



# Terms of Reference

## Cultural Development Committee

### **Purpose**

To guide decision making and progress of arts and cultural development within the community. The Committee will advise the District of Summerland (the “District”) on issues relating to art and culture.

### **Objectives**

The Cultural Development Committee will monitor progress, help build capacity and collaborate with stakeholder groups to facilitate cultural development. In doing this, the Committee will focus on the following objectives:

- Identify arts and cultural opportunities by providing advice to groups on how connections with the community and collaboration between organizations can be strengthened;
- Support specific projects that promote art and culture for the community at large for example, the Arts and Cultural Centre;
- Provide a forum for dialogue, where groups or individuals can present comments and ideas for the creation of art and culture within the community;
- Advise the District on initiatives pertaining to the acquisition of public art, whether by donation, commission or fundraising; and
- Monitor the strategic directions in the Cultural Plan and advise Council on the progress of these objectives through an Annual Report.

The Committee may also advise Council on points relating to arts and culture in Summerland, including:

- Any matters referred to the Committee by Council with respect to the planning and development of cultural areas and aesthetics or design features of facilities and signage.
- Assisting in the comprehensive review of Municipal plans as they relate to cultural matters:
  - Official Community Plan;
  - Neighbourhood and Comprehensive Development Plans;
  - Other master plans (Parks and Recreation, Transit, etc.).

### **Membership**

The Committee shall be comprised of seven (7) citizen members, appointed or as otherwise directed by Council, and one (1) Council member, for a total of eight (8) members. Members

are representatives from the community who have an avid interest or demonstrated experience in the areas of arts and culture consisting of:

**Category 1: Arts and Cultural representatives**

Three (3) voting members from the arts and cultural community: board or staff members from arts and cultural groups or individual artists (including cultural entrepreneurs) who have demonstrated outstanding leadership and/or commitment within the arts and cultural community, and are dedicated to working in a collaborative manner.

**Category 2: Community at large representatives**

Four (4) voting members from various sectors with outstanding leadership and a track record of achievement within their respective fields of expertise including (but not limited to) business, communications, development and fundraising, education, and health, and are dedicated to working in a collaborative manner.

Participation on the Committee is voluntary and members will serve without remuneration other than reimbursements of expenses approved by the Committee, incurred in the performance of Committee duties.

Members of the Committee will be appointed on the basis of their availability, experience and expertise they can bring to the Committee for the betterment of arts and cultural development. It is recommended that at least one (1) member representing youth (35 years old and under) be included. No exclusive preference shall be given to any organizations, agencies or interest groups these members may be associated with, rather the members of the Committee will reflect a diverse range of community knowledge and ability to achieve objectives in a practical and time sensitive manner. Community experts may be called upon as non-voting members as required.

**Term**

The term of office shall be two years (initial appointments shall expire on March 31<sup>st</sup>, 2018). Appointments made partway through a year will be in effect until the end of the term. Members shall be Council-appointed and may reapply to serve more than one term.

If a Committee member is absent from Committee meetings for a period of three (3) consecutive meetings, unless the absence is because of illness or with the leave of the Committee members, the member's appointment will be deemed vacant and a new volunteer will be appointed.

**Meeting Procedures**

The Committee shall choose a Chairperson to preside over its meetings. The Committee shall also choose a Recording Secretary and Vice-Chairperson, to preside in the absence of the Chairperson. All meetings are to be held at the call of the Chairperson.

A quorum shall be a majority of Committee members.

If there is no quorum present within 30 minutes after the appointed time for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned.

The Chairperson, in conjunction with the Community Development Coordinator, will determine the agenda items. Agendas will be prepared by the Community Development Coordinator and forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

### **Staff Support**

The role of the Community Development Coordinator in supporting the Committee includes:

- Booking meeting rooms and other needed resources;
- Assisting the Chairperson with developing agendas;
- Providing information and professional advice;
- Requesting additional staff support and recommending community/regional experts as needed;
- Providing orientation to the work and role of the Committee to new members;
- Provide action items as needed, and ensure Committee recommendations are communicated to Council.

Adopted: February 14<sup>th</sup>, 2017