



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR COMMITTEE CONSIDERATION

TO: Chair and Members, Select Committee on Arts, Culture, Heritage Grants File No.: COM 1.7(g)

FROM: Hilary Erasmus, Manager of Communications and Culture

DATE: May 2, 2025

SUBJECT: Amendments to the Terms of Reference

SUMMARY: Purpose: To amend the Terms of Reference sections on Committee Members and length of terms  
Attachments:  
1. Select Committee on Arts, Culture, Heritage Grants Terms of Reference

### RECOMMENDATION(S):

1. THAT the report dated May 2, 2025 regarding "Amendments to the Terms of Reference" be received for information.
2. THAT Section 3.1 of the Terms of Reference be amended to read "The Committee Members appointed by the Board are the Chair and Vice Chair of the Cultural Services Advisory Committee and five members of the public."
3. THAT Section 3.2 of the Terms of Reference be amended to read "Individuals are appointed for a three-year term."

ENTITLEMENT	HOW VOTE COUNTED
All 1 Member/1 vote	Majority
All 1 Member/1 vote	Majority
All 1 Member/1 vote	Majority

### ISSUE(S):

Section 3.1 of the Terms of Reference for the Select Committee on Arts, Culture, Heritage Grants currently reads:  
"The Committee Members appointed by the Board are the Chair and Vice Chair of the Cultural Services Advisory Committee along with Megan Brumovsky, Tracy Calogheros, Katherine Carlson, Sharon Stearns and Bridget Uhl."

The Committee is asked to recommend changing the section to read:  
"The Committee Members appointed by the Board are the Chair and Vice Chair of the Cultural Services Advisory Committee and five members of the public."

Section 3.2 of the Terms of Reference currently reads:  
"Individuals are appointed for a four-year term."

The Committee is asked to consider if the term should be amended to three years.

### RELEVANT POLICIES:

N/A

### STRATEGIC PRIORITIES ALIGNMENT:

☐

Indigenous and  
Intergovernmental  
Partnerships

☐

Organizational  
Strength and  
Adaptability

☐

Quality Community  
Services

☐

Environmental  
Stewardship and  
Climate Action

Awareness and  
EngagementStatutory or  
Routine Business**SERVICE RELEVANCE:**

N/A

**FINANCIAL CONSIDERATION(S):**

N/A

**OTHER CONSIDERATION(S):**

N/A

**DECISION OPTIONS:**

## 1. Approve recommendations.

- Section 3.1 will be amended to read “The Committee Members appointed by the Board are the Chair and Vice Chair of the Cultural Services Advisory Committee and five members of the public.”
- Section 3.2 will be amended to read “Individuals are appointed for a three-year term.”

Other Options:

- a. Section 3.1 remains unchanged and the Terms of Reference will need to be amended for every new term and when new Committee Members are appointed.
- b. Section 3.2 will remain unchanged and individuals will be appointed for four-year terms.

**COMMENTS:**

The change from specifically naming the five individual Committee Members will provide more flexibility as the Terms of Reference will not have to be continually amended when a current term comes to an end and new members need to be named, or if individual committee members are unable to complete a term.

The appointment term length is being reviewed as a shorter commitment of three years could be more attractive when trying to recruit new Committee Members.

Respectfully submitted,

***“Hilary Erasmus”***

Hilary Erasmus  
Manager of Communications and Culture

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