METRO VANCOUVER REGIONAL DISTRICT
REGIONAL CULTURE COMMITTEE

REGULAR MEETING

Thursday, June 8, 2017
1:00 p.m.
2nd Floor Boardroom, 4330 Kingsway, Burnaby, British Columbia

AGENDA

1. ADOPTION OF THE AGENDA

1.1 June 8, 2017 Regular Meeting Agenda
That the Regional Culture Committee adopt the agenda for its regular meeting scheduled for June 8, 2017 as circulated.

2. ADOPTION OF THE MINUTES

2.1 July 20, 2016 Regular Meeting Minutes
That the Regional Culture Committee adopt the minutes of its regular meeting held July 20, 2016 as circulated.

2.2 October 7, 2016 Special Meeting Minutes
That the Regional Culture Committee adopt the minutes of its special meeting held October 7, 2016 as circulated.

3. DELEGATIONS

4. INVITED PRESENTATIONS

5. REPORTS FROM COMMITTEE OR STAFF

5.1 MAXguide.org, Survivor 101, and Canada 150 Updates
Designated Speaker: Judy Robertson, External Outreach Coordinator, External Relations Department
That the Regional Culture Committee receive for information the report dated May 18, 2017 titled “MAXguide.org, Survivor 101 and Canada 150 Updates”.

Note: Recommendation is shown under each item, where applicable.

May 15, 2017
5.2 Metro Vancouver Cultural Grants: Adjudication Process  
Designated Speaker: Judy Robertson, External Outreach Coordinator, External Relations Department  
That the Regional Culture Committee receive for information the report dated May 19, 2017 titled “Metro Vancouver 2017 Cultural Grants: Adjudication Process”.

6. INFORMATION ITEMS

6.1 Regional Culture Committee Terms of Reference

7. OTHER BUSINESS

8. BUSINESS ARISING FROM DELEGATIONS

9. RESOLUTION TO CLOSE MEETING  
Note: The Committee must state by resolution the basis under section 90 of the Community Charter on which the meeting is being closed. If a member wishes to add an item, the basis must be included below.

10. ADJOURNMENT/CONCLUSION  
That the Regional Culture Committee adjourn/conclude its regular meeting of June 8, 2017.

Membership:  
Villeneuve, Judy (C) – Surrey  
Nicholson, Maureen (VC) – Bowen Island  
Baldwin, Wayne – White Rock  
Ball, Elizabeth – Vancouver  
Dhaliwal, Sav – Burnaby  
McPhail, Linda – Richmond
GREATER VANCOUVER REGIONAL DISTRICT
INTERGOVERNMENT AND FINANCE REGIONAL CULTURE SUB-COMMITTEE

Minutes of the Regular Meeting of the Greater Vancouver Regional District (GVRD) Intergovernment and Finance Regional Culture Sub-Committee held at 9:20 a.m. on Wednesday, July 20, 2016 in the 2nd Floor Boardroom, 4330 Kingsway, Burnaby, British Columbia.

MEMBERS PRESENT:
Chair, Councillor Judy Villeneuve, Surrey
Vice Chair, Mayor Wayne Baldwin, White Rock
Councillor Elizabeth Ball, Vancouver
Councillor Linda McPhail, Richmond
Councillor Maureen Nicholson, Bowen Island

MEMBERS ABSENT:
Councillor Sav Dhaliwal, Burnaby

STAFF PRESENT:
Heather Schoemaker, Senior Director, External Relations
Deanna Manojlovic, Assistant to Regional Committees, Board and Information Services

1. ADOPTION OF THE AGENDA

1.1 July 20, 2016 Regular Meeting Agenda

It was MOVED and SECONDED
That the Intergovernment and Finance – Regional Culture Sub-Committee adopt the agenda for its regular meeting scheduled for July 20, 2016 as circulated.
CARRIED

2. ADOPTION OF THE MINUTES

2.1 June 16, 2016 Regular Meeting Minutes

It was MOVED and SECONDED
That the Intergovernment and Finance – Regional Culture Sub-Committee adopt the minutes of its regular meeting held June 16, 2016 as circulated.
CARRIED

3. DELEGATIONS
No items presented.

4. INVITED PRESENTATIONS
No items presented.
5. REPORTS FROM COMMITTEE OR STAFF

5.1 Survivor 101 Certificate of Recognition
Report dated July 7, 2016 from Judy Robertson, External Outreach Coordinator, External Relations, providing information regarding a proposal to recognize individuals from the regional arts and culture community who have shown a strong commitment to the sustainability of their organization by being an active participant in the Survivor 101 workshop series.

Staff was directed to add clarifying language to the motion to specify the Community Arts organization focus of the workshops and Metro Vancouver’s involvement in support of the program prior to forwarding the report to the Board for consideration.

It was MOVED and SECONDED
That the GVRD Board approve the development of a “Certificate of Recognition” for Community Arts organization participants of the Survivor 101 workshop series delivered by Metro Vancouver and the Regional Cultural Development Advisory Committee.

CARRIED

5.2 Canada 150 Fund Eligibility
Report dated July 8, 2016 from Judy Robertson, External Outreach Coordinator, External Relations, responding to the Regional Culture Sub-Committee’s June 16, 2016 request by providing information on Metro Vancouver’s eligibility to apply for funding through the Canadian Heritage Canada 150 Fund.

In response to questions, members were informed that Metro Vancouver is eligible to apply for a grant under the fund and that the staff recommended video project featuring Canada 150 celebrations around the region would meet the qualifying criteria for the grant.

Discussion ensued on the opportunity for public art to be incorporated into the design of the Clayton Reservoir water station project to enhance its integration with the neighbouring well-utilized family-friendly park.

Request of Staff
Staff was requested to:
- proceed with submitting a Canada 150 grant application on behalf of Metro Vancouver to fund a video media project that would profile Canada 150 celebration cultural events taking place throughout the region
- work with Metro Vancouver utilities departmental staff and City of Surrey staff on opportunities to incorporate public art and landscaping into the design of the Clayton Reservoir water station project
It was MOVED and SECONDED
That the Intergovernment and Finance - Regional Culture Sub-Committee receive for information the report dated July 8, 2016, titled “Canada 150 Fund Eligibility”.
CARRIED

6. INFORMATION ITEMS
No items presented.

7. OTHER BUSINESS
No items presented.

8. BUSINESS ARISING FROM DELEGATIONS
No items presented.

9. RESOLUTION TO CLOSE MEETING

It was MOVED and SECONDED
That the Intergovernment and Finance – Regional Culture Sub-Committee close its regular meeting schedule for July 20, 2016 pursuant to the Community Charter provisions, Section 90 (1) (j) as follows:
“90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.”
CARRIED

10. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED
That the Intergovernment and Finance Regional Culture Sub-Committee adjourn its regular meeting of July 20, 2016.
CARRIED
(Time: 9:39 a.m.)

__________________________________________  ____________________________
Deanna Manojlovc,                                      Judy Villeneuve, Chair
Assistant to Regional Committees

18735204 FINAL

Minutes of the Regular Meeting of the GVRD Intergovernment and Finance Regional Culture
Sub-Committee held on Wednesday, July 20, 2016   Page 3 of 3
GREATER VANCOUVER REGIONAL DISTRICT
INTERGOVERNMENT AND FINANCE REGIONAL CULTURE SUB-COMMITTEE

Minutes of the Special Meeting of the Greater Vancouver Regional District (GVRD) Intergovernment and Finance Regional Culture Sub-Committee held at 9:07 a.m. on Friday, October 7, 2016 in the 2nd Floor Boardroom, 4330 Kingsway, Burnaby, British Columbia to follow up on discussions surrounding the 2017 budget for the Regional Culture Program.

MEMBERS PRESENT:
Chair, Councillor Judy Villeneuve, Surrey
Vice Chair, Mayor Wayne Baldwin, White Rock
Councillor Sav Dhaliwal, Burnaby
Councillor Linda McPhail, Richmond
Councillor Maureen Nicholson, Bowen Island

MEMBERS ABSENT:
Councillor Elizabeth Ball, Vancouver

STAFF PRESENT:
Carol Mason, Chief Administrative Officer
Agata Kosinski, Assistant to Regional Committees, Board and Information Services
Heather Schoemaker, Senior Director, External Relations

1. ADOPTION OF THE AGENDA

1.1 October 7, 2016 Special Meeting Agenda

It was MOVED and SECONDED
That the Regional Culture Sub-Committee adopt the agenda for its special meeting scheduled for October 7, 2016 as circulated.

CARRIED

2. REPORTS FROM COMMITTEE OR STAFF

2.1 Metro Vancouver Cultural Grants Program
Report dated September 21, 2016 from Judy Robertson, Outreach Coordinator, External Relations, and Phil Trotzuk, Chief Financial Officer/General Manager, Financial Services, providing the history of the Metro Vancouver Cultural Grants Program and current funding availability, in consideration of increasing the annual budget allotment.

Discussion ensued regarding the origin of the fund, its continued sustainability, the need for an annual increase, and the possibility of fundraising opportunities.
It was MOVED and SECONDED
That the GVRD Board approve a fifty percent (50%) increase, phased in over five years to the current annual funding of $100,000 for cultural grants awarded to regional cultural organizations to be funded from the GVRD Cultural Grant Reserve.

CARRIED

2.2 Manager’s Report
Report dated September 23, 2016 from Heather Schoemaker, Senior Director, External Relations, providing an update on the Canada 150 grant application and Clayton Reservoir Project.

It was MOVED and SECONDED
That the Regional Culture Sub-Committee receive for information the report dated September 23, 2016, titled “Manager’s Report”.

CARRIED

3. ADJOURNMENT/CONCLUSION

It was MOVED and SECONDED
That the Intergovernment and Finance – Regional Culture Sub-Committee conclude its special meeting of October 7, 2016.

CARRIED
(Time: 9:52 a.m.)

____________________________   __________________________
Agata Kosinski,      Judy Villeneuve, Chair
Assistant to Regional Committees
To: Regional Culture Committee
From: Judy Robertson, External Outreach Coordinator, External Relations Department
Date: May 18, 2017

Subject: MAXguide.org, Survivor101 and Canada 150 Updates

RECOMMENDATION
That the Regional Culture Committee receive for information the report dated May 18, 2017 titled “MAXguide.org, Survivor101 and Canada 150 Updates”.

PURPOSE
To provide the Regional Culture Committee with an update of MAXguide.org, Survivor 101 activities for 2016-2017 and the status of the Canada 150 application.

BACKGROUND
For the past number of years, Metro Vancouver, working closely with member municipalities, has provided leadership and support to two regional initiatives focussed on building greater awareness and engagement with cultural and artistic events across the region.

1. MAXguide.org - management and administration of, the web-based arts and culture regional calendar, promoting the range of cultural and artistic events in the Metro Vancouver region.

2. Survivor 101 - support to the Regional Cultural Development Advisory Committee (RCDAC) including the co-development and delivery of a series of sub-regional workshops for Community Arts organizations.

Canada 150 was a one-time application for a video project “Celebrating Canada 150 in Metro Vancouver” as part of the Government of Canada’s Canada 150 celebrations.

MAXGUIDE.ORG, SURVIVOR 101 AND CANADA 150 UPDATES

MAXguide.org
Launched February 25th, 2011, MAXguide.org, Metro Vancouver’s regional arts and culture calendar, is a collaboration of regional culture stakeholders, providing free listings of arts and culture events for arts organizations, individuals and selected art businesses.

The calendar is populated by members and administered by Metro Vancouver. (Once successfully registered, members manage their own information and event listings, including information about their specific organization(s), affiliation(s), and venue(s). A member may have more than one organization for whom they input data i.e. publicists, independent producers, etc.)

Now in its sixth year, MAXguide.org has increased its membership from 800 to 850 members with more than 900 organizations and 750 venue listings. Overall event listings are close 4,200. The numbers in each of these categories continues to increase on a regular and incremental basis.

Two Google Analytics reports were generated for the time period of May 1, 2016 to May 16, 2017.
(Attachment 1). The overall numbers for this time period show that MAXguide.org received a total of 18,023 visits, with the duration of each visit at 1.13 minutes and 2.06 page views. Both duration and page views have remained constant from 2016 – to 2017. Close to eighty percent are new viewers and twenty percent are returning. The traffic report shows that most visits are coming directly through Google, with direct and Metro Vancouver website being the other two top sources. This is an indication of general brand recognition of the name MAXguide. The number of users has increased from 5,700 in 2015 – 2016 to 7,039 in 2016 -2017.

In 2017 minor modifications will be undertaken to the technical administrative structure of MAXguide.org to improve and update sections of the current membership data entry keys and create additional reporting features for both the Metro Vancouver administrator and MAXguide.org members. These changes are in response to requests from users.

**Survivor 101**

The Survivor 101 series has been well received by members and arts and culture organizations. A key factor being that the organizations are given the opportunity to network with peers and share knowledge as well as identify capacity and sustainability issues. Across the region and across the workshops the survey feedback has indicated a strong desire for the series to be ongoing and popular topics re-run.

In the summer of 2016 RCDAC members determined that the Fall 2016 Survivor 101 workshop would be postponed as many regional cultural planners and activity producers were reaching capacity with upcoming Canada 150 programming. In addition, three members of RCDAC sub-committee, who co-ordinate the series, gave notification of their retirement. Once the new municipal members are in position the RCDAC sub-committee for Survivor 101 will meet to outline a plan for the 2017-2018 series.

To date, close to 300 participants from across the region have completed one or more of the workshops in the series, and the completed surveys from each workshop indicate a strong desire for the continuation of this series and re-running of popular and critical topics.

**Canada 150 Fund Application**

An application for a video project “Celebrating Canada 150 in Metro Vancouver” was submitted to the Canadian Heritage Canada 150 Fund on October 21, 2016. The following is the project summary from the formal application:

Metro Vancouver has a regular television show that profiles sustainability actions of member municipalities called Metro Vancouver Close-up.

The show is distributed on community television, through Metro Vancouver’s social media platforms (blog, Facebook, Twitter, Google) placement on our member municipal websites and through Youtube pre-roll.

The region wide Canada 150 celebrations would be a regular feature within Metro Vancouver Close-up and would profile and promote the Canada 150 activities in each of our member municipalities. Viewers would learn about the many activities taking place across the region and be able to share their events with each other. The video production would focus on finding the stories behind the events; it will use the many events taking place to celebrate and profile the people that make Canada
the amazing and diverse nation it is and will inspire and inform viewers to get involved and participate in upcoming celebrations. A recurring theme would be the links between the past and the present and explore how our country came to be the nation it is – with a focus on the local, municipal level.

An element that will be developed is a website where these stories are collected that will allow viewers to easily share and subscribe to the video channel.

Coverage of Canada 150 would take place over the entire 2017 calendar year with a final wrap-up video to be produced at the end of the year.

Approximately 20 stories would be produced during the year of 2-5 minutes in length. This project proposal was based on one of the four priority areas supported by the Canada 150 Fund.

In February 2017, Metro Vancouver received notification that the proposal was not selected. (Attachment 2)

**ALTERNATIVES**
This is an information report. No alternatives are presented.

**FINANCIAL IMPLICATIONS**
The maintenance of MAXguide.org and the co-development of the Survivor 101 workshops series are funded under General Government with a budget of $5,000 managed by the External Relations Department.

**SUMMARY / CONCLUSION**
MAXguide.org and the Survivor 101 workshop series continue to be strong vehicles to inform and engage on cultural and artistic events and to build capacity across arts and culture organizations. Metro Vancouver’s application, as part of the Government of Canada’s Canada 150 celebrations, for support for a “Celebrating Canada 150 in Metro Vancouver” project was unsuccessful.

**Attachments and References:**
1. Google Analytics Report
2. Notification from Canadian Heritage

21807996
May 1, 2016 - May 16, 2017

Acquisition Overview

Top Channels

- Organic Search: 29.1%
- Referral: 29.3%
- Direct: 20.1%
- Social: 18.4%
- Email: 10.6%

Sessions

- Sessions: 8,764
- % New Sessions: 79.84%
- New Users: 6,997
- Bounce Rate: 72.42%
- Pages / Session: 2.06
- Avg. Session Duration: 00:01:13

Conversions

- Goal Conversion Rate: 100.00%

Organic Search:
- Sessions: 4,329
- % New Sessions: 74.73%

Referral:
- Sessions: 2,570
- % New Sessions: 79.92%

Direct:
- Sessions: 1,760
- % New Sessions: 56.19%

Social:
- Sessions: 103
- % New Sessions: 65.05%

Email:
- Sessions: 2
- % New Sessions: 100.00%

To see all 5 Channels click here.

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Audience Overview

May 1, 2016 - May 16, 2017

Language Sessions % Sessions
1. en-us 4,430 50.55%
2. ru 1,287 14.69%
3. en-ca 1,143 13.04%
4. en-gb 982 11.20%
5. ru-ru 384 4.38%
6. fr 50 0.57%
7. c 41 0.47%
8. it 40 0.46%
9. ko-kr 35 0.40%
10. en 32 0.37%

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From: Canada 150 Ouest / Canada 150 West (PCH) [mailto:pch.canada150ouest-canada150west.pch@canada.ca]
Sent: Monday, February 13, 2017 7:25 AM
To: Judy Robertson <Judy.Robertson@metrovancouver.org>
Subject: GREATER VANCOUVER REGIONAL DISTRICT - Celebrating Canada 150 in Metro Vancouver

Canada 150 – Thank you for your proposal

Thank you for submitting an application to the Canada 150 Fund for the project Celebrating Canada 150 in Metro Vancouver. We received a high volume of submissions, and the selection process was competitive. We regret to inform you that your proposal was not selected. Please contact Stephen Mill (stephen.mill@canada.ca) if you have any questions regarding this decision.

We are grateful for your interest in participating in Canada’s 150th anniversary of Confederation. The government is looking forward to bringing Canadians together to celebrate this milestone and to help shape Canada for the future.

Canada 150 – Merci pour votre demande

Nous vous remercions d’avoir soumis une demande au Fonds du Canada 150 pour le projet intitulé Celebrating Canada 150 in Metro Vancouver. Nous avons reçu un volume élevé de demandes, et le processus de sélection était compétitif. Nous regrettons de vous informer que votre proposition n’a pas été choisie.

Veuillez s’il vous plaît contacter Stephen Mill (stephen.mill@canada.ca) si vous avez des questions concernant cette décision.

Nous sommes reconnaissants de votre intérêt à participer au 150e anniversaire de la Confédération. Le gouvernement se réjouit de rassembler les Canadiennes et Canadiens ensemble afin de célébrer cette étape importante et de permettre de façonner le Canada pour l’avenir.
To: Regional Culture Committee

From: Judy Robertson, External Outreach Coordinator, External Relations Department

Date: May 19, 2017

Subject: Metro Vancouver 2017 Cultural Grants: Adjudication Process

RECOMMENDATION
That the Regional Culture Committee receive for information the report dated May 17, 2017 titled “Metro Vancouver 2017 Cultural Grants: Adjudication Process”.

PURPOSE
To provide the Regional Culture Committee with guidelines for reviewing the 2017 grant applications that will result in the recommended allocation of the 2017 Regional Project Grants.

BACKGROUND
As part of its Terms of Reference, the Regional Culture Committee has direct responsibility for the review and adjudication of the cultural grant applications, to recommend the cultural grants allocation, and present the recommended allocation to the MVRD Board for approval.

This report is brought forward to review the adjudication process.

METRO VANCOUVER CULTURAL GRANTS: ADJUDICATION PROCESS

June 8, 2017 Regional Culture Committee Meeting
Announcement of the Metro Vancouver Regional Cultural Grants was distributed April 7, 2017 (see Attachment 1). The 2017 grant application deadline is May 24, 2017. Staff will receive the applications and complete an initial logging of the total applications, undertake a pre-screening to ensure that each application meets the grant requirements and compile a short list of applications for review by the Committee. In addition staff will create a spreadsheet of the total applications, and a spreadsheet of the past recipients of a Regional Projects Grant from 2012 - 2016, to provide additional background for the allocation decision process.

Members will be given a set of guidelines and forms for use in the final assessment (Attachment 2). The adjudication criteria assesses the organization and reviews the proposed projects' merit and regional reach and then factors that into the evaluation of the project – regional focus, sustainability, timing and budgetary needs. Committee members will receive the short listed applications, the criteria and eligibility forms, and the spreadsheets at the June 8 meeting of the Committee in order to allow for a review of the material in advance of the July 12, 2017 allocation meeting.

July 12, 2017 Regional Culture Committee Meeting
At the July 12, 2017 meeting of the Regional Culture Committee, members will discuss the short listed 2017 grant applications. Final reports from previous allocations will also be considered if an organization has applied in the past and was successful. Staff will provide an update of the status of final reports from previous years.
At the July 12, 2017 committee meeting, Committee members ('adjudicators') will discuss each short listed application and make a recommendation on the grant award for each of the successful proponents with a cap of $10,000 for a single project and with the total not to exceed $110,000. (In previous years the grants have averaged between $2500 and $5000 to about 25 organizations.)

Staff will prepare a report based on the recommendations of the Committee to be presented to the MVRD Board for approval on July 28, 2017.

ALTERNATIVES
This is an information report. No alternatives are presented

FINANCIAL IMPLICATIONS
The MVRD Cultural Grants program is funded from the Cultural Grants Reserve. As part of the 2017 Budget Review the Board approved a fifty percent (50%) increase, phased in over five years to the annual funding of $100,000 for cultural grants awarded to regional cultural organizations. The 2017 allocation will not exceed $110,000.

The table below shows the Cultural Grants program dollar amounts over the next five years:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Grants</td>
<td>$110,000</td>
<td>$120,000</td>
<td>$130,000</td>
<td>$140,000</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

SUMMARY / CONCLUSION
The allocation of the 2017 Metro Vancouver Cultural Grants will be adjudicated by the Regional Culture Committee and will consider the continued support of recipients who have made a long standing commitment to serving the region while fostering the new recipient organizations who are committed to expanding to a regional audience.

Following the 2017 grant application deadline of May 24, 2017, staff will undertake an initial review of the applications and compile a short list of applications for review by the Sub-Committee. At the July 12, 2017 meeting of the Regional Culture Committee, members ('adjudicators') will discuss each short listed application and make a recommendation on the grant award for each of the successful proponents. The cap for any single project is $10,000 with the total grant allocation not to exceed $110,000. A report outlining the committee's recommendations will be presented to the July 28, 2017 meeting of the MVRD Board for approval.

Attachments and References:
1. Metro Vancouver Regional Culture Grants Announcement
2. Notice of Assessment Criteria
April 07, 2017

CULTURAL GRANTS – APPLICATION DEADLINE MAY 24

Cultural groups can now apply to Metro Vancouver for Regional Project Grants.

The 2017 application form and the Project Grant Eligibility and Selection Criteria can be downloaded from www.metrovancouver.org/cultural-grants.

Alternatively, request the application form and grant eligibility material by e-mailing judy.robertson@metrovancouver.org or calling 604-432-6205.

The Regional Project Grants will support research creation, production, dissemination, audience development, project staff and/or administrative capacity building and the per-project grant awarded to a maximum of $10,000.

Completed applications must be submitted by 4 pm, Wednesday, May 24, 2017.

For more information, please contact Metro Vancouver at 604-432-6200.
## REGIONAL IMPACT (20%)

<table>
<thead>
<tr>
<th>The regional impact of the project.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The impact of the project on the organization’s contribution to the regional arts and culture landscape.</td>
</tr>
<tr>
<td>Organization’s current initiatives and past projects related to regional serving programs.</td>
</tr>
</tbody>
</table>

## ADMINISTRATIVE (20%)

<table>
<thead>
<tr>
<th>Presentation of a realistic budget and timeline.</th>
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</thead>
<tbody>
<tr>
<td>The organization’s ability to forecast the potential risks of the project.</td>
</tr>
<tr>
<td>The financial stability of the organization.</td>
</tr>
</tbody>
</table>
### 2017 REGIONAL CULTURAL GRANTS ADJUDICATION

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Amount requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 Project Name:</td>
<td>Overall Project Budget:</td>
</tr>
<tr>
<td>2016 Project Name:</td>
<td>or N/A</td>
</tr>
<tr>
<td>2016 Report received:</td>
<td>Yes No N/A</td>
</tr>
<tr>
<td>2016 MV Recognition:</td>
<td>Yes No N/A</td>
</tr>
</tbody>
</table>

#### MERIT (60%)

| Artistic merit of the organization, based on past excellence and proven ability to carry out the proposed project. |  |
| Merit of the artists and administrators involved in the project, based on their experience, qualifications and proven ability to carry out the project. |  |
| The quality of programming and merit of the artistic goals of the project. |  |
| Goals and their relevance to arts and culture within the region. |  |
Regional Culture Committee
Terms of Reference

The Regional Culture Committee is a standing committee of the Metro Vancouver Board that provides advice and recommendations on policies, plans, programs, budgets and issues related to the annual Metro Vancouver Cultural Grants Program, and Metro Vancouver’s role in advancing culture throughout the region.

Committee Responsibilities
Within the scope of the Board Strategic Plan, Board policies, the Metro Vancouver Financial Plan, and the Metro Vancouver Cultural Grants Program, the Committee oversees the review of grant applications and award of funds. The Committee also considers matters, referred to it by the Board, related to the promotion of culture within the Metro Vancouver region. Specific Committee responsibilities include the following:

- Oversee the administration of the Cultural Grants Program, including the review and updating of application materials and criteria that are used by the Program
- Guide efforts to raise the profile of the Cultural Grants Program among arts and culture organizations throughout the region;
- Review applications for funding through the Program, and make recommendations to the Board on the allocation of funds each year;
- Undertake initiatives, as directed by the Board, aimed at raising awareness of the importance of arts and culture to the region, and at advancing culture; and
- Monitoring the overall state of arts and culture in the region, as well as the efforts of others to promote arts and culture.

Committee Membership and Meetings
The Chair, Vice Chair and members are appointed annually by the Chair of the Metro Vancouver Board. The Committee meets three times per year on the Metro Vancouver Cultural Grants Program, and at other times as required to address issues referred to the Committee by the Board. A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Committee Management
The Committee Chair, or in the absence of the Chair the Vice-Chair, is the chief spokesperson on matters of public interest within the Committee’s purview. For high profile issues the role of spokesperson rests with the Metro Vancouver Board Chair or Vice Chair. On technical matters or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer or a senior staff member is the appropriate chief spokesperson. Where necessary and practical, the Board Chair, Committee Chair and Chief Administrative Officer confer to determine the most appropriate representative to speak.
The Chief Administrative Officer assigns a Committee Manager for the Committee. The Committee Manager is responsible for coordinating agendas and serves as the principal point of contact for Committee members.