

AGENDA

REGULAR CULTURE, HERITAGE, AND SOCIAL PLANNING COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2016-NOV-02, AT 4:30 P.M.

1. **CALL THE REGULAR MEETING OF THE CULTURE, HERITAGE, AND
SOCIAL PLANNING COMMITTEE TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **NOTES FROM PREVIOUS SESSION:**

- (a) Notes of the Special Open Meeting of the Culture, Heritage, and Social Planning Committee held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-OCT-11 at 4:30 p.m.

Pg. 2-4

Recommendation: That the Committee ratify the Notes of the Special Open Meeting of the Culture, Heritage, and Social Planning Committee held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-OCT-11 at 4:30 p.m.

5. **TERMS OF REFERENCE:**

- (a) **Approval of the edited Draft Terms of Reference:**

Pg. 5-6

Recommendation: That the Committee recommend that the Terms of Reference for the Finance and Audit Committee be forwarded to Council for adoption.

6. **QUESTION PERIOD:**

7. **ADJOURNMENT:**

NOTES FROM THE SCHEDULED

**SPECIAL OPEN CULTURE, HERITAGE, AND SOCIAL PLANNING COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2016-OCT-11, AT 4:30 P.M.**

PRESENT: **Members:** Councillor M.D. Brennan
 Councillor G.W. Fuller (vacated at 5:30 p.m.)
 Councillor W.M. Yoachim
 V. Alcock-Carter
 R. Meyerhoff
 I. Kalina
 D. Appell
 L. McCandless
 J. Stannard
 D. Marusin (vacated at 5:44 p.m.)
 J. Manning

Absent: Councillor J. Hong
 D. Johnstone
 C. Brown
 C. Beaton
 R. Mackay
 S. Andre
 J. Howardson
 M. Horn
 M. Robinson
 W. Anderson
 R. Finnegan

Staff: J. Armstrong, City Clerk
 D. Lindsay, Director of Community Development
 B. Anderson, Manager of Community and Cultural Planning
 J. Horn, Social Planner
 C. Sholberg, Community Heritage Planner
 C. Barfoot, Recreation Coordinator
 M. Brown, Recording Secretary

As there was no quorum present, the Special Open Culture, Heritage, and Social Planning Committee could not convene. The next Special Open Culture, Heritage, and Social Planning Committee Meeting will be held 2016-NOV-02.

1. **CALL THE SPECIAL OPEN CULTURE, HERITAGE, AND SOCIAL PLANNING
COMMITTEE MEETING TO ORDER:**

The Special Open Culture, Heritage, and Social Planning Committee Meeting was called to order at 4:34 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add late Agenda Item 5(b) resolution to create a subcommittee for the Art Grant Applications.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Inaugural Special Open Meeting of the Culture, Heritage, and Social Planning Meeting held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2016-SEP-13 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. TERMS OF REFERENCE:

- (a) Members of the committee discussed their backgrounds and qualifications.

Purpose:

- Committee members discussed the purpose of the group, a defining purpose was not determined.
- Recommended changing “The Committee’s purpose is to provide Council advise on the following:” to “The Committee’s purpose is to provide Council strategic direction and advice on the following:”
- Mr. B. Anderson, Manager of Community and Cultural Planning, described how the Community Development Department at the City includes culture, heritage, and social planning and the manner in which they cooperate working towards a common goal.

Councillor G.W. Fuller vacated the Boardroom at 5:30 p.m.

Ms. D. Marusin vacated the Boardroom at 5:44 p.m.

Membership:

- Membership minimum of 7 members, and 4 council members.

Eligibility:

- Criminal record check was suggested but not determined at the meeting.

Term:

- Suggested a 3 year term with stacked membership.

(b) Creation of Subcommittee:

Mr. D. Appell requested the creation of a subcommittee for the Art Grant Applications.

It was moved and seconded that the committee authorize Staff to create a subcommittee of the Culture, Heritage, and Social Planning Committee for the Art Grant Applications. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 6:42 p.m. that the meeting terminate. The motion carried unanimously.

City of Nanaimo
CULTURE, HERITAGE & SOCIAL PLANNING COMMITTEE
(the “Committee”)

PURPOSE:

The purpose of the Committee is to bring together diverse community members to integrate community programming for the arts, culture, heritage and social planning in order to support an inclusive community for everyone regardless of age, economic-social status and ethnic heritage.

The Committee’s purpose is to provide Council strategic direction and advice on the following:

- planning, development and provision of culture and heritage conservation services and facilities;
- planning and development of the arts, creativity and culture;
- social planning including poverty reduction, affordable housing, homelessness, food security, poverty, public disorder, exploitation of the vulnerable, harm reduction, social isolation and social connectivity;
- strategizing to address environmental responsibility, social equity, cultural vitality, active lifestyle and economic health for all citizens; and
- supporting integrated approach to community well-being.

MEMBERSHIP:

The membership of the Committee will be as follows:

- a minimum of seven (7) members; and
- Four (4) members of Council.

ELIGIBILITY:

An individual with the following skills and expertise in at least one of the following categories may be given preference for membership on this Commission:

- Broad-based social perspective on community issues, social equity, and/or multiculturalism ;
and
- Broad-based arts, environment, culture and/or heritage perspective on community issues.

TERM:

Each member of the Committee may be appointed for a term of up to two years. Membership may be staggered to support continuity and effective operations. Members may serve a maximum of two consecutive terms on this Committee.

ACCOUNTABILITY:

On a regular basis Council will provide direction on Council's priorities to Committee. The Committee will submit a quarterly a summary report on their activities to Council. The Committee will submit a report with its minutes in a timely manner to Council. The Committee will comply with the ***City of Nanaimo Committee Operating Guidelines*** [Note: to be drafted by Staff by August 31, 2016].

MEETING FREQUENCY:

In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

STAFF SUPPORT:

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Community Development
- City Clerk
- Parks & Recreation