City of Port Moody
Council Committee Terms of Reference

Date:	February 3, 2023	File No. 01-0360-20-59
Type:	Select	
Committee Name:	Arts, Culture, and Heritage Committee	

Approvals/Reviews/Amendments

Approval Date: February 21, 2023
Revision Approved: ~~December 12, 2023~~
September 9, 2025

1. Committee Purpose

To provide Council with advice and recommendations on issues related to Port Moody's arts, cultural and heritage resources in an effort to align these important areas for the benefit of the City of the Arts.

2. Duties

2.1 The committee will provide advice and recommendations in the following areas:

- providing feedback regarding proposals, bylaws, City projects related to heritage conservation;
- providing feedback regarding proposals, bylaws and policies related to arts and culture;
- arts, cultural and heritage tourism initiatives;
- promotional strategies for arts, culture and heritage;
- the Arts and Culture Masterplan;
- the Heritage Strategic Plan; and
- other areas identified by the committee with approval from the Council.

2.2 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters pertaining to the workplan provided and approved by Council.

3. Membership

3.1 Members will be appointed in accordance with the Council Committee System Policy. The Committee will be composed of the following:

- in addition to two (2) Council representatives serving as Chair and Vice-Chair, the committee will be comprised of representatives from the following organizations and the public at large:
- one (1) member of Port Moody Arts Centre Society (voting);
- one (1) member from the Port Moody Public Library (voting);
- one (1) member from the Port Moody Heritage Society (voting);
- one (1) Youth Seat member (voting); and
- seven (7) members-at-large;

for a total of no more than thirteen (13) members.

3.2 Membership shall be two years from January to December, with half of the members appointed each year.

3.3 Council will endeavour to ensure that there is a broad and equitable representation of the community on the committee.

4. Operations of the Committee

4.1 Meeting Schedule

At their first meeting the committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The committee will meet monthly, except for August and December, or at the call of the Chair.

4.2 Annual Work Plans

On an annual basis, in January, the committee will receive and review their work plans, which will be provided by staff in accordance with Council's Strategic Plan. The committee may add items to the work plans if they are aligned with and support the Council Strategic Plan. Work plans will be submitted, and additional items highlighted, for Council approval.

4.3 Annual Reports

On an annual basis, in November, the committee will endorse a report for submission to Council that summarizes their activities and recommendations over the past year and how these activities are aligned with the Council Strategic Plan.

4.4 Rules of Procedure

Meetings will be conducted in accordance with the rules and procedures set out in the Council Procedure Bylaw and Council Committee System Policy.