

CITY OF COQUITLAM

Policy and Procedure Manual

CULTURE SERVICES

ADVISORY COMMITTEE

Chapter: 5

Section:

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TERMS OF REFERENCE

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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.