

AGENDA

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.

1. **CALL THE SPECIAL OPEN MEETING OF CULTURE, HERITAGE, AND SOCIAL PLANNING COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - (a) 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. *Pg. 3-5*
5. **TERMS OF REFERENCE:**
 - (a) New Terms of Reference *Pg. 7-8*
6. **KEYDATE CALENDAR:**
 - (a) Draft Meeting dates and times *Pg. 9*
7. **QUESTION PERIOD:**
8. **ADJOURNMENT:**

MINUTES

OPEN INAUGURAL CULTURE, HERITAGE, AND SOCIAL PLANNING COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
MONDAY, 2016-SEP-13, AT 4:30 P.M.

PRESENT: Members: Councillor M.D. Brennan
 Councillor G.W. Fuller
 Councillor W.M Yoachim (vacated 5:08 p.m.)
 Councillor J. Hong
 D. Johnstone
 R. Finnegan
 W. Anderson
 V. Alcock-Carter
 R. Meyerhoff
 I. Kalina
 C. Brown
 M. Robinson
 M. Horn
 D. Appell
 J. Howardson
 L. McCandless
 S. Andre
 R. Mackay (arrived 5:17 p.m.)
 J. Standard
 D. Marusin
 J. Manning

 Absent: C. Beaton

 Staff: T. Samra, Chief Administrative Officer (vacated 5:36 p.m.)
 S. Gurrie, City Clerk
 C. Sholberg, Community Heritage Planner
 D. Lindsay, Director of Community Development (arrived at 4:36 p.m.)
 J. Horn, Social Planner
 B. Anderson, Manager of Community and Cultural Planning
 M. Brown, Recording Secretary

 Other: Lisa Zwarn, Consultant

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

The Inaugural Open Culture, Heritage, and Social Planning Committee Meeting was called to order at 4:31 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Remove Agenda Item 4. Appointment Of Chair And Vice Chair

3. WELCOME:

Acting Chair, J. Hong, initiated a round table introduction of committee members and Staff.

4. INTRODUCTIONS:

T. Samra, Chief Administrative Officer, provided an introduction.

5. TERMS OF REFERENCE:

Committee discussion took place regarding the new and old Terms of Reference.

6. MEMBERSHIP:

Committee discussion took place regarding membership.

7. PRESENTATIONS:

- (a) L. Zwarn, Consultant, provided an overview of the new Operating Guideline recommendations for committees.

It was moved and seconded that the committee receive the presentation regarding the new Operating Guidelines from L. Zwarn, Consultant. The motion carried unanimously.

8. QUESTION PERIOD:

- Mr. D. Appell, re: Operating guidelines for each committee.
- Mr. M. Horn, re: Membership terms.
- Mr. M. Horn, re: Funding for children under the age of five.

9. ADJOURNMENT:

It was moved and seconded at 6:08 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

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 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;
- strategies 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
- three (3) members of Council.

ELIGIBILITY:

An individual with the following skills and expertise may be given preference for membership on this Commission:

1. Broad-based social perspective on community issues, social equity, and/or multiculturalism, ;
and
2. Broad-based arts, 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:

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

City of Nanaimo

CULTURE, HERITAGE, AND SOCIAL PLANNING COMMITTEE KEY DATE
CALENDAR – 2016

Committee meetings are held in the boardroom on the first floor of the Service and Resource Centre Building at 411 Dunsmuir Street unless otherwise stated.

Culture, Heritage, and Social Planning Committee Meetings start at 4:30

September 5 LABOUR DAY

September 13 Culture, Heritage, and Social Planning Committee Meeting

September 26 to 30..... UBCM Conference – Victoria

October 10 THANKSGIVING DAY

October 11 Culture, Heritage, and Social Planning Committee Meeting

November 2 Culture, Heritage, and Social Planning Committee Meeting

November 11 REMEMBRANCE DAY

December 7..... Culture, Heritage, and Social Planning Committee Meeting

December 25 CHRISTMAS DAY

December 26 BOXING DAY

Culture, Heritage and Social Planning Committee ----- 1st Wednesday of every month 4:30-6:30