

CULTURE SERVICES ADVISORY COMMITTEE

DATE: Thursday, February 8, 2024

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

PLACE: Council Committee Room, Coquitlam City Hall

CALL TO ORDER

ADOPTION OF MINUTES

- 1. Minutes of the Culture Services Advisory Committee Meeting held on Thursday, November 9, 2023**

Recommendation:

That the Minutes of the Culture Services Advisory Committee Meeting held on Thursday, November 9, 2023 be approved.

NEW BUSINESS

- 2. Committee Welcome (Introductory Comments by the Committee Clerk)**
7:05 – 7:15 p.m. (10 minutes)
- 3. Review and Adoption of the 2024 Culture Services Advisory Committee Work Plan**
7:15 – 7:35 p.m. (20 minutes)
Recommendation:
That the Committee recommend to Council to approve the 2024 Culture Services Advisory Committee Work Plan.
- 4. Events Program Transition (Introductory Comments by the Cultural Services Manager)**
7:35 – 7:45 p.m. (10 minutes)
- 5. Streetscape Enhancement Program (Mural Project) Update – Potential Establishment of Sub-Committee (Presentation by the Cultural Services Manager)**
7:45 – 8:00 p.m. (15 minutes)
- 6. Visual Arts Display Program – Opportunity for input and Potential Establishment of Sub-Committee (Presentation by the Cultural Services Manager)**
8:00 – 8:15 p.m. (15 minutes)



- 7. Cultural Partner Spotlight – Evergreen Cultural Centre Upcoming Visual Arts Exhibition (Presentation by Philip Hartwick, Executive Director, and Katherine Dennis, Curator)**
8:15 – 8:30 p.m. (15 minutes)
- 8. Facilities Updates - Standing Agenda Item (Introductory Comments by the Cultural Services Manager)**
8:30 – 8:50 p.m. (20 minutes)
- 9. Committee Members’ Roundtable / Emerging Cultural Issues (Standing Agenda Item)**
8:50 – 9:00 p.m. (10 minutes)

OTHER BUSINESS

NEXT MEETING DATE – Thursday, April 4, 2024

ADJOURNMENT

**CULTURE SERVICES ADVISORY COMMITTEE
Thursday, November 9, 2023**

A Regular Meeting of the Culture Services Advisory Committee convened on Thursday, November 9, 2023 at 7:02 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Councillor Steve Kim, Chair
Councillor Craig Hodge, Vice Chair (arrived at 7:03 p.m.)
Nina Buddhdev, Citizen Representative
Megan Leslie, Citizen Representative
Janice Mazon, Citizen Representative
Philip Mulder, Citizen Representative
Reg Quiring, Citizen Representative
Anthea Goffe, Coquitlam Public Library Board
Philip Hartwick, Evergreen Cultural Centre Society
Joan McCauley, Place des Arts

REGRETS: Kim Hockey, Citizen Representative
Lindy Sisson, Artistic Community Representative
Sandra Hochstein, Coquitlam Heritage Society
Jackie Weinkam, Festival Planners Network

STAFF: Karen Basi, Cultural Services Manager
Wondy Chan, Cultural and Community Events Supervisor
Caley Amundsen, Committee Clerk

CALL TO ORDER

The Chair provided an Indigenous territorial acknowledgement.

Councillor Hodge arrived to the meeting at this time (7:03 p.m.).

ADOPTION OF MINUTES

1. Minutes of the Culture Services Advisory Committee Meeting held on Thursday, October 12, 2023

The Minutes of the Culture Services Advisory Committee Meeting held on Thursday, October 12, 2023 were approved.

NEW BUSINESS

2. Visual Arts Display Program – Opportunity for Feedback

The Cultural Services Manager provided a presentation entitled “2024 Visual Arts

Display Program” that covered the following topics:

- Overview of the 2024 Visual Arts Display Program (hereon “the Program”)
- Overview of the Arts, Culture and Heritage Strategic Plan (2015 – 2030)
- Work of previous Culture Services Advisory Sub-Committee (2021 – 2022) being vital to the Program’s creation
- Staff desire for Committee feedback and engagement regarding the Program’s artist call themes
- Engagement activity methodology and how feedback will be used to create actionable items

Discussion ensued relative to the following:

- Possible guiding themes for the Program’s artist display call, including local flora and fauna, community, family, transformation, growth, remembrance, architecture, music, movement, forms, light, joy and traditions
- The City potentially providing an honorarium for the Program’s selected artists
- Potential community engagement opportunities to support/promote artist displays, including collaboration with existing cultural groups, artist collaborations/partnerships, informal/casual engagements, inviting artists to discuss their work, dinners, receptions, “art crawls” and virtual tours
- Desire for visual arts groups to be included in the Program’s artist call, specific details for an artist promotion package and large signage to notify public of new displays
- Whether the Program will display works by young artists, prices will be listed next to displays, one grand opening event or multiple unveilings will occur, who the organizers would be, information and event dissemination methods and the number of works to be displayed in identified pilot spaces
- Concerns regarding security and insurance for art displays and the Program’s intentions

3. Riverview Hospital Artifacts Online Database and Pilot Loans Project

The Cultural Services Manager provided a presentation entitled “Riverview Hospital Artifacts: Collection Management Update” that covered the following topics:

- Overview of the Riverview Hospital Artifacts Collection and Database/Loan Pilot Project (hereon “the Project”)
- Logistics of establishing “heritage centres”
- City efforts to archive and preserve historical artifacts
- Distinction between historical institution and the lands on which it resides
- Catalogue of Artifacts (finding aid)
- Possibility of artifacts being temporarily loaned to local cultural organizations

Discussion ensued relative to the following:

- Age of the earliest artifacts
- Possibility of involving third-party sponsors and loaning artifacts to film, TV and movie productions
- Coquitlam Public Library's (CPL) past displays of Riverview Hospital Artifacts
- The Riverview Hospital Suitcase Project

4. 2023 Year-End Review/Identify Potential Items for Draft 2024 Work Plan

The Cultural Services Manager provided introductory comments that covered the following topics:

- Review of 2023 Work Plan items and meetings
- 2024 Work Plan drafting process

There were no comments from the Committee.

5. Facilities Updates

The Cultural Services Manager indicated that there were no facilities updates at this time.

6. Committee Members' Roundtable / Emerging Cultural Issues

The Committee members were invited to share details regarding upcoming events or emerging issues in the community.

The following information was shared:

- The Lights at Lafarge kick-off event on Friday, November 24, 2023 at Lafarge Lake from 5:00 to 8:00 p.m. and rationale for moving the event from Saturday to Friday
- Billy Bishop Goes to War play at Evergreen Cultural Centre from November 14 to 18, 2023
- CPL's Poirier Branch Library Lounge Grand Opening event on November 16, 2023 from 6:30 to 7:30 p.m.
- Coquitlam Youth Orchestra (CYO) Holiday Concert on December 9, 2023 at Evergreen Cultural Centre, New Year's Eve Concert on December 31, 2023 at Evergreen Cultural Centre and the desire for the City to provide storage space for CYO instruments

Councillor Hodge left the meeting at this time (8:30 p.m.).

Discussion continued relative to the following:

- Desire for Committee meetings to be held on a different day other than Thursday
- Place des Arts' opening of Holiday Boutique, Positively Petite: Annual Miniature Exhibition and Place des Arts Program and Events Coordinator's upcoming retirement
- Bright Nights in Stanley Park from November 30, 2023 to January 1, 2024 and the return of the Bright Nights Train
- HoliDaze in the Heights on November 18, 2023 in Austin Heights
- Timeline for additional feature lights being installed along Brunette Avenue
- Desire for fewer tables at 2024's Volunteer Recognition Event and for the event to be held on a day other than Thursday

The Chair expressed appreciation and gratitude for the Committee members' volunteerism in 2023.

OTHER BUSINESS

NEXT MEETING DATE - TBD (2024)

ADJOURNMENT

The meeting adjourned at 8:46 p.m.

MINUTES CERTIFIED CORRECT:

Steve Kim, Chair

Caley Amundsen, Committee Clerk



2024 Culture Services Advisory Committee Meeting Schedule

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

DATE	TIME	LOCATION
February 8, 2024 (Thursday)	7:00 – 9:00 p.m.	Council Committee Room
April 4, 2024 (Thursday)*	7:00 – 9:00 p.m.	Council Committee Room
June 13, 2024 (Thursday)	7:00 – 9:00 p.m.	Council Committee Room
No meetings in August		
September 12, 2024 (Thursday)	7:00 – 9:00 p.m.	Council Committee Room
No meetings in December		

Notes:

- Meeting dates are subject to change, as needed.

DRAFT 2024 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)
Committee Welcome	Chair / Staff	Chair / Staff
Review and Approve 2024 Work Plan	Chair / Staff Lead	Staff
CSAC Members' Roundtable / Emerging Cultural Issues (Standing Agenda Item)	Committee	Committee
Facilities Updates (Standing Agenda Item), including: <ul style="list-style-type: none"> • Town Centre Park Community Centre 	PRCF	Staff Priority A
Staff Updates, including: <ul style="list-style-type: none"> • Riverview Hospital Artifacts Collection Pilot Project • Visual Arts Display Program • Events Program Transition 	PRCF	Staff
Plans, Policies and Strategies Updates	PRCF	Staff / Priority B
Cultural Partner Spotlight	Committee	Staff
Streetscape Enhancement Program – Mural Projects	PRCF	Staff / Priority C
Summer Events Presentation	ED	Staff
Festivals & Events Strategy	ED	Staff

**DRAFT 2024 Work Plan
Culture Services Advisory Committee**

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)
2024 Year-end Review / Identify potential items for the draft 2025 Work Plan – Committee feedback/input	Staff Lead / Committee	Staff

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