

CULTURE SERVICES ADVISORY COMMITTEE

DATE: Thursday, April 7, 2022

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

PLACE: **Council Chambers via Zoom – Preregistration Required**

CALL TO ORDER

ADOPTION OF MINUTES

1. **Minutes of the Culture Services Advisory Committee Meeting held on Thursday, February 10, 2022**

NEW BUSINESS

2. **Committee Orientation**
Deferred from February 10, 2022 Meeting
Jeri Hohn, Committee Clerk; 7:05–7:20 p.m. (15 minutes)
3. **Economic Development Strategy/Creative Industries Grant Opportunity**
Andre Isakov, Manager Economic Development; 7:20–8:05 p.m. (45 minutes)
4. **Library Services Study**
Tiina Mack, Manager Recreation and Cultural Facility Planning, and Narita Ico, Research Assistant; 8:05–8:30 p.m. (25 minutes)
5. **Facility Updates (Standing Agenda Item)**
Karen Basi, Cultural Services Manager; 8:30–8:35 p.m. (5 minutes)
6. **Civic Facility Visual Arts Display Program Sub-Committee Update**
Sub-Committee Leader; 8:35–8:45 p.m. (10 minutes)
7. **Cultural Communities Emerging Issues/Updates (Standing Agenda Item)**
Committee Members; 8:45–8:55 p.m. (10 minutes)

OTHER BUSINESS

NEXT MEETING DATE – Thursday, June 9, 2022

ADJOURNMENT



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CULTURE SERVICES ADVISORY COMMITTEE
Thursday, February 10, 2022

A Regular Meeting of the Culture Services Advisory Committee convened on Thursday, February 10, 2022 at 7:12 p.m. in Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

- COMMITTEE MEMBERS:** Councillor Dennis Marsden, Chair
Councillor Trish Mandewo, Vice Chair
Will Davis, Artistic Community Representative
Philip Hartwick, Evergreen Cultural Centre
Kathleen Lagunsad Campbell
Megan Leslie
Janice Mazon
Joan McCauley, Place des Arts
Philip Mulder
Jackie Weinkam, Festival Planners Network
Barbara Winter, Coquitlam Heritage Society
- REGRETS:** Marie Del Cid-Luque
Todd Gnissios, Coquitlam Public Library Board
- ABSENT:** Kim Hockey
- STAFF:** Karen Basi, Cultural Services Manager
Terra Dickinson, Cultural and Community Events Supervisor
Stephanie Lam, Legislative Services Manager
Jeri Hohn, Committee Clerk

CALL TO ORDER

The Committee recessed at this time (7:12 p.m.) so that a technology issue could be resolved, and reconvened at 7:26 p.m. with the Committee members and staff present as noted above, save the Legislative Services Manager.

The Chair acknowledged that the City operates on the traditional, ancestral and unceded territory of the kwikwəłəm (Kwikwetlem First Nation).

1. Welcome and Roundtable of Introductions

The Chair welcomed new and returning members and the Committee and staff participated in a roundtable of introductions.

The Chair shared that February was Black History Month and noted that events occurring across the country provided Canadians with an opportunity to participate in festivities honoring the legacies of black Canadians and their communities. He further shared that Heritage Week would occur the week of February 21 – 27, 2022, and spoke to its “Altogether Inclusive” theme and events.

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

The Minutes of the Culture Services Advisory Committee Meeting held on Thursday, November 18, 2021, were approved.

NEW BUSINESS**3. Committee Orientation**

In the interests of time, this item was deferred to the next Committee meeting. At the request of the Chair, the Committee Clerk undertook to circulate a copy of the presentation by email following the meeting.

4. Review and Approve 2022 CSAC Work Plan

The Cultural Services Manager referred the Committee to a copy of the draft 2022 Work Plan presented on-screen, and reviewed each of the proposed work plan items.

The Chair invited input from the Committee and there was none.

The Committee approved the 2022 CSAC Work Plan and a copy is attached to, and forms a part of, these minutes.

The Committee recommended:

**COMMITTEE
RECOMMENDATION**

That Council approve the 2022 Culture Services Advisory Committee Work Plan.

**5. Opportunity to Establish Sub-Committees – 2021 Debrief & Discussion
*Civic Facility Visual Arts Display Program Requirements***

The Cultural Services Manager referenced the Agenda Brief attached to the agenda package and provided a presentation with on-screen slides titled as follows:

- 2021/2022 Sub-Committees
- Promoting youth, cultural diversity and inter-culturalism in programming offered by City and major service delivery partners
- Address the lack of visual arts space by increasing display space in civic & private facilities
- Foster cultural engagement and activity at the neighbourhood level
- 2022 Sub-Committee Opportunity – Visual Arts Display Program Requirements

Discussion ensued relative to the following:

- Examples of the types of art that the 2021 Sub-Committee had proposed be displayed in civic and private facilities
- Confirmation that, should it wish to do so, the Coquitlam Heritage Society could display banners and a small exhibit

At the request of the Chair, the Cultural Services Manager spoke to the establishment of the proposed 2022 Sub-Committee, including potential next steps relative to the work undertaken by the 2021 Sub-Committee, organizing sub-committee meetings, conducting further research work, and bringing information back to the main Committee for discussion.

In response to a question from the Chair, the Committee agreed to form a Civic Facility Visual Arts Display Sub-Committee. The following Committee members volunteered to participate on the Sub-Committee: Philip Hartwick, Joan McCauley, Philip Mulder, and Barbara Winter.

The Cultural Services Manager undertook to follow-up with the volunteers by email regarding next steps.

6. Staff Update: Cultural Statistics Strategy Project Presentation – Opportunity for Committee input

The Culture Services Manager provided a presentation, referring to on-screen slides titled as follows:

- Cultural Services – Cultural Statistics Strategy
- Cultural Statistics Strategy
- Statistics Canada Data Sources
- Summary of Approach
- Domain / Sub-Domain
- Major Assumptions
- Calculation Example (1 of 3)
- Calculation Example (2 of 3)
- Calculation Example (3 of 3)
- Limitations
- Advantages
- Data Deliverables
- The Economic Contribution of Culture to Coquitlam’s Economy
- Coquitlam’s Culture Jobs
- Review / Validation
- Make a Case for Culture
- Cultural Statistics Strategy Future Initiatives
- Questions/Comments?

The Chair spoke to the importance of the initiative and the significance of arts and culture relative to economic development and job creation.

Discussion ensued relative to the following:

- The belief that the Project was an exciting initiative and appreciation for the strategic capture of data and establishing benchmarks relative to arts and culture
- The belief that the Project data could be used in numerous ways, including to support

- funding applications made to outside agencies
- The significance of such data collection relative to growing complete communities
- Confirmation that a number of municipalities within the Lower Mainland were accessing the Project data
- The Memorandum of Understanding (MOU) being developed and its purpose to allow the sharing of data amongst municipalities
- Whether the Union of BC Municipalities (UBCM) had been approached regarding the Project, and the potential power of the MOU to assist and support municipalities
- Whether the Resort Municipality of Whistler was participating in the Project
- Appreciation for the way that the Resort Municipality of Whistler incorporated the indigenous community into their cultural initiatives
- The possibility of sharing the Project information with professional cultural organizations and associations

The Cultural Services Manager undertook to:

- Follow-up with the City's cultural partners regarding access to the Project data
- Follow-up with the Project's national representative and the Committee's Vice Chair regarding the possibility of a presentation regarding the Project being made at the 2022 UBCM Convention
- If possible, to share with the Committee by email a list of the professional cultural organizations and associations currently participating in the Project.

7. Cultural Summit – Opportunity for Committee input

The Cultural and Community Events Supervisor provided a presentation, referring to on-screen slides titled as follows:

- Cultural Summit
- Event Background
- Event Goals
- Looking Back: 2019 Summit
- Event Program Development
- CSAC Cultural Summit Working Group Summary of Observed Sector Trends
- Embracing Inclusivity and Resilience - A Path Forward: Inclusive, Resilient, Experience
- Questions and Discussion

The Committee was invited to consider the following focus questions:

1. The impact of arts and culture on health and wellness was identified as a key trend by the 2020 CSAC working group. Given the extended duration of the pandemic and the toll that it has taken on our community, would you recommend adding this as a priority topic (in 2022)?
2. Do you know of any local organizations or groups relevant to this year's themes that you would recommend we research for potential speakers?
3. Have you recently attended any local conferences or summits that have addressed our key themes or topics?

The Chair spoke to Council's support for, and the positive outcomes of, the past Cultural Summits.

Discussion ensued relative to the following:

- Whether the Committee agreed that the topic regarding the impact of health and wellness should be added to the November 2022 Cultural Summit sessions
- The belief that arts communities have many benefits and have much to offer within the new “normal” context such as creating spaces where barriers to fear can be broken and people feel safe to come back to the arts following the pandemic
- The belief that promoting community cohesiveness would be a good thing
- Belief in the healing culture of the arts relative to health and wellness
- Confirmation of the proposed primary theme and the four priority topics of the 2022 Cultural Summit

In response to a question from a Committee member, the Cultural and Community Events Supervisor spoke to the linkages between the two themes of inclusivity and resilience, how the format of the Cultural Summit allowed space for addressing the priority topics, and the value in the diversity of the Summit experience and the knowledge sharing that occurred during past events.

Discussion continued relative to the following:

- Whether the overarching topic of health and wellness included mental health
- That staff had heard from past event speakers that arts and culture influence people’s emotional, physical, and mental health
- That whether mental health was addressed during the 2022 Cultural Summit would depend upon the speakers engaged for the 2022 event
- The belief that a focus on the mental health aspect was very important due to the current health crisis relative to the pandemic and drug overdoses, and the desire that the City be cognizant of that and promote art as a form of mental and physical healing
- The belief that there was value in a COVID-19 topic relative to mental health impacts, i.e. celebrating “stocking up on the arts” and positive stories about moving forward post-pandemic

The Chair suggested that, relative to focus question 1, staff could consider reviewing the impact of the COVID-19 pandemic on health and wellness, including mental health. He noted that although the impacts of the pandemic had been mainly negative, from an inclusivity standpoint, perhaps it had also had positive shifts and impacts for some.

In response to a question from the Chair, the Cultural and Community Events Supervisor spoke to focus question 3. She asked that if the members had seen any recent in-person or virtual conference examples that might address the overall theme and proposed topics of the 2022 Cultural Summit, to please share the examples with staff for consideration as part of the regional and environmental event research being undertaken by staff.

In the interests of time, the Chair encouraged the Committee members to respond to focus questions 2 and 3 by email to staff.

8. Facility Updates (Standing Agenda Item)

The Cultural Services Manager provided a brief facilities update on the following:

- YMCA, Burquitlam
- Place Maillardville Community Centre

- Centennial Artificial Turf Field
- Cottonwood Park expansion
- Sheffield Park
- Spani Pool Renovation

The Chair provided further details regarding the above-noted facilities to the Committee.

9. CSAC Members’ Roundtable / Emerging Cultural Issues (Standing Agenda Item)

The Committee members were invited to share details regarding upcoming events or emerging issues in their communities. The following information was shared:

- Coquitlam Heritage Society (CHS) events and programming, including Mackin House details and an oral history project underway by CHS
- That recruitment for a new Arts Education Coordinator was underway at Evergreen Cultural Centre (ECC) and, in partnership with TransLink and Capture Photography Festival, ECC had installed a translucent art piece at Lafarge Lake-Douglas SkyTrain Station that would be in place until February 2023
- That although Festival Planners Network had been dormant since the pandemic started, they would shortly be collaborating with City staff with a view to holding a meeting in 2022
- That planning for the Place des Arts’ 50th Anniversary in Coquitlam was underway (2022-23 season) and a community engagement art project with indigenous artist Christine Makenzie was being launched, which would include community festivals and workshops and installing temporary artwork as an exhibition open to the public
- Expressions of appreciation from new and returning members for the meeting.

The Chair thanked the Committee members for their volunteerism and noted that he looked forward to a positive and productive 2022.

OTHER BUSINESS

NEXT MEETING DATE – Thursday, April 7, 2022

ADJOURNMENT

The meeting adjourned at 9:15 p.m.

MINUTES CERTIFIED CORRECT

CHAIR



Jeri Hohn
Committee Clerk

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"> • Civic Facility Visual Arts Display Program Requirements 	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"> • North East Community Centre • Innovation Centre Renovations 	PRCF	Staff Priority A Priority C
6) Staff Updates, including: <ul style="list-style-type: none"> • Cultural Statistics Strategy Project – Presentation/Committee input • Riverview Hospital Artifacts - Presentation • Public Art Policy & Program Review – Presentation/Committee input 	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**

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)
9) Heritage Management Strategy Implementation Presentation/Committee Input	P&D	Staff / Priority C
10) Events/Program Presentations – Committee input	PRCF	Staff
11) City Manager/Deputy City Manager – Committee input, as needed, including: <ul style="list-style-type: none"> • Economic Development Strategy • Creative Industries Grant Opportunity 	CM/DCM	Staff Priority B
12) 2022 Year-end Review / Identify potential items for the draft 2023 Work Plan – Committee feedback/input	Staff Lead/ Committee	Staff

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:

Mayor:	Richard Stewart
Councillors:	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.

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.

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

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Sub-Committees and Working Groups

There are many ways in which advisory committees may provide feedback to Council, although it is typically via the meeting minutes. In some cases, there may be specific work plan items that require further investigation and research, or event planning to provide input to. In these instances, advisory committees may establish sub-committees or working groups made up of a limited number of principal committee members. Their purpose is to conduct research, gather information and/or brainstorm event planning so that the principal advisory committee can discuss findings and/or event information during regularly scheduled committee meetings.

Some points that are important to note:

- Council is advised of the establishment of sub-committees and working groups and their purpose through receipt of advisory committee meeting minutes.
- If the establishment of either a sub-committee or working group would likely require the commitment of significant City resources and/or staff time, Council would want to consider a Committee recommendation and/or a staff report (scope and process) prior to any work being undertaken by the proposed sub-committee or working group.
- Sub-committees (and working groups) should not have a Terms of Reference because they are a product of the principal advisory committee and, therefore, operate under its guidelines.
- Sub-Committees and working groups, when struck, should be delegated with a specific task by the principal advisory committee. That task (purpose) should be clearly understood by all the advisory committee members, and outlined in the meeting minutes of the advisory committee so that the direction and purpose of the sub-committee/working group is documented.
- Sub-Committees and working groups as a whole may not bring forward written or verbal recommendations (a.k.a. considerations or suggestions) to the principal committee, because sub-committees exist for research/investigative purposes only.
- If a sub-committee or working group, as a “collective”, were to bring forward recommendations (considerations or suggestions) to a principal committee for discussion, then the sub-committee or working group would essentially be “pointing the needle”, which is work that should be done in a public meeting and, therefore, the sub-committee (or working group) would need to have an agenda, minutes, and a record of how those recommendations (or considerations or suggestions) came to be.
- In a nutshell, sub-committees and working groups are a tool to help keep a principal advisory committee’s business moving. Of course, when a sub-committee’s or a working group’s written or verbal report is presented during a principal committee meeting, members of the sub-committee or working group – as individual members of the principal committee – can state their individual suggestions during discussion of the item. **Recommendations to Council, however, must be that of the majority of the principal advisory committee, and not that of a few, select sub-committee or working group members.**
- Sub-committees and working groups may only have a limited number of members. The number of group members must not equal a quorum of the principal advisory committee members, i.e. must be less than the 50% majority of principal members needed for quorum (excluding the Chair and Vice Chair). For example, a committee with 12 principal members (organization and citizen reps, excluding the Chair/VC), could establish a sub-committee of 5 members or less.

- Sub-committees and working groups may work on their own or in partnership with the staff lead(s) and report back about their investigative research and findings to the principal committee for discussion.
- In general, these groups are meant to undertake their work without regular support from staff or the City Clerk's Office.

Following are some suggestions to help guide the organization and work 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 principal committee during regularly scheduled advisory committee meetings
7. Prepare a final report with findings for the principal committee's information

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.

Dated: February 9, 2022

Reference: 2022 Committee Orientation Manual (doc #4313323).

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 Representative¹
- 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.

¹ 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 Coquitlam.

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 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 29, 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.