

Culture Development Advisory Committee Minutes

Present:

Chair – Councillor Villeneuve
B. McMurray
C. Girardi
C. Li-Leger
C. Thornley
F. McLafferty
T. Anderson
U Maxwell-Lewis
W. Bollard

Regrets:

B. Cooper
T. Anderson
Vice-Chair – Councillor Steele

Staff Present:

J. O'Donnell, Manager, Heritage Services
K. Gallie, Performing Arts Manager
L. Cavan, GM Parks, Recreation & Culture
M. Houlden, Chief Librarian
S. Wu, I&I Liaison, Economic Development
S. McKinnon, Manager, Arts Services
T. Mueller, Legislative Services

Before the start of the meeting staff explained that the February 18, 2014 CDAC will be more of a facilitated session geared toward reviewing the accomplishments of the Committee and defining where the Committee wants to go in terms of process, communication and future planning.

A. ADOPTION OF MINUTES

1. The minutes of the Culture Development Advisory Committee (CDAC) meeting, held Tuesday, January 21, 2014 to be adopted.

It was

Moved by U. Maxwell-Lewis

Seconded by B. McMurray

That the minutes of the Culture

Development Advisory Committee (CDAC) of Tuesday, January 21, 2014, be adopted.

Carried

B. DELEGATIONS

C. OUTSTANDING BUSINESS

1. **2014 Surrey Cultural Plan Annual Review, Sheila McKinnon, Manager Arts Services**
File: 0360-1; 1850-20, 0115-01

The following comments were made:

- Staff noted that most of the CDAC members were directly involved in developing the Surrey Cultural Plan (which was adopted by Council in 2012) and that it is important for strategic plans to be reviewed on an annual basis.
- Staff explained that each of the specific Surrey Cultural Plan goals were mapped out along with a brief description, noting whether they would be short, medium or long-term goals accompanied by the associated status update.

A memo provided in the February 18 CDAC agenda package entitled: Surrey Cultural Plan - "Enhancing Urbanization through Arts & Heritage - Status Report" identified key accomplishments of the CDAC which included the following:

1. Development and implementation of the 2013 and 2014 Surrey Cultural Grants Program;
2. Development of the Surrey Cultural Marketing Plan for Arts & Heritage;
3. Design and construction of the South Surrey arts space at the expanded South Surrey Recreation Centre;
4. Community consultation and planning for arts space in the South Surrey Town Centre;
5. Completion of a Functional Space Plan and costing for the Surrey Museum Phase Two with funding included in the Five Year Capital Budget for 2018;
6. Numerous successful collaborations with Surrey's diverse cultural communities to realize a range of programs and exhibitions.

The Chair requested staff to remove completion of public arts projects from the CDAC list to avoid confusion.

The Chair noted the Status Report information was presented in a comprehensive format which clearly shows a significant amount of work has been done by the Committee and staff toward achieving the goals outlined in the Strategic Plan.

2. **CDAC Work Plan - Review of Previous CDAC Delegations and Reports as Related to the Surrey Cultural Plan and Terms of Reference, Laurie Cavan, General Manager, Parks Recreation and Culture and Chris Thornley**
File: 0540-20V; Res.R12-918

Staff conducted a group discussion surrounding the Committee's accomplishments to-date in relation to the Terms of Reference and the Cultural Strategic Plan.

The following comments were made:

- Staff provided CDAC members with a report outlining the work undertaken since the Committee was first struck in March 2011. The report included key topics of discussion, outlined the delegation presentations received and bridged how they tied in with the both Cultural Strategic Plan and Committee Terms of Reference.
- It was discussed that any delegation before the Committee should have a specific meaning to both the Strategic Plan and the CDAC. The Chair noted that the staff report was important because it showed that

delegations and reports received are clear in relevance and aligned with the goals of the Committee while illustrating the broadness of advancing culture in the City of Surrey.

Staff asked Committee members to consider if there were other ways that the CoS could be reaching the community and to comment on some of their favorite delegations to-date.

The Committee made the following comments:

- The Re-Enactors were popular and the Vancouver Opera (VO) delegation was enjoyable and the Committee enjoyed attending the VO event.
- Arts Umbrella coming to Surrey and allowing low income individuals to access programs is a Social Economic and Arts endeavor. We are a City of families and the more opportunities available for people to excel the better off we are as a society.
- The Creative Economy Summits were well received and the CDAC is curious to see how the ideas can be bridged with the business community. There was a lot of note taking that took place during that forum, would love to know where the information went.

Staff noted that a draft report has been presented to the Surrey Board of Trade (SBOT) and it will come to the CDAC in March.

- Phase II of the Surrey Museum. Noted in 2012, the Friends consulted with the architects to achieve Phase II of the Museum. Feel disappointed; do not see the project moving forward. Understood that the report generated with Dialogue Design was to be shared with the Friends of the Museum, to-date the report has not been provided. The Board has asked for the Architectural concept plans for Phase II and for the plans to be brought forward to CDAC for consideration before Council. The Friends have raised funds to ensure the Museum is free and with only 900 feet of exhibit space, travelling exhibits cannot be hosted as they should. 2400 sq. feet of Phase II is what is needed.

Staff clarified that the Status of Phase II is based on the CoS securing funding from other levels of government. Staff noted that a plan has been prepared and they are looking for funding programs that can be matched on both a Provincial and Federal Level.

A presentation regarding the Phase II plan can be added to the CDAC workplan within the next couple of meetings. Some different design plans can be shared regarding sizes, scales. Staff noted one of the hurdles is the capital budget, but they will share the plans and what can be accomplished if the money is received from other levels of governments in 2017. There is more outreach and engagement required to accomplish future levels of programming. Staff confirmed the land next to the Museum has been purchased by the City.

- Concerns raised were that it is important that the Committee feels valued and that they have a voice.
- Members asked if the adjudication process surrounding Cultural Grants could be made more transparent, i.e., peer review, so that if there is a project/program going forward for consideration the CDAC would know ahead of time and clearly understand what the process is and have an opportunity to provide input.

The Chair noted that it needs to be made very clear what the time commitment looks like, the process, etc. Staff will incorporate that into the evaluation review. Staff noted that it may be a matter of timing in terms of a peer component being feasible and practical to give everyone the opportunity to also access grants (there might be a conflict of interest) since it is a burgeoning program.

It was discussed that the guidelines would have to be designed in such a way to safe-guard that there would be no undue influence on the peer jury for people who have applied to get funding; whatever the process there will have to be some very strict guidelines in place to ensure the process remains fair and transparent.

- It was noted that individual roles of Committee members are somewhat unclear. Additionally, it is not clear when it is an appropriate time during the meeting to express concerns or make comments.

In response, the Chair noted that the agenda could be adjusted to have a Committee discussion following delegation presentations later in the meeting. Because CDAC is a relatively new Committee the mandate and responsibility is very broad. The CDAC is dealing with all arts and heritage initiatives and disciplines. The first stage of any Committee forming includes learning about the Committee mandate and related community activities and developing foundations. There are so many different issues and thrusts within a growing City. It is good that people are bringing concerns forward.

- Cultural Grants are appreciated and well used; however more funding is needed - a discussion should be held regarding what the CDAC can do to push that initiative along. There is a huge concern in Surrey that there is a "disconnect" between supporting performing arts in Surrey and supporting performing arts in general. It is great that Surrey supports outside artists and arts groups but it does not do anything for people who live in Surrey and are performing artists.

The Chair noted that there could be room provided on each meeting agenda to give one Committee member an opportunity to present as a delegation from their standpoint on various issues related to their area of expertise. Each person could be given 15 minutes - to 1/2 hr. to educate the group on their core focus and associated challenges.

Staff clarified that the CDAC agenda is always open to add items of interest and that Committee members can contact staff if they have agenda items they would like included.

Members of the CDAC were asked to review the proposed 2014 list of Pending Delegations and advise staff on the items that would be of interest for the next year. Committee suggested delegations for 2014 were as follows:

1. Presentation on Economic Development of Cultural Tourism
2. Surrey Arts and Heritage Marketing Plan
3. Presentation from Economic Development on Creative Economy
4. Surrey Cultural Strategic Plan (quarterly review)
5. City Planning/Official Community Plan and how CDAC plugs into it

At the close of the round-table facilitated session, the Chair asked CDAC members to contact staff if they think of any additional ideas they would like included.

It was Moved by B. McMurray
Seconded by W. Bollard
That the CDAC Work Plan and all
corresponding attachments be included as an appendix to the February 18, 2014
minutes when they go to Council for adoption (see Appendix I & II).
Carried

F. McLafferty left the meeting at 4:30 p.m.

D. NEW BUSINESS

E. ITEMS REFERRED BY COUNCIL

F. CORRESPONDENCE

G. INFORMATION ITEMS

1. **2014 Good Citizen Award Nomination Form**
File: 0540-20V

Written nominations from private individuals or service groups are welcome, and should be submitted to the City Clerk's office at 13450 - 104 Avenue, Surrey, B.C., V3T 1V8, or submitted electronically to clerks@surrey.ca, no later than **Tuesday, March 25, 2014.**

2. **Surrey Arts Centre Theatres Strategic Plan, Kent Gallie, Performing Arts Manager**
File: 7850-01

The following comments were made:

- There will be a status report on the progress at an upcoming meeting. Have embarked on the process and are starting to see survey results.
- The new space is called "Centre Stage" (the name being used for marketing the Council Chambers Performance Venue). If members of the public are interested in learning more, or in booking the space, please contact either Neil Scott, Cultural Production Coordinator at (604) 592-6985 or Linda Russcher, Central Stage Rentals Coordinator at (604) 598-5769.

H. OTHER BUSINESS

The following verbal updates were made by members of the Committee:

1. **W. Bollard, Artistic Director, Peninsula Productions**
www.peninsulaproductions.org

Peninsula productions are featuring the following upcoming shows:

- **Death and the Maiden - Political Thriller - March 6 - 8, 2014.** A political thriller that questions if you had the opportunity to exact revenge would you?
- **Encore Concert Series - First United Church, White Rock - March 9, April 6 and May 4, 2014 (3:00 p.m.).** See www.peninsulaproductions.org for additional information.

2. **M. Houlden, Chief Librarian - Surrey Libraries Update**

The library is supporting local writers in their "Authors Among Us" series scheduled for Wednesday, March 5, 2014 from 7:00 - 8:30 p.m. 90 minute session will feature local authors speaking to the theme of "Love and Loss: How Great Emotions Fuel Creativity".

3. **C. Girardi, President, Arts Council**

CDAC members were invited to join Youth Arts Council of Surrey, ACME Arts Society, and Guildford Town Centre for a scavenger hunt. Registration Required! More information and registration forms available from YACOS at info@youtharts.ca or Arts Council of Surrey at info@artscouncilofsurrey.ca. Winning team will have \$250 gift certificate.

4. **L. Davison, Visual & Community Art Manager - Surrey Art Gallery Update**

Staff noted that the front page of Vancouver Sun featured the current Surrey Art Gallery Exhibition. The article showcased a great conversation about the exhibition and cultural hybridity.

February 15 to April 27, 2014 - the Surrey Art Gallery is featuring works by students from the Surrey School Districts secondary schools (encompassing Surrey and White Rock), accompanied by artists' statements and teacher lesson plans. The exhibition was developed in partnership with the Surrey School District and the Surrey Art Teachers Association. Presented as part of the annual Fine Arts Festival des Beaux-Arts, an event organized by the School District to recognize arts programming in Surrey schools.

I. NEXT MEETING DATE

The next meeting of the Culture Development Advisory Committee (CDAC) will be held at the New City Hall (13450 - 104 Avenue) on **Tuesday, March 18, at 3:00 p.m.**, in 2E Community Room A.

J. ADJOURNMENT

<p>It was</p> <p>Committee (CDAC) do now adjourn</p>	<p>Moved by B. McMurray Seconded by U. Maxwell-Lewis That the Culture Development Advisory <u>Carried</u></p>
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The Culture Development Advisory Committee adjourned at 4:38 p.m.

Jane Sullivan, City Clerk

Councillor Villeneuve, Chairperson

CDAC Round Table Discussion - February 18, 2014

Concerns	Solutions
<ul style="list-style-type: none"> Cultural Grants - concern that there was no peer review for the Cultural Grants Evaluation of Applications. 	<ul style="list-style-type: none"> Can the grant process be tweaked to include a peer review? There should be artists on the committee that are peer reviewing the proposals. It might be worthwhile to find out how other successful cities do their grant evaluation review process. This review can come back to the Committee for review and recommendations to Council
<ul style="list-style-type: none"> Transparent Process understood upfront 	<ul style="list-style-type: none"> When we share plans and reports we should also get feedback from the Committee on the presentation, share/propose next steps to move forward.
<ul style="list-style-type: none"> When do we evaluate the Cultural Grants Program? 	<ul style="list-style-type: none"> Staff can do comparative research and make recommendations/get feedback from the Committee and their recommendations should be going directly to Council. CDAC members need to clearly understand workload and time commitment involved in the grant review process.
<ul style="list-style-type: none"> CDAC member roles? What is the expectation/how & when do you make comments? 	<ul style="list-style-type: none"> Structure agendas to discuss delegation presentations later in the agenda. Create dialogue, CDAC members should not be passive receptors of information.
<ul style="list-style-type: none"> Lots of paper, no time to fully digest in advance. 	<ul style="list-style-type: none"> Chair to review agenda and provide some guidance at start of the meeting and clear direction on what is expected of the Committee for each agenda item.

Survey Response - CDAC Top Priorities:

- Hearing and Receiving Staff presentations
- Undertaking research on behalf of the Committee to support and assist the development of non for profit community based arts and heritage organizations.
- Identification of barriers/opportunities that would further develop arts and heritage in Surrey (accessing resources)
- Hearing delegations from other Arts and Heritage organizations
- Learning about/providing feedback on proposed new Surrey cultural facilities and spaces
- Opportunity to bring forth issues that are important
- Identify and nurture partnerships to achieve economic goals

CDAC Round Table Discussion - February 18, 2014

Survey Response - Top Two Priorities (*based CDAC member votes*):

1. Identification of barriers/opportunities that would further develop arts and heritage in Surrey (accessing resources).
2. Hearing delegations from other Arts and Heritage organizations

Top Items CDAC would like to hear from Delegations in 2014 in order of priority:

1. Presentation on Creative Economy
2. Surrey Arts and Heritage Marketing Plan Implementation
3. Presentation on Economic Development including Cultural Tourism
4. Cultural Strategic Plan Status Report quarterly (if possible)
5. City Planning/Official Community Plan and how CDAC plugs into it

Cultural Development Advisory Committee			
Review of Goals & Accomplishments			
Dates	Delegations	Key Reports	Links to Cultural Plan & or CDAC Terms of Reference
Mar 20		<ul style="list-style-type: none"> Review of the TOR for the Committee was provided by the Chair SCP – Enhancing Urbanization through Arts and Heritage – Staff Presentation (attached) South Surrey Recreation Centre Expansion – Ph 1 Surrey City Centre Performing Arts Centre Study South Surrey Cultural Space – Ph2 Surrey Art Gallery Strategic Plan – Staff Presentation 2012 Surrey Civic Treasure Awards Program 	<p>CDAC – Terms of Reference 2A</p> <p>Surrey Cultural Plan – Goal B1 Enhance Town Centres / CDAC – Terms of Reference 2D</p> <p>Surrey Cultural Plan – Goal A1 Enhance the City Centre / CDAC – Terms of Reference 2D</p> <p>Surrey Cultural Plan – Goal A1 Enhance the City Centre / CDAC – Terms of Reference 2D</p> <p>Surrey Cultural Plan – Goal A1 Enhance the City Centre</p> <p>Surrey Cultural Plan – Goal C2 Enhance Sense of Community</p> <p>CDAC – Terms of Reference 2C</p>
April 17	Bing Thom Architects Chris Wootten Demographics and Cultural Trends Performing Arts Centre Study		
May 15	Arts Umbrella Lucille Pacey Facility and Program update	<ul style="list-style-type: none"> Surrey Libraries – Cultural Programming and Events South Surrey Arts Space - Ph 1 and Ph 2 Cultural Grant Task Force Update Cultural Marketing Plan Task Force update 	<p>SCP – Goal A1</p> <p>SCP – Goal B1 / CDAC – Terms of Reference 2C</p> <p>CDAC – Terms of Reference 2D</p>
June 19	Friends of the Surrey Museum and Archives Society Al Cleaver and Hazel Lindenbach Society Intro, Mandate and Achievements Café for Contemporary Art Tyler Russell Creative Space Making – An Artist Run Centre Model		<p>SCP – Goal C1</p> <p>SCP – Goal E4 Enhance Economy / CDAC – Terms of Reference 2D</p> <p>SCP – Goal D1 Enhance Community Involvement Potential / CDAC – Terms of Reference 2E</p> <p>SCP – Goal E1 / CDAC – Terms of Reference 2A</p>

July 17	Youth Arts Council of Surrey (YACOS) Cynthia Bhourji, Stephanie Song, Joy Gyamfi, Amrit Rai, Kim Grewal, Howard So and Brie Hemingway Background and Accomplishments	<ul style="list-style-type: none"> Heritage Services Special Event Surrey Museum Ph 2 update Cultural Grant Task Force update Historical Re-enactment Program 	<p>SCP – Goal E2 / CDAC – Terms of Reference 2C</p> <p>SCP – Goal C1 / CDAC – Terms of Reference 2D</p> <p>SCP – Goal D1 / CDAC – Terms of Reference 2E</p> <p>CDAC – Terms of Reference 2C</p>
Sept 25	Kent Gallie, Performing Arts Manager New City Hall Cultural Venues		SCP - Goal A1 / CDAC – Terms of Reference 2D
Oct 16	Heidi Greco Poet Laureate proposal for Surrey	<ul style="list-style-type: none"> Surrey Arts Centre theatre Season Highlights and New Partnership Initiatives 	<p>SCP – Goal E2 / CDAC – Terms of Reference 2C</p> <p>SCP – Goal B1, C2, E2 / CDAC – Terms of Reference 2D</p> <p>SCP – Goal C3, F1 / CDAC – Terms of Reference 2C</p>
Dec 4	Newton Cultural Centre – update Patricia Dahlquist / Maxine Howchin	<ul style="list-style-type: none"> Discussion regarding the delegation of Beach House Theatre Company regarding Blackie Spit Park at Crescent Beach 	<p>SCP – Goal E4 – - Affordable Arts Space / CDAC – Terms of Reference 2D</p> <p>SCP – Goal E2 – Foster Local Artists / CDAC – Terms of Reference 2C</p>
2013 Jan 15	Marion Dyke, Candace Radcliffe and Rick Harmon Report on the Beach House Theatre Company Summer production at Blackie Spit	<ul style="list-style-type: none"> Discussion regarding the delegation of City of White Rock Arts Economic strategy potential partnership opportunities 	<p>SCP – Goal E3 / CDAC – Terms of Reference 2D</p>
	City of White Rock Eric Stepura Dir. of Leisure Services City of White Rock Arts economic Strategy		SCP – Goal A1 / CDAC – Terms of Reference 2C
	Liane Davison, Mgr Visual & Comm Arts Staff presentation – Surrey Urban Screen Venue		SCP – Goals C1, C2 / CDAC – Terms of Reference 2C
	Rob McCullough, Mgr, Surrey Museum Staff presentation – Museum Special Events video		

Feb 19	<p>Surrey International Film Festival Glen Chua, Festival Dir. To provide an update on the SIFF</p> <p>Vancouver Symphony Orchestra (VSO) Olga Ilich, member of the Board of Dir. To provide information regarding the VSO touring and education programs and future VSO interests in the proposed Performing Arts Centre for the Surrey City Centre</p>		SCP – Goal E2 / CDAC – Terms of Reference 2C SCP – Goals A1, E2 / CDAC – Terms of Reference 2B
Apr 16		<ul style="list-style-type: none"> • Museums youth and diversity Project (Staff Presentation) Rob McCullough • Surrey Cultural Marketing Plan – update • 2013 Surrey Children’s Festival (staff Presentation) • Surrey Civic Treasure Award Nominations • South Surrey Arts Space Ph 2 Report by Bing Thom Architects 	<p>SCP – Goal C2 / CDAC – Terms of Reference 2C</p> <p>SCP – Goal E1 / CDAC – Terms of Reference 2A</p> <p>SCP – Goal E2 / CDAC – Terms of Reference 2C</p> <p>SCP – Goal D / CDAC – Terms of Reference 2C</p> <p>SCP – Goal B1 / CDAC – Terms of Reference 2D</p>
May 21	Nazanin Shoja, Culture Days BC Coordinator	<ul style="list-style-type: none"> • Creative Economy Summit 	<p>SCP – Goal E1 / CDAC – Terms of Reference 2D</p> <p>SCP – Goal E Enhance the Economy / CDAC – Terms of Reference 2D</p> <p>SCP – Goal C2 Decentralize Arts & Heritage Services / CDAC – Terms of Reference 2B</p>
Jun 18	<p>Historical Re-Enactment Presentation “The Re-enactors: Surrey’s Stories” Yvette Dudley-Neuman, Heritage re-enactment Coordinator and Actors</p> <p>To provide a preview performance of Surrey’s historic re-enactment program and share information on</p>		

	<p>the 2013 summer schedule</p> <p>Cultural Marketing Plan</p> <p>Consultant Team Chris Thornley, Thornley Creative Communications, Carla Gail Tibbo President Incisive Marketing and Shannon Cox Lead Strategist Incisive Marketing</p> <p>To present an overview of key findings and recommendations of the Cultural Marketing Plan</p> <p>Semiahmoo Arts Council Barbara Cooper, President</p> <p>To provide a status report on the South Surrey Arts Space Ph 1 relative to Plans for Partnerships/Operations and Programming</p> <p>Kent Gallie, Performing Arts Manager</p> <p>To provide a summary of highlights on a recently released landmark study commissioned by the Canadian Arts Presenting Association (CAPACOA) on the Value of Presenting" A Study of Performing Arts Presentation in Canada, By Inga Petri</p>		<p>SCP – Goal E1 / CDAC – Terms of Reference 2A</p> <p>SCP – Goal B1 / CDAC – Terms of Reference 2C</p> <p>SCP – Goal C3</p>
<p>Sept 10</p> <p>Melanie Houlden, Chief Librarian</p> <p>To provide a summary of the Library Board's Strategic Plan for 2013-15</p> <p>Sheila McKinnon, Manager Arts Services</p> <p>To provide the Committee with an</p>	<ul style="list-style-type: none"> • 2014 Cultural Grants Program • Survivor 101 "Training for Community Arts Organizations • Surrey Art Gallery Fall Exhibitions and Events 		<p>SCP – Goal C2 / CDAC – Terms of Reference 2C</p> <p>SCP – Goal D</p>

Oct 15	<p>update on the recent Provincial Arts Summit toward developing a BC Cultural Policy Framework</p> <p>Vancouver Opera/The O'Brian Centre for Vancouver Opera Colleen Maybin, Mgr of Education & Comm Engagement To provide an overview of the "Opera Train Program"</p> <p>Jessica Danyk, Community Services Assistant, Diversity & Youth Services To share highlights of the Surrey Doors Open event</p> <p>Liane Davison, Mgr Visual and Comm Arts To provide a presentation on the successful programming and exhibitions taking place this Fall at the Surrey Urban Screen</p>	<ul style="list-style-type: none"> • Wind Work, Wind Play: Weathervanes & Whirligig's Exhibition 	SCP – Goal A1 / CDAC – Terms of Reference 2B
Nov 21	<p>Bell Performing Arts Centre Steven Goodman, Mgr To provide a brief overview of the Bell Performing Arts Centre facility and upcoming events</p> <p>Cultural Marketing Plan Consultants Chris Thornley, Lawanda Paterson To present the Final Draft of the Cultural Marketing Plan</p> <p>Kent Gallie, Performing Arts Mgr To present a PowerPoint presentation and brief overview of the 2013 Culture Days Celebrations</p>		<p>SCP – Goal C3 / CDAC – Terms of Reference 2D</p> <p>SCP – Goal E1 / CDAC – Terms of Reference 2A</p> <p>SCP – Goal E1 / CDAC – Terms of Reference 2C</p>

<p>2014 Jan 21</p>	<p>Arts Umbrella Lucille Pacey, President/CEO Susan Smith Alexander Director of Programming To provide a brief overview of Arts Umbrella Operations and Programming in Surrey</p> <p>Surrey Art Gallery Jordan Strom, Curator, Exhibitions and Collections To provide a brief presentation on his recent trip to cultural spaces in Paris</p>	<ul style="list-style-type: none"> • Cultural Strategic Plan annual Review • Surrey Cultural Grants Program – 2014 Grants 	<p>SCP – Goal A1 / CDAC – Terms of Reference 2D</p> <p>SCP – Goal E3 / CDAC – Terms of Reference 2D</p> <p>SCP – Goal F5 / CDAC – Terms of Reference 2A</p> <p>SCP – Goal D1 / CDAC – Terms of Reference 2E</p>
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CULTURE DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The purpose of the Culture Development Advisory Committee is to research and provide advice to Council on strategies to increase arts, heritage services and cultural activity in Surrey, to enhance Surrey's profile, community identity and civic pride to achieve the benefits of being a creative urban cultural centre in Canada.

2. RESPONSIBILITIES

The Culture Development Advisory Committee will:

- A. Review and advise on the implementation of the Cultural Plan;
- B. Implement and review the results of a Cultural Mapping profile that identifies the gaps in the existing arts and heritage services in the City;
- C. Review Surrey's past strengths and achievements as a Cultural City and identify opportunities to enhance this profile;
- D. Research and recommend strategies that attract and retain artists in Surrey, including affordable live – work spaces and other amenities that support the development of their craft and expand Surrey's creative labour force and enterprise markets;
- E. Research and develop a City grant program and other initiatives to support and assist in the development of not for profit community-based and professional arts and heritage organizations;
- F. Identify potential funding resources and develop strategies to overcome barriers to accessing resources from other orders of government and foundations to advance cultural development in Surrey; and
- G. Advise on matters referred to the Committee by Council.

3. MEMBERSHIP

- Two City Councillors appointed by the Mayor (Chair and Vice Chair)
- One Representative from each of the following:
 - Arts Council of Surrey
 - Semiahmoo Arts Society
 - Friends of the Surrey Museum and Archive Society and/or Surrey Historical Society
 - Heritage Services Community Advisory Board
 - SFU Surrey
 - Surrey Board of Education
 - Performing Arts Representative
 - Visual Arts Representative
 - Kla-how-eya Aboriginal Cultural Centre
 - Two community members at large

4. **MEETINGS**

Meetings will generally be held on a monthly basis at the call of the Chair; additional meetings may be scheduled at the call of the Chair. Typically the meetings will not be held in December and August.

5. **STAFF SUPPORT**

Staff of the Parks, Recreation and Culture Department, Planning and Development Department, Investment & Inter-Governmental Relations Department and Surrey Library will provide support to the Committee as needed and the City Clerk will provide clerical support.

Approved by Council: April 23, 2012 (RES.R12-918)

Culture Development Advisory Committee
2014 Pending Delegations and Reports – draft updated February 11 2014

Meeting Date	Delegations / Staff Presentations	Memos and Reports
March	<ul style="list-style-type: none"> - Surrey Board of Trade – Creative Economy Dialogue Recommendations - Vancouver International Bhangra Festival in Surrey - Surrey Archives – Online Digital Exhibitions 	<ul style="list-style-type: none"> - Komagata Maru Gallery exhibition and Arts symposium invitation - Surrey Civic Theatres 2013-14 participatory program summary - Call for nominations for Surrey Civic Treasure awards
April	<ul style="list-style-type: none"> - Semiahmoo Arts – update on the new South Surrey Arts Space - Surrey Civic Theatres – Strategic Plan update 	<ul style="list-style-type: none"> - 10th annual Surrey International Children’s Festival invitation -
May	<ul style="list-style-type: none"> - Surrey Little Theatre – Capital Improvement Program - Surrey Museum - SAMOA online collections access - Surrey Art Gallery – Permanent Collection Report 	<ul style="list-style-type: none"> - Arts 2014 exhibition opening invitation - Museum new exhibit, <i>Kids Celebrate</i>
June	<ul style="list-style-type: none"> - Surrey Museum – CMA Diversity Grant for Youth presentation - Surrey Civic Theatres – Strategic Plan Final Report 	
July	<ul style="list-style-type: none"> - Surrey International Children’s Festival – Report on 2014 Festival 	<ul style="list-style-type: none"> - Surrey Art Gallery fall exhibition opening gala invitation - Surrey Cultural Grants 2015 program call for applications - Museum new exhibit, <i>Fitness Fads, Move for Health</i> - <i>Heritage in the City</i> Award Nominations
September	<ul style="list-style-type: none"> - Surrey Museum – Temporary Exhibit Gallery Children’s Interactive Plan 	<ul style="list-style-type: none"> - Culture Days – invitation to participate - Surrey Civic Treasure Awards / Business in the Arts event invitation - Surrey Civic Theatres – Surrey Spectacular Series invitation and first show - Museum new exhibit, <i>River Living</i>
October	<ul style="list-style-type: none"> - Culture Days – 2014 Program Outcomes 	<ul style="list-style-type: none"> - Surrey Civic Theatre – report

	<ul style="list-style-type: none">- Surrey Civic Theatres – Update on Centre Stage Program- Heritage Services Collections Policy Review Update	on upcoming performances / season
November	<ul style="list-style-type: none">- Surrey Heritage Services - Bill Reid Commemoration Project	<ul style="list-style-type: none">- Surrey Art Gallery – 2015 exhibition preview-
2015		
January		
February		
March		

Culture Development Advisory Committee

The purpose of this survey is to solicit input from members that will inform the 2014-15 Committee Work Plan. Please complete this survey prior to the February 18, 2014 meeting.

1. What three activities do you enjoy most about the committee?
- Hearing delegations from arts and heritage organizations
 - Receiving staff presentations on current activities in the City of Surrey
 - Undertaking project work as part of a subcommittee with staff (i.e. developing Surrey's grant program)
 - Learning about/providing feedback on proposed new Surrey cultural facilities and spaces
 - Undertaking research on behalf of the committee to support and assist the development of not for profit community based arts and heritage organizations
 - Identification of barriers and opportunities that would further the development of arts and heritage in Surrey (accessing resources)

Other (please add activities not listed above):

- _____
- _____
- _____

2. Please identify 6-8 areas you recommend be addressed by a delegation to CDAC, for members to learn more about arts and heritage in the City or Lower Mainland? Please add to this list.

- | City Planning | Civic Cultural Operations and Services | Community Arts & Heritage |
|---|--|--|
| <input type="checkbox"/> Cultural Strategic Plan annual status update | <input type="checkbox"/> Surrey Art Gallery / Surrey Art Gallery Association | <input type="checkbox"/> Arts Umbrella |
| <input type="checkbox"/> City Planning on the Official Community Plan | <input type="checkbox"/> Surrey Museum / Friends of Surrey Museum | <input type="checkbox"/> Youth Arts Council of Surrey |
| <input type="checkbox"/> Beautification Planning | <input type="checkbox"/> Surrey Civic Theatres | <input type="checkbox"/> Surrey Arts Council |
| <input type="checkbox"/> Economic Development on the Creative Economy | <input type="checkbox"/> Surrey International Children's Festival | <input type="checkbox"/> Semiahmoo Arts |
| <input type="checkbox"/> Cultural Mapping and Inventory | <input type="checkbox"/> Surrey Libraries | <input type="checkbox"/> Peninsula Arts Foundation |
| <input type="checkbox"/> Economic Development on Cultural Tourism | <input type="checkbox"/> Surrey Special Events | <input type="checkbox"/> Surrey International Writers Conference |
| <input type="checkbox"/> Surrey Arts and Heritage Marketing Plan | | <input type="checkbox"/> Surrey International Film Festival |
| <input type="checkbox"/> Gallery Strategic Plan | | <input type="checkbox"/> Surrey Festival of Dance |
| <input type="checkbox"/> Civic Theatres Strategic Plan | | |
| <input type="checkbox"/> Surrey Libraries Strategic Plan | | |

Please add to these lists:

- | | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Please indicate any areas of Arts and Heritage in Surrey, elsewhere, or in general that you would like to learn more about, could be existing or new services?

4. Please indicate your priorities in the Surrey Cultural Plan to be addressed. Please reference your copy of the Plan.

Short Term (2014)	Medium Term (2015)

5. Please identify or list any opportunities and partnerships the Committee may wish to explore.