



City of Port Moody

Council Committee Terms of Reference

Date: August 30, 2016

File No. 0360-20-43

Type: Select

Committee Name: Arts and Culture Committee

Approvals/Reviews/Amendments

**Approval Date: ~~October 18, 2016~~
June 26, 2018**

1. Committee Purpose

To provide Council with advice and recommendations on arts and culture matters as detailed below and within the terms of the Council Committee System Policy and the Council Strategic Plan.

To encourage and support communication, cooperation, and coordination among arts and culture organizations, other City committees, and Port Moody organizations.

2. Duties

- 2.1 The Committee will provide advice and recommendations in the following areas:
- Public Art Policy;
 - City budget allocations to arts and culture;
 - Facility needs and development;
 - Cultural tourism initiatives; and
 - Promotional strategies for arts and culture presenters/events.
- 2.2 The Committee will develop an Arts and Culture Master Plan for the City of Arts, and will:
- Set the annual implementation priorities as they pertain to the Arts and Culture Master Plan;
 - Monitor and assess the implementation and impact of the Arts and Culture Master Plan; and
 - Provide regular assessment, review, and updates of the Arts and Culture Master Plan.

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- 2.3 The Committee will perform the following duties:
- Stimulate and encourage community involvement and appreciation of arts and culture in the City of Port Moody;
 - Advocate for a strong and viable arts and culture identity for the City of Port Moody;
 - Identify sources of funding and grants for community groups to support arts and culture activities;
 - Provide leadership in, and actively promote, community activities related to arts and culture;
 - Inform Council and/or the Cultural Services Division of relevant concerns, issues, trends, and opportunities; and
 - Review and advise Council on matters referred by Council.
- 2.4 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters referred by Council.

3. Membership

- 3.1 In addition to the two (2) Council representatives serving as Chair and Vice-Chair, the Committee will comprise representatives from the Boards of Directors of the following organizations and the public at large:
- Port Moody Arts Centre Society (1);
 - Port Moody Public Library Board (1);
 - Port Moody Art Association (1);
 - One (1) member of the Port Moody Heritage Society;
 - One (1) member representing general arts and culture organizations active in Port Moody;
 - Two (2) artists active in the City of Port Moody; and
 - Four (4) members from the general community with an interest in arts and culture.
- 3.2 Appointments will be made in accordance with the Council Committee System Policy.
- 3.3 Per section 1.2.8 of the Council Committee System Policy, where outside agencies are invited to appoint one of their members to a committee and choose not to do so, the vacancy will be filled by a community member at large.

4. Operations of the Committee

4.1 Meeting Schedule

The Committee will, at their organizational meeting each year, determine their meeting dates, time, and location, and will meet at minimum bimonthly, or at the call of the Chair.

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4.2 Rules of Procedure

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Council Committee System Policy.