

Each of the Sub-Committee members took turns speaking in detail to the ideas presented for the Committee’s consideration, as follows:

- Art Walk
- Neighbourhood Welcome Baskets
- Young Neighbourhood Artisan Entrepreneurship Program

The Group Leader of Sub-Committee B invited the Committee to provide feedback regarding the three ideas presented and to consider the discussion questions included in the report.

Discussion ensued relative to the following:

- How the proposed Neighbourhood Welcome Basket Program would differ from (and not mirror) what would typically be undertaken by the City as part of Welcome to Coquitlam
- The idea that the Neighbourhood Welcome Basket Program would focus on smaller, walkable neighbourhoods
- Whether the Sub-Committee could provide examples of the sorts of neighbourhood groups that it had considered reaching out to
- Some details of the Art Walk idea and the potential to expand its scope over time
- The desire that the Art Walk could be a full craft fair type event where participating artists could be observed in the process of doing their art
- The desire for the production of a full program guide that would cover programming in all areas of Coquitlam
- The potential to offer incentives to explore the City’s amenities and recreation centres (i.e. a 1-day free pass) if cost is a barrier for some residents
- Support for the Young Neighbourhood Artisan Entrepreneurship Program (YNAEP) idea, including for young dog walkers to start-up businesses in neighbourhoods
- The belief that the YNAEP could provide much value to young artisans by helping them learn the business ropes, and the belief that such a program could be tailored to suit tradespeople as well
- The understanding that the School District is running some excellent entrepreneurship programs for high school students, and the desire that the City partner with local schools and universities to support young entrepreneurs
- Proposed language for a Committee recommendation
- Whether there was a way to tie the proposed recommendations to items on the City’s Business Plan
- The belief that Council would want to know whether or not the ideas presented within the final reports were aligned with items included in the City’s current

### Business Plan.

The Chair spoke to his support for all three ideas as presented by the Sub-Committee and the potential opportunities that they could provide to the City, including to break down barriers and reduce isolation, ensuring safe neighbourhoods, and supporting young entrepreneurs.

The Cultural Services Manager thanked both Sub-Committees for their hard work and spoke to how the ideas within Sub-Committee B's final report could potentially be supported by the City's arts and cultural events, and through partnerships with other organizations and businesses.

The Committee made the following recommendations:

### **COMMITTEE RECOMMENDATIONS**

That Council:

1. Consider the questions and information outlined in Sub-Committee B's final report titled "Neighbourhood Cultural Community Report" and dated November 3, 2021; and
2. Direct staff to report back regarding the possibility of the City implementing actions in relation to current Business Plan items to address the objectives and ideas outlined in the report.

The Councillors thanked and commended the Group Leader and members of Sub-Committee B for their hard work and ideas. Councillor Mandewo spoke to the synergies between the work of the two Sub-Committees.

### **5. 2021 Committee Review / Potential Items for 2022 Work Plan – Committee Input**

A copy of the 2021 CSAC Work Plan was provided on-screen for the Committee's reference. The Cultural Services Manager reviewed each of the 2021 Work Plan items, noting those that had been completed and those that would be carried forward to 2022.

The Chair invited the Committee to provide feedback regarding the undertakings and workings of the Committee over the past year, and to suggest potential items for the draft 2022 Work Plan.

The Chair and Vice Chair noted the robust amount of work that had been completed by the Committee, Sub-Committee, and staff during the year.

Discussion ensued relative to whether PRC staff could establish a mandate or terms of reference for sub-committees, to clarify what is required by sub-committees relative to report writing and moving proposed actions forward to the City.

In response to a question from Councillor Mandewo, the Committee expressed support for the proposed establishment of two sub-committees as part of the 2022 Work Plan.

Councillor Mandewo spoke to the valuable contributions made by the 2021 CSAC Sub-Committees and how, in future, the Committee would see the fruits of its labour as part of the staff report and Council consideration process.

#### **6. Facility Updates (Standing Agenda Item)**

The Cultural Services Manager noted that she had no new updates at the present time.

The Chair spoke to ongoing and upcoming planned expansions and improvements to the City’s facilities, including Place Maillardville, the new YMCA in Burquitlam, and a 31-story, 300-unit rental building being constructed next to the new YMCA that would include 100 subsidized below-market rental units and be completed in late 2022.

Councillor Mandewo shared that the expansion of the City Centre Aquatic Complex was recently completed.

#### **7. CSAC Members’ Roundtable / Emerging Cultural Issues (Standing Agenda Item)**

The Chair invited Committee members to share details regarding upcoming events or emerging issues in their communities, and the following was shared:

- That budget presentations were recently made to Council by the City’s cultural organizations
- Details of the Coquitlam Public Library’s “Holiday Hellos” Program and its series titled “Past and Present: A Conversation About Race in BC”
- That, with the latest Provincial Health Order, Evergreen Cultural Centre would resume full capacity in its theatre beginning New Year’s Eve, and that tickets for the second half of theatre season would go on sale the week of November 22<sup>nd</sup>
- Expressions of appreciation from Committee members regarding their participation on the Committee
- That Operation Red Nose would be operational on New Year’s Eve and those wishing to volunteer to please contact the Festival Planners Network representative
- That the Lights at Lafarge loop was being expanded and would be opening soon for the enjoyment of residents during the winter holiday season.

Councillor Marsden spoke to his participation in the “Movember 2021” fundraiser and the opportunity to support men’s mental health, and prostate and testicular cancers. He thanked the Committee members for their participation and engagement during the year.

Councillor Mandewo noted her pleasure at Chairing the Committee and her appreciation for the passion and dedication shown by the Committee, Sub-Committee, and staff.

#### **OTHER BUSINESS**

#### **NEXT MEETING DATE – TBA (2022)**

**ADJOURNMENT**

The meeting adjourned at 9:13 p.m.

MINUTES CERTIFIED CORRECT

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CHAIR

A handwritten signature in cursive script, appearing to read "Jeri Hohn", is written on a light-colored background.

\_\_\_\_\_  
Jeri Hohn  
Committee Clerk

### Coquitlam City Council

Coquitlam City Council is comprised of one Mayor and eight Councillors who are elected for a four-year term. The next General Local Election will be held on October 15, 2022.

Following are the names of the current Mayor and Councillors:

<b>Mayor:</b>	Richard Stewart
<b>Councillors:</b>	Brent Asmundson Craig Hodge Steve Kim Trish Mandewo Dennis Marsden Teri Towner Chris Wilson

Council is a Legislative (lawmaking) body with responsibility for exercising all legislative and administrative authority conveyed upon the City of Coquitlam (“the City”) by the Provincial Government, primarily through the *Local Government Act* and the *Community Charter*. The Mayor is the head of Council and, as per the *Community Charter*, is the Executive Officer of the City.

### Coquitlam Committee Structure

There are a number of different Committees that exist in the City of Coquitlam. Each one differs based on its function, the members appointed to the Committee and its meeting schedule.

### Coquitlam Advisory Committees

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.”

Council adopts Terms of Reference for each select (advisory) Committee which provides the terms and conditions for the Committee including its mandate, term, composition and procedures.

For 2022 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Community Safety Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports and Recreation Advisory Committee
- Sustainability and Environmental Advisory Committee
- Universal Access-Ability Advisory Committee

### Statutory Committees

Statutory Committees, also known as boards, commissions or Committees are established pursuant to facilitating legislation and serve at an arms-length capacity to the Council on behalf of, or in cooperation with, the municipality. Examples of such Committees are:

- The Library Board (established pursuant to the *Library Act*);
- The Board of Variance (established pursuant to the *Local Government Act* (s. 899)); and



### **The Role of Committee Chair, Vice Chair, Members and City Staff**

#### **The Role of Chair and Vice Chair**

Advisory Committees are established by Council and are typically comprised of Council members and residents. In most cases the Chair and Vice Chair of an Advisory Committee are Council members.

The role of the Chair is to lead the meeting and to ensure that all Committee members present have the opportunity to speak. The following identifies more specific duties of the Chair:

- Sets the agenda
- Ensures that a quorum is present and opens the meeting at the prescribed time
- Ensures the Committee adheres to the agenda
- Prevents new issues from side tracking the agenda
- Limits the meeting length to 2 hours
- Enforces the rules of decorum
- Respects members' views
- Seeks agreement and builds consensus
- Assists Committee Members to word motions clearly and succinctly
- Declares the meeting adjourned

The Vice Chair may attend any or all meetings and in the absence of the Chair, will chair the meetings.

#### **The Role of Committees**

Committees are established to:

- Provide information and well considered advice to Council and staff on issues of concern to the public and the City
- Provide recommendations for consideration by Council and staff
- Undertake work referred by Council and work within the direction provided by Council

The Terms of Reference sets out the Committee's mandate and duties. Committees can only consider issues within those areas specified in the Terms of Reference.

Once a Committee has submitted its recommendation to Council via the meeting minutes, it is Council's decision on how to proceed with the recommendation i.e. receive, approve, amend, defer, refer or decline the recommendation.

Committees require approval from Council before initiating projects or requesting the use of staff resources. If a Committee requires staff to undertake work, the staff liaison is obligated to advise the Committee whether or not staff can undertake the work and if authority is required from Council or the City Manager.

### **The Role of the Staff Liaison**

A staff liaison is defined as the staff member assigned to assist a Committee in a non-voting advisory and resource capacity.

The staff liaison:

- Provides information and professional advice
- Supports the Chair in developing agendas and supporting materials
- Coordinates and provides presentations and engagement activities to the Committee
- Drafts Committee reports
- Provides updates to the Committee on Committee work plan items

The staff liaison will advise the Committee if a recommendation to Council is required prior to any staff activity on an issue. For example, Committees will need to seek Council approval for new initiatives and projects requiring a significant amount of staff time or costs to determine if the resources can be allocated to the Committee's request.

### **The Role of the City Clerk's Office**

A Committee Clerk is assigned by the City Clerk's Office to provide administrative support to a Committee. The Committee Clerk:

- Prepares an agenda, based on the tasks identified in the work plan and in cooperation with the staff lead and the Committee Chair
- Distributes agenda once approved by the Chair
- Attends meetings and records minutes
- Assists with process and procedural issues
- Prepares minutes and forwards them to Council for consideration

- Handles meeting logistics such as providing a schedule of meeting dates, times and locations, booking meeting rooms, rescheduling meetings if required, tracking member attendance for reporting to Council, assisting with Committee volunteer recruitment and providing other administrative support as necessary.

Minutes provide a general overview of the meeting and capture any action items (i.e. recommendations) and are not verbatim. The advice and any recommendations made at the meeting are detailed in the minutes and then forwarded to Council for consideration.

### Committee Terms of Appointment

The terms of appointment for most Committees expire in December each year, unless otherwise stated in the Committee's Terms of Reference. Individuals may serve consecutive terms on any Advisory Committee. In the year of a General Local Election, committee meetings will wind up in the month of September; however, appointments remain in place until December 31.

The terms and conditions of appointment for Statutory Committee members is determined by the enabling statute or establishing bylaw.

### Attendance of Committee Members

Appointed members to an Advisory Committee or Statutory Committee are required to attend regularly scheduled meetings. **The Committee Clerk should be notified in advance of the meeting should the member not be able to attend a meeting.**

Any member who is absent from three consecutive regular meetings without notifying the Committee Clerk or the Chair in advance, or without a leave of absence, may be asked to resign or may be removed from the Committee by Council.

**Committee members are reminded that attendance is vital.** Without quorum, the Committee is unable to hold an official meeting and cannot pass recommendations onto Council. If you are unable to attend meetings or cannot dedicate the necessary time, there are others on a waiting list who would like the opportunity to volunteer on a civic Committee.

**Electronic Attendance.** Members joining electronically are encouraged to join from a quiet space with good internet connectivity, and to participate fully in the meeting without interruptions as if physically sitting at the meeting table. The Chair may make the decision to remove a member from the electronic meeting if the loss of their audio/video connection (i.e. repeated comings and goings) is deemed disruptive to the meeting process.

### Code of Conduct for Committee Members

The following is a 'Code of Conduct' which should be adhered to by all Committee members:

- Regularly attend meetings
- Prepare for meetings by reading agenda material in advance
- Listen to others and observe the rule of one speaker at a time
- Speak when acknowledged by the Chair and through the Chair
- Participate fully
- Observe rules of decorum and debate
- Do not misrepresent yourself as having any authority beyond that delegated by Council
- Put public interest above individual, group or social interests and consider this position as an opportunity to serve society
- Treat other Committee members, elected officials, and municipal staff with respect and courtesy
- Never offer, give or accept gifts, favors, or services that might tend to influence the discharge of duties
- Never use position to secure advantage
- Never disclose confidential information
- Declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal financial interest

\*Committee members may not be given access to or use details of the committee member contact list for personal or non-Committee related business.

### **Removal of a Member from a Committee**

Council may remove or ask that a Committee member resign at the request of the Committee or on its own initiative.

### **Resignation of a Member**

Any member of a Committee wishing to resign from the Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Committee Clerk.

### **Committee Vacancy Replacement Term**

In the event that there is a vacancy on an Advisory Committee, Council may, at its discretion, appoint a new member to fill the vacancy. The newly appointed Committee member holds that position for the remainder of the term.

The regulations regarding Statutory Committee vacancies are determined by the enabling statute or establishing bylaw.

### Time and Location of Advisory Committee Meetings

Advisory Committee meetings are generally held in either the Council Chamber or the Council Committee Room located at City Hall, Main Floor, 3000 Guildford Way, Coquitlam, BC, and can be held electronically for reasons of public health and safety or to comply with other City policies and/or procedures.

The start time for Advisory Committee meetings may vary as some meetings are held during the day and others in the evening. The date of the next meeting is identified on the current meeting agenda. Meetings are typically not held in August and December.

The Committee Clerk assigned to your Committee will advise you of the meeting dates and times of your meetings. Typically, meeting dates and times are also provided on the City's website.

### Quorum

A quorum of Committee Members for an Advisory Committee meeting is outlined in the Terms of Reference for the Committee. Typically, a Council member must be present for a quorum to be achieved. Therefore, quorum is achieved when a majority of the members and a Council member are present (50% +1). The Mayor, when present, shall be counted in achieving quorum.

Quorum for Statutory Committee meetings is determined by the enabling statute or establishing bylaw for the Committee.

Where a quorum is not present fifteen minutes after the time established for a Committee meeting to start, the person responsible for recording the minutes shall record the names of those members present and the meeting will be deemed to be cancelled. If quorum is not achieved or is lost during the meeting, the Chair may choose to continue the meeting on an informal basis. Should this occur, the Committee cannot vote on any issue or make any recommendations to Council. The meeting minutes are forwarded to Council as informal notes.

Should quorum be lost due to a disruptive internet connection (e.g. a member's audio visual is lost or they repeatedly drop in and out of the meeting), the person responsible for recording the minutes shall note that quorum was lost, and add a notation to the minutes that states: *"Due to technical difficulties with internet access, a member could not vote/fully participate electronically and, therefore, could not be included as part of quorum."*

### Rules of Procedure

The Rules of Procedure are outlined in Appendix "A" to this document. Advisory Committees and

Statutory Committees follow these guidelines, provided the guidelines are not inconsistent with the Committee's enabling statute, establishing bylaw, the *Local Government Act*, the *Community Charter*, Council policy, or Council's Procedure Bylaw. The Committee may also rely upon the advice of the Committee Clerk (or another representative from the City Clerk's Office) or the staff liaison for guidance.

### Voting

All members of a Committee, including the Chair and/or Vice Chair, (unless otherwise stated in a Committee's Terms of Reference) may vote on any question before it and in the event of a tie vote, the motion is considered defeated. In accordance with the *Community Charter*, any member who abstains from voting, without having first declared a conflict of interest and leaving the meeting, is deemed to have voted in the affirmative. Proxy votes are not permitted.

### Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter*. 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 during any discussions and voting thereon.

A conflict of interest does not exist if the pecuniary (financial) interest of the Committee member is in common with members of the general municipality or the pecuniary (financial) interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

The Committee Clerk notes in the minutes, the Committee member's declaration of a conflict of interest and the Committee member's exit from, and return to, the meeting.

### Remuneration

Committee members are volunteers and as such, serve without remuneration.

### Sub-Committees and Working Groups

There are many ways in which Committees may provide feedback to Council, although it is typically via the Committee minutes. In some cases, there may be specific topics that require further investigation and research, or event planning to provide input to. In these instances,

Committees may establish sub-committees or working groups of their members. Their purpose is to conduct research, gather information and/or brainstorm event planning so that the Committee can discuss the findings and events. These groups may work on their own (or in partnership with staff leads) and report back to the Committee. In general, these groups are meant to undertake their work without regular support from staff or the City Clerk's Office. Sub-committees and working groups should *not* bring forward recommendations or directions to the Committee, as that is a discussion that needs to take place within the Committee as a whole. Sub-committees and working groups may only have a limited number of members; the number of group members cannot equal quorum (the majority) of the whole Committee. Council is advised of the establishment of these sub-committees and working groups and their work through the committee meeting minutes.

Following are some suggestions to help guide the organization and work planning of sub-committees and working groups:

1. Select a group leader and choose a name for your sub-committee
2. Use emails, texts, or Doodle Polls to schedule meeting dates
3. Use Zoom to hold virtual meetings
4. Prepare a discussion outline for each meeting
5. Assign a note taker and capture key information/findings
6. Provide information updates to the Committee during regularly scheduled advisory committee meetings
7. Prepare a final report with findings for the Committee's consideration

Any questions for staff regarding the purpose or work of sub-committees and working groups should be directed by email to the Committee Clerk at [committeeclerk@coquitlam.ca](mailto:committeeclerk@coquitlam.ca).

### Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or recommendations in the minutes that have been crafted at the meeting. Recommendations should be worded in a concise, action-oriented manner.

The Advisory Committee's recommendation will be forwarded to Council for consideration. In some instances, the Committee does not require a recommendation to go forward to Council. For example, should the Committee want to establish a working group, it is not necessary for this request to be handled through a recommendation, but can be identified through the Committee minutes. Council is kept apprised of all Committee activities through the regular distribution of Committee minutes.

### Authority

Advisory Committees do not have the authority to communicate on behalf of the City, to pledge

the credit of the City or authorize any expenditure on behalf of the City except as expressed in the Advisory Committee's Terms of Reference.

The authorized spokesperson for each advisory committee is the Committee's Chair.

### **Budget**

Advisory Committees and Statutory Committees do not typically have a budget allocated to them. They may request budget funds from Council in accordance with the City's budget preparation schedule and procedures. Any solicitation of funds from other organizations requires prior approval of Council. All Committees have reasonable use of City services such as photocopying, paper supplies and meeting areas. Committee members may contact the Committee Clerk for more information on budgets or the use of City services.

### **Personal Liability**

No member of a Committee is liable for any debt or liability of the Committee. It is the responsibility of the City to ensure that members of Committees are insured against all liabilities related to fulfilling their responsibilities and duties as members of a civic Committee.

### **Meetings Open to the Public**

All regular meetings of Advisory Committees and Statutory Committees are open to the public. The public may not be excluded from a meeting unless it is specified in the Committee's enabling statute or establishing bylaw or where the Committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public (*Council Procedure Bylaw No. 4042, 2009*). Any member of the public may be asked to leave a meeting due to improper conduct as identified in *Council Procedure Bylaw No. 4042, 2009*.

Members of the public are observers and may not participate in the discussion unless they are invited by the Chair to speak or appear as a delegation to the Advisory Committee or Statutory Committee. A member of the public may also be permitted, by the Chair and the Committee, to participate in a discussion. However, only members or persons appointed to Committees by Council may move, second or vote on motions.

Members of the public will be asked to take a seat in the chairs designated for the audience.

### **Special Committee Meetings**

Special Committee meetings may be held outside of the regular schedule at the call of the Chair, by the Mayor or by resolution of Council.



### Further Information

Committee members can obtain further information from the Chair of the Committee or the Committee Clerk at [committeeclerk@coquitlam.ca](mailto:committeeclerk@coquitlam.ca).

### APPENDIX “A”

## COMMITTEE MEETING GUIDELINES

### The Agenda

An agenda is prepared and forwarded to all Committee members approximately one week prior to the date of the meeting. For a meeting to be productive, members should:

- Review the agenda and accompanying reports ahead of time
- Prepare questions

### Handling the Business of the Meeting

Good decision making requires:

- Background information
- Options and recommendations through discussion
- Preparation before the meeting
- Full participation in the meeting
- Regular attendance
- Cooperation by all meeting members
- Consideration of others’ ideas and opinions

### Voting and Debating Rights

Each member of a Committee, including the Chair, may make or second motions, may debate motions and may vote (with the exception of the Culture Services Advisory Committee, Sports and Recreation Advisory Committee, and the Sustainability and Environmental Advisory Committee as Council members appointed to these bodies are non-voting members). Proxy votes are not permitted.

### Other Procedures

Council receives input from Committee members through the Committee’s minutes. Members may establish sub-committees or working groups to conduct further research and prepare information for Council.

### Making Motions - Committee Recommendation

A Committee recommendation is a motion made by the Committee to ask for a formal action by Council. These motions or recommendations are recorded in the minutes and forwarded to Council.

The steps of handling a main motion are:

1. A Committee Member makes a motion:

“I move that...”

2. Another Committee member seconds the motion:

“I second the motion”

3. The Chair of the Committee then states the motion:

“It is moved and seconded that...”

4. The Chair then opens the floor to debate:

“Is there any discussion?”

5. The Committee members debate the motion

6. Once the debate is completed, the Chair puts the motion to a vote (also known as “calling the question”):

“We are now voting on the motion to..... Those in favour?” [those voting in favour raise their hands] “Those opposed?” [Those voting against indicate by raising their hands.]

7. The Chair announces the result:

“Motion passes.”; “Motion defeated”; or “Tie vote – motion defeated.”

### **Amending Motions**

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

Three Methods of Amending a motion:

1. By inserting or adding words

“I move that the motion be amended by inserting the word[s]... between the word ... and the word...”

OR

“I move that the motion be amended by adding the word[s].....”

2. By striking out words

“I move that the motion be amended by deleting the words ...”

3. By striking out words and inserting replacement words

“I move that the foregoing motion be amended by deleting the words .... And inserting the words .... in their place.”

Only two levels of amendments are allowed. A main motion can be amended (primary amendment) and an amendment can be amended only once (sub-amendment). No amendment is permitted to a sub-amendment.

### **Debating Motions and Amendments**

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

### **Motion to Withdraw a Motion**

A motion may be withdrawn by the mover and seconder of a Motion, with the consent of all Members present. A motion may not be withdrawn after it has been voted on.

### **Point of Order**

A statement that a rule of the Committee is being violated. It is ruled on by the Chair whose decision may be appealed to Committee and decided by Committee resolution.

### **Recess**

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

### **Reading of Motions**

A member may require the motion under consideration to be read. The Committee Clerk would then read the motion. Sometimes the Committee Clerk will ask to read a motion if she/he is unsure what it is or if she/he feels others may not understand the exact motion being considered.

### **Rules of Decorum and Debate**

Committee meetings tend to be more informal than a City Council meeting, however, here are some meeting rules which are helpful and should be used by the Committee:

- The maker of a motion has the right to speak first to their motion
- In order to speak a second time, a member should wait until all those who wish to speak have done so for the first time
- Members must remain courteous and avoid personal attacks on each other and staff
- Remarks must be confined to the motion before the Committee
- Remarks are always directed “through the Chair”
- Member should not interrupt another speaker
- Motions should be phrased concisely and to the point

# CITY OF COQUITLAM

## Policy and Procedure Manual

### CULTURE SERVICES

#### ADVISORY COMMITTEE

**Chapter:** 5

**Section:**

**Issue Date:** May 2010

#### TERMS OF REFERENCE

**Revision Date:** February 2019

The City of Coquitlam Cultural Services Strategic Plan identifies Cultural Leadership as a key goal in the successful implementation of the Plan.

An Advisory Committee representing arts, culture and heritage will provide input into the cultural priorities; provide advice on how to advance implementation strategies and work in cooperation with the City to move forward cultural services in Coquitlam.

The Culture Services Advisory Committee is a group of community leaders and citizen representatives of local cultural organizations that will provide advice to Council.

#### **Committee Mandate:**

The shared collaborative leadership from the cultural community and the City will ensure citizens have a focused and coordinated delivery of arts, culture and heritage services. The mandate of the Culture Services Advisory Committee is to provide a community perspective and advice to Council with respect to achieving the City of Coquitlam Cultural Services Strategic Plan and accompanying implementation strategies to advance the cultural experiences for citizens.

The Committee's mandate is as follows:

- ◆ To provide advice to Council on significant specific cultural related issues that may arise from the community, staff or from Council;
- ◆ To provide advice on how to advance implementation strategies and to work in collaboration with the City to move forward cultural services in Coquitlam;
- ◆ To support and connect cultural organizations with the exploration of opportunities and hosting of major events and festivals; and
- ◆ To advocate and promote the value and benefit of cultural activities for all ages and abilities.

**Composition:**

The Committee is an advisory body composed of community leaders and citizen representatives of the local cultural community and two (2) members of Council. Members will be residents of Coquitlam and will reflect the diverse range of community arts, culture and heritage opportunities. Representatives will put forward an application of interest for review and appointment by Council.

Committee members will have demonstrated leadership within the arts, culture or heritage community as a volunteer, executive member, artist, or producer and be committed to working in a collaborative manner for the betterment of cultural services in the City.

The Committee will have 12 Community members (Voting) and 2 Council members (Non Voting) for a total of 14 members.

**Detailed Composition:**

*Culture Services Advisory Committee Members - (12) Voting Members*

The members from the established cultural organizations are chosen for their expertise in the field and are appointed to represent the local cultural community and assist the City in achieving the directions outlined in the Coquitlam Cultural Services Strategic Plan.

- 1 Member (Votes) from Coquitlam Library Board
- 1 Member (Votes) from the Festival Planner Network
- 1 Member (Votes) from Evergreen Cultural Centre Society Board
- 1 Member (Votes) from Place des Arts Society Board
- 1 Member (Votes) from Coquitlam Heritage Society Board
- 1 Member (Votes) from an Artistic Community Representative<sup>1</sup>
- 6 Members at Large (Votes) with a background in arts, culture or heritage

*Council Members - (2) Non Voting Members*

- 2 Members of Council (Non Voting)

**Chair, Secretary and Staff Support:**

Two Members of Council will be appointed to serve as the Chair and Vice Chair of the Culture Services Advisory Committee.

The City Clerk or designate will prepare the agenda and notice of meeting and will serve as Secretary.

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<sup>1</sup> The Artistic Community Representative is a professional artist who is an active and practicing member of the Coquitlam arts community (residence in Coquitlam is preferred but not mandatory). The Artistic Community Representative will be identified through a targeted recruitment process and be held by artists from across the various artistic disciplines on an annually rotating basis.

The General Manager of Parks, Recreation and Culture or his/her designate will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

**Quorum and Procedures:**

A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

Where quorum is present, minutes prepared by the Secretary shall go forward to Council.

Where a quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled three to four times per year and may be cancelled or re-scheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When a Committee makes a recommendation for Council Action, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Secretary.

Working Groups or sub-committees may be established by the Culture Services Advisory Committee to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

**Governance Model:**

City Council has distinct responsibilities to govern.

The Culture Services Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Culture Services Advisory Committee represents one collective voice.

The role of staff is to provide support to the Culture Services Advisory Committee including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

**Work Plan:**

An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.



**Duty of Members:**

Members are expected to advance developments in the best public interest in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of cultural services in Coquiltam.

Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Committee Secretary of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent, without reasonable cause or having been granted a leave of absence, from three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Secretary.

**Communication:**

All official representation of the Culture Services Advisory Committee is through the Chair or his/her designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

**Reimbursement:**

There is no financial reimbursement to Culture Services Advisory Committee members.

**Committee Member Terms:**

Term of Duty for the Culture Services Advisory Committee is one year.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the annual recruitment process for the following year.

**Termination of the Committee**

The Culture Services Advisory Committee exists at the pleasure of City Council.

# 2022 Work Plan

## Culture Services Advisory Committee

**Committee Mandate:**

The mandate of the Culture Services Advisory Committee is to:

- Provide advice to Council on significant specific cultural related issues that may arise from the community, staff or from Council;
- Provide advice on how to advance implementation strategies and to work in collaboration with the City to move forward cultural services in Coquitlam;
- Support and connect cultural organizations with the exploration of opportunities and hosting of major events and festivals; and
- Advocate and promote the value and benefit of cultural activities for all ages and abilities.

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)
1) Review and Approve 2022 Work Plan	Chair/Staff Lead	Staff
2) 2021 Sub-Committees' Recommendations Update	Staff	Committee
3) Opportunity to Establish Sub-Committee: <ul style="list-style-type: none"> <li>• Civic Facility Visual Arts Display Program Requirements</li> </ul>	Committee/Staff	Committee
4) CSAC Members Roundtable / Emerging Cultural Issues (Standing Agenda Item)	Committee	Committee
5) Facilities Updates (Standing Agenda Item), including: <ul style="list-style-type: none"> <li>• North East Community Centre</li> <li>• Innovation Centre Renovations</li> </ul>	PRCF	Staff  Priority A Priority C
6) Staff Updates, including: <ul style="list-style-type: none"> <li>• Cultural Statistics Strategy Project – Presentation/Committee input</li> <li>• Riverview Hospital Artifacts - Presentation</li> <li>• Public Art Policy &amp; Program Review – Presentation/Committee input</li> </ul>	PRCF	Staff
7) Library Facility & Services Study – Presentation/Committee input	PRCF/Library	Staff / Priority B
8) Major Recreation & Culture Facilities Road Map – Presentation/Committee input	PRCF	Staff / Priority A

**2022 Work Plan  
Culture Services Advisory Committee**

<b>WORK PLAN ITEMS</b>	<b>DEPARTMENT AND/OR PRESENTER</b>	<b>COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)</b>
9) Heritage Management Strategy Implementation Presentation/Committee Input	P&D	Staff / Priority C
10) Events/Program Presentations – Committee input	PRCF	Staff
11) 2022 Year-end Review / Identify potential items for the draft 2023 Work Plan – Committee feedback/input	Staff Lead/ Committee	Staff

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## 2022 Culture Services Advisory Committee Meeting Schedule

Meetings are generally scheduled bi-monthly on the second Thursday of the month from 7:00pm – 9:00pm. Exceptions to this schedule are noted below with an asterisk (\*).

DATE	TIME	LOCATION
February 10, 2022 (Thursday)	7:00 – 9:00pm	Council Chambers via Zoom
April 7, 2022 (Thursday)	7:00 – 9:00pm	Council Chambers via Zoom
June 9, 2022 (Thursday)	7:00 – 9:00pm	Council Chambers via Zoom
No meetings in August		
September 8, 2022 (Thursday)	7:00 – 9:00pm	Council Committee Room
No meetings in December		

Notes:

- 2022 advisory committees will wrap up in September this year due to the General Local Election to be held on October 15, 2022.
- Meeting dates are subject to change, as needed.