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:

- Overseeing the administration of the Cultural Grants Program, including reviewing and updating application materials and criteria that are used by the Program;
- Guiding efforts to raise the profile of the Cultural Grants Program among arts and culture organizations throughout the region;
- Reviewing applications for funding through the Program, and making recommendations to the Board on the allocation of funds each year;
- Undertaking 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 two 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.