



## Arts and Cultural Advisory Committee

### Minutes

September 9, 2021, 4:00 p.m.

Via Microsoft Teams

PRESENT:	Jim Adams, Community Member Elaine Cheung, Community Member Denice Thompson, Community Member
NON-VOTING MEMBERS:	Helmut Gruntorad, Semiahmoo Arts Society Board of Directors
COUNCIL:	Councillor Scott Kristjanson, Chairperson (non-voting)
ABSENT:	Louise Taylor, Community Member Deborah Kendze, Manager, White Rock Library (non-voting) Karin Bjerke-Lisle, Executive Director, White Rock Museum and Archives (non-voting)
STAFF:	Elizabeth Keurvorst, Manager, Cultural Development Janessa Auer, Committee Clerk

---

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 4:00 p.m.

2. **ADOPTION OF AGENDA**

**Motion Number 2021-ACAC-006:** It was MOVED and SECONDED

THAT the Arts and Cultural Advisory Committee adopt the agenda for the September 9, 2021 meeting as circulated.

**Motion CARRIED**

**3. ADOPTION OF MINUTES**

**Motion Number 2021-ACAC-007:** It was MOVED and SECONDED

THAT the Arts and Cultural Advisory Committee adopts the minutes of the July 8, 2021 meeting as circulated.

**Motion CARRIED**

**4. REVIEW OF DRAFT CULTURAL STRATEGIC PLAN DOCUMENT**

The Manager of Cultural Development, along with the Chairperson, facilitated a group discussion pertaining to the draft Cultural Strategic Plan document and asked for feedback from Committee members.

**Note:** The Manager of Cultural Development noted that the actual content of the document has already been approved by Council, so feedback should be specific to the design and overall 'look' of the document only.

Several modifications were suggested by members of the Committee.

**ACTION ITEM:** The Manager of Cultural Development to update the Cultural Strategic Plan document to reflect suggestions made by the Committee during their feedback discussion, including:

- Review the cover to display the link between Uptown and the Beach;
- Update the back cover with a different photo; and,
- Review photos to ensure a balance between areas.

**Motion Number 2021-ACAC-008:** It was MOVED and SECONDED

**THAT the Arts and Cultural Advisory Committee recommends that Council direct staff to design a draft cover page for the Cultural Strategic Plan document that displays two (2) photos, a beach photo and an uptown photo, to visually link these two areas of the City, to be presented to the Committee for their review at their October 14, 2021 meeting.**

**Motion CARRIED**

5. **2021-2022 WORK PLAN**

The Committee further discussed their 2021-2022 Work Plan. The Manager of Cultural Development provided an overview of additions she made to the Work Plan document prior to the meeting. The Committee reviewed these changes and further populated the document, to be forwarded to Council for their approval.

**Motion Number 2021-ACAC-009:** It was MOVED and SECONDED

**THAT the Arts and Cultural Advisory Committee recommends that Council direct staff to connect with volunteers in the arts community to obtain information and recommendations around creating an Arts Endowment Fund, to report back to the Committee at the October 14, 2021 meeting.**

**Motion CARRIED**

**Motion Number 2021-ACAC-010:** It was MOVED and SECONDED

**THAT the Arts and Cultural Advisory Committee recommends, further to Council previously endorsing Cultural Strategic Plan Item 2.1.1: “Conduct an Arts and Culture Opportunity and Needs Assessment (including City owned, leased or privately owned dedicated arts spaces). As well as the possibility of merging a new seniors’ programming facility with arts and cultural needs. Access grants if possible,” that Council expedite this project by allocating an amount of up to \$25,000 to the Committee before November 2021, to be used to hire a consultant to conduct the Needs Assessment.**

**Motion CARRIED**

**ACTION ITEM:** If Council approves the project funding, a working group will be established, including Committee members J. Adams and E. Cheung, along with the Manager of Cultural Development, who will collaborate to prepare a draft Request For Proposal (RFP) for hiring the proposed Needs Assessment consultant, to be presented to the Committee for review.

The Manager of Cultural Development provided an update on the remaining goals and objectives outlined in the Cultural Strategic Plan document, including which items have already been accomplished. During a roundtable discussion, the Committee determined which additional items from the Strategic Plan they wish to add to their Work Plan.

**ACTION ITEM:** Committee member, E. Cheung, along with the Manager of Cultural Development, to develop a draft form pertaining to Item 1.1.2 from the

Cultural Strategic Plan (Maintain an inventory of talent/artists list, connect artists and businesses to facilitate art displays, artists in residence programs and sponsorship of cultural events), to be brought to the Committee for their review at the October 14, 2021 meeting.

**ACTION ITEM:** Committee, with the assistance of the Manager of Cultural Development, to invite the Economic Development Officer to attend the October 14, 2021 meeting to provide an update regarding the Economic Development Strategic Planning and how it aligns with items 1.2.4, 1.2.6 and 1.3.3 from the Cultural Strategic Plan.

**ACTION ITEM:** Committee members to review the process for event organizers to obtain relevant information and resources from the City website, when planning their events, and to provide feedback on this process to the Manager of Cultural Development at the October 14, 2021 meeting.

**Motion Number 2021-ACAC-011:** It was MOVED and SECONDED

**THAT the Arts and Cultural Advisory Committee recommends that Council approve the additions discussed and populated in the 2021-2022 Work Plan document during their September 9, 2021 meeting.**

**Motion CARRIED**

6. **OTHER BUSINESS**

None.

7. **INFORMATION**

7.1 **COMMITTEE ACTION TRACKING**

Committee Action Tracking document was provided for information purposes.

8. **2021 MEETING SCHEDULE**

The following meeting schedule was approved by the Committee and was provided for information purposes:

- October 14, 2021; and,
- November 4, 2021.

9. **CONCLUSION OF THE SEPTEMBER 9, 2021 ARTS AND CULTURAL  
ADVISORY COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 5:59 p.m.



---

Councillor Kristjanson, Chairperson

---

Janessa Auer, Committee Clerk

Unapproved