

AGENDA

INAUGURAL OPEN CULTURE, HERITAGE, AND SOCIAL PLANNING COMMITTEE MEETING
SARC BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2016-SEP-13, COMMENCING AT 4:30 P.M.

1. **CALL THE INAUGURAL OPEN CULTURE, HERITAGE, AND SOCIAL PLANNING COMMITTEE MEETING TO ORDER:**
2. **WELCOME:**
3. **INTRODUCTIONS:**
4. **APPOINTMENT OF CHAIR AND VICE-CHAIR:**
5. **TERMS OF REFERENCE:**
 - (a) New Terms of Reference *Pg. 3-4*
 - (b) Old Terms of Reference for the Nanaimo Culture and Heritage Commission *Pg. 5*
 - (c) Old Terms of Reference for the Social Planning Advisory Committee *Pg. 7-8*
6. **MEMBERSHIP:**
7. **PRESENTATIONS:**
 - (a) Ms. Lisa Zwarn to provide an overview of the new Operating Guidelines for committees.
8. **QUESTION PERIOD:**
9. **ADJOURNMENT:**

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 cumulative 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



NANAIMO CULTURE AND HERITAGE COMMISSION MANDATE & OBJECTIVES

(adopted 2015-MAR-16)

Mandate

The Nanaimo Culture and Heritage Commission acts as a resource to Council by providing policy advice for the planning, development and provision of City culture and heritage services and facilities, and heritage conservation matters. The Commission will also advise Council on matters related to promoting and supporting activities that benefit and advance culture and heritage in the City.

Objectives

To achieve this mandate, the Nanaimo Culture and Heritage Commission will undertake the following activities:

- Recommend policy to Council regarding the planning, development and provision of City culture and heritage services and facilities, and heritage conservation matters.
- Advise Council on cultural and heritage matters, issues and priorities;
- Advise Council on opportunities for culture and heritage development; and the implications of development on Nanaimo's heritage.
- Advise Council on heritage conservation of historical buildings, structures and sites in our community, including the conservation and importance of archaeological sites and material;
- Provide policy advice regarding public art and the Community Plan for Public Art;
- Make recommendations to Council regarding the distribution of various cultural and heritage grants; and,
- Maintain a cultural and heritage awards program.

Meetings

The Nanaimo Culture and Heritage Commission will meet monthly or at the call of the Chair as required.

Membership

The Commission will be comprised of eleven (11) Council appointed members, as follows:

- two (2) members of Council; and,
- nine (9) community-at-large members.

Appointment and Term

Members may only serve two consecutive, three year terms. Reappointment to the Commission may be considered after an absence for at least one term.

Authority and Related Documents

The Nanaimo Culture and Heritage Commission Mandate & Objectives supplement other Council bylaws and documents, including:

- Advisory Commissions Terms of Reference; and,
- "Council Procedure Bylaw 2007 No. 7060".

The Nanaimo Culture and Heritage Commission is a Select Committee of Council as per the *Community Charter*.



SOCIAL PLANNING ADVISORY COMMITTEE MANDATE AND OBJECTIVES

(adopted 2012-APR-16)

Preamble

The Social Planning Advisory Committee acts as a resource to Council and Staff in providing a broad-based social perspective on community issues and responding to specific matters of a social nature. In addition, the Committee assists Council in setting priorities amidst competing social objectives. In order to keep Council informed of issues in the community, the Committee acts as a liaison with community groups, agencies, the public and other government sectors.

Mandate

- To support the community working together to provide a safe, accessible and people oriented environment which ensures access to all community amenities by all citizens regardless of age, income or other factors.
- To encourage citizen participation in all social planning decisions affecting Nanaimo.
- To respond to changing social needs and issues in a responsible, flexible, cooperative and innovative manner.
- To provide public education and raise awareness on social issues.

Objectives

- To advise Council and Staff on community development social needs, issues and priorities:
 - ◊ Recommend strategic studies involving residents in social planning studies;
 - ◊ Identify municipal action respecting matters of community development;
 - ◊ Submit consolidated program proposals to Council having identified community social needs;
 - ◊ Initiate strategies to deal with areas of social need when identified;
 - ◊ Recommend methods of involving residents in social planning studies;
 - ◊ Recommend methods of educating the community about social planning issues;
 - ◊ Participate in long range planning projects and projects of a more specific nature;
 - ◊ Participate with Staff and Council on specific task forces or project committees.
- To advise Council, when requested, on the implications of rezoning and development applications where applications have a potential social impact;
- To make recommendations biennially to Council on nominations to the Excellence in Social Development Awards Program;
- To annually make recommendations to Council on applications for funding to the Social Development Grant Program and the Community Service Grant Program;
- To advise Council, through participation on the Grants Advisory Committee (single seat), on the allocation of grants and other monies;
- To assist with the development of Municipal social policy by commenting on Municipal social planning goals, objectives, policy and priorities as set by Council;

- To receive submissions on relevant matters from individuals and groups in or serving the community;
- To monitor social conditions in Nanaimo as reported in the Social Status Report;
- To annually file a work plan for the upcoming year for endorsement by Council.

Meetings

The Committee will meet monthly or at the call of the Chair.

Membership

In order to offer a broad-based social perspective on community issues, it is critical that the Committee's membership emphasize citizen rather than agency representation. Committee members will be appointed by Council and shall include the following representation:

- two (2) Councillors;
- one (1) representative from the School Board;
- nine (9) community-at-large members.

The goal of all appointments will be a balanced committee with consideration given to geography, areas of interest and expertise. Members-at-large should live in the City of Nanaimo.

See also:

- Terms of Reference for Advisory Committees
- Council Procedures Bylaw