

CULTURAL COMMITTEE
SUB-COMMITTEE OF PARKS, RECREATION & CULTURE COMMISSION
TERMS OF REFERENCE
(adopted 2010-OCT-18)

Mandate

As a sub-committee of the Parks, Recreation and Culture Commission (PRCC), the Cultural Committee is responsible for coordinating the City's Arts and Culture Initiatives.

Objectives

The objectives of the Committee are:

- Advising the Commission and Council on cultural issues.
- Reviewing all applications for funding and making recommendations to the PRCC, based on criteria and guidelines established regarding the distribution of cultural operating grants and arts and cultural event grants.
- Promoting public awareness of cultural organizations and cultural activities in our community, and maintaining an annual cultural awards program.
- Coordinates the selection process for works of art for display in municipal public spaces and buildings.
- Sponsoring annual educational opportunities for arts and cultural organizations.

Meetings

The Cultural Committee will:

- (a) Meet at the call of the Chair, usually monthly; and
- (b) Establish meeting days and times after consultation with the Committee members.

Membership

The membership of the Cultural Committee will be comprised of ten members as follows:

- Four members appointed from the PRCC (*as per Commission Bylaw*); and,
- Six members-at-large selected and recommended from applications submitted to the PRCC.

The Cultural Committee term is for three (3) years and at-large members can re-apply for one additional three (3) year term. After serving two (2) terms, members must take three (3) years off before re-applying. Each term, three (3) members will step off the Committee and three (3) new members will be appointed.

Applications for the at-large members will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC (first meeting following April 1st).

10. Attendance of Public at Meetings

- 10.1 Except where the provision of Section 90(1) or (2) of the *Community Charter* apply, all Commission meetings shall be open to the public.
- 10.2 Where the Commission wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 92(a) and (b) of the *Community Charter*.

PART II – MEETINGS

11. The Chair

- 11.1 The Chair, when present, shall preside at all meetings of the Commission using Roberts Rules of Order to govern the meeting.
- 11.2 Where the Chair, or either Acting Chair, is not present at the time appointed for a meeting of Commission, the Commission shall by resolution appoint an Acting Chair for that meeting.
- 11.3 Every question submitted to a meeting shall be decided by a majority of the members present.

12. Delegations

- 12.1 All delegations requesting permission to appear before the Commission shall submit a written request, including a written synopsis clearly outlining their topic of concern.
- 12.2 Requests to appear as a delegation shall be submitted to the Commission Secretary by 1:00 p.m. on the Wednesday preceding the meeting for inclusion on the Commission agenda. These delegates will be allocated 10 minutes.
- 12.3 Requests to appear as a delegation received after 1:00 p.m. on the Wednesday, but prior to 1:00 p.m. on the Tuesday preceding the meeting, shall be included on the Late Correspondence Agenda, and allocated 10 minutes.

13. Correspondence

The deadline for the public to submit items to the Commission Secretary for inclusion on the Commission agenda shall be 1:00 p.m. on the Wednesday preceding the meeting. Items of correspondence received after that time will be included on the Late Correspondence Agenda.

14. Opening Procedures

- 14.1 Call Meeting to Order - At the hour set for a meeting to commence, and provided that a quorum is present, the Chair shall call the meeting to order.
- 14.2 Lack of Quorum - Should there be no quorum present within fifteen minutes after the time appointed for the meeting to commence, the Chair shall ask the Secretary to record the names of the members present and then adjourn the meeting.

15. Order of Business

- 15.1 The following headings and order of business shall be used:
- Presentations
 - Adoption of Minutes
 - Introduction of Late Items
 - Adoption of Late Correspondence Agenda
 - Receiving of Delegations
 - Chairman's Report
 - Receiving of Correspondence
 - Reports of Standing Committees
 - Director's Report
 - Committee/Commission Representative Reports
 - Items of General Information
 - Unfinished Business
 - Other Competent Business
 - Media Question Period
 - Public Question Period
 - Establish Next Meeting Dates
 - Adjournment
- 15.2 Notwithstanding the provisions under Section 15.1, it shall always be in order for the Commission to vary the order in which business on the Agenda shall be dealt with by a majority vote of the members present.

16. Special Meetings

- 16.1 A notice of the day, hour and place of a special meeting of the Commission, being a meeting other than a regular or adjourned meeting, shall be given at least 24 hours before the time of meeting by posting a copy of the notice at the regular Commission meeting place and by leaving one copy for each member of the Commission at the place to which they have directed notices to be sent. Notice may be waived by unanimous vote of all members of the Commission. Each copy of the notice shall be signed by the Chair or the Director of Parks, Recreation and Culture.

- 16.2 Any five (5) members of the Commission may, in writing, request the Chair to call a special meeting.
- 16.3 Where the Chair, within 24 hours after receiving the request, refuses or neglects to call the special meeting to be held within seven (7) days after they received the request, or where the Chair is absent, five (5) or more members of the Commission may call a special meeting and they shall sign the notice.
17. Minutes
- 17.1 Minutes of the proceedings of the Commission shall be legibly recorded in a minute book. The minutes shall be certified as correct by the Director of Parks, Recreation and Culture and signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted.
- 17.2 The minutes shall be open for inspection by any person who may make copies and extracts at all reasonable times on payment each time of \$0.25 per page or as specifically provided for under Section 194(1)(c) of the *Community Charter*.
- 17.3 Section 17.2 does not apply to minutes of a special meeting from which persons were excluded under Section 10.
18. Unless otherwise stated in this bylaw, "COUNCIL PROCEDURE BYLAW 2005 NO. 7007" and all amendments thereto shall apply to meetings of the Commission.

PART III – REPEAL

19. "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2002 NO. 5564" and all amendments thereto are hereby repealed.

PASSED FIRST, SECOND AND THIRD READINGS 2006-FEB-13.
ADOPTED 2006-FEB-27.

MAYOR

MANAGER,
LEGISLATIVE SERVICES

CULTURAL COMMITTEE

Chair: Ms. Eveline O'Rourke

Staff Liaison: Bob Kuhn, Manager, Recreation & Culture Services – (250) 755 7512,
bob.kuhn@nanaimo.ca

To Be Determined
(Commission Rep – Council)

Ms. Shirley Lance
(Commission Rep – At-Large)

Ms. Lynda Avis
(Commission Rep – At-Large)

To Be Determined
(Commission Rep – Council)

Ms. Julie Bevan
(At-Large)

Ms. Joanne Husband
(At-Large)

Ms. George McGladrey
(At-Large)

Ms. Eveline O'Rourke
(At-Large)

Ms. Gerda Hofman
(At-Large)

Ms. Kamal Parmar
(At-Large)