

CULTURE SERVICES ADVISORY COMMITTEE TERMS OF REFERENCE

Issue Date: May 2010
Revision Date: June 2024

Committee Mandate:

The mandate of the Culture Services Advisory Committee (CSAC) is to provide a local perspective and advice to Council with respect to achieving the City's strategic goals and accompanying strategic directions. The Committee will:

- 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;
- Advocate and promote the value and benefit of cultural activities for all ages and abilities;
- Provide cultural leadership to assist with the successful implementation of the City's Cultural Services Strategic Plan; and
- Consider and make recommendations to Council on matters identified in the Committee's work plan.

Composition:

The Committee is an advisory body composed of two (2) members of Council, six (6) citizen representatives, and six (6) organizational representatives. Members will be residents of Coquitlam and will reflect the diverse range of community arts, culture and heritage opportunities.

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 organizational representatives will include one from each of the following organizations:

- Coquitlam Library Board
- Festival Planner Network
- Evergreen Cultural Centre Society Board
- Place des Arts Society Board

- Coquitlam Heritage Society Board
- Artistic Community Representative¹

Chair, Committee Administrator, Recording Clerk 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 the Committee Administrator and Recording Clerk.

The General Manager of Parks, Recreation and Culture or 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 Recording Clerk 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 quarterly 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 Recording Clerk.

Working Groups or sub-committees may be established by the 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.

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 Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The 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 Recording Clerk of 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 Recording Clerk.

Communication:

All official representation of the Committee is through the Chair or 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 Committee members.

Committee Member Terms:

Term of Duty for the Culture Services Advisory Committee is two years.

Upon expiration of the term of duty, outgoing members may re-apply for appointment during the recruitment process.

Termination of the Committee

The Committee exists at the pleasure of City Council.