

## **DISTRICT OF SECHELT**

### **ARTS, CULTURE AND HERITAGE STRATEGIC PLAN**

#### **POLICY 1: IMPORTANCE OF ARTS, CULTURE AND HERITAGE**

**THAT Council demonstrate its belief in the importance of Arts, Culture and Heritage to the economy, social health and community development of the District of Sechelt.**

#### **IMPLEMENTATION:**

- 1.1 That the District of Sechelt support the Sunshine Coast Regional Cultural Strategy.
- 1.2 That the Arts, Culture and Heritage Advisory Committee submit recommendations to the Committee of the Whole.
- 1.3 That there be a District Staff Liaison appointed to the Arts, Culture and Heritage Advisory Committee.

#### **POLICY 2: ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**

**THAT Council appoint members to an Arts, Culture and Heritage Advisory Committee to review and advise with regard to arts, culture and heritage initiatives.**

#### **IMPLEMENTATION:**

- 2.1 THAT Council support a citizen-based advisory committee with a specific Mandate and Terms of Reference (See Appendix A) and advertise notice of vacancies on the Committee as they arise.
- 2.2 THAT the District of Sechelt and the Arts, Culture and Heritage Advisory Committee work in partnership with regional Arts, Culture and Heritage community groups.
- 2.3 THAT the District of Sechelt and the Arts, Culture and Heritage Advisory Committee capitalize on Federal and provincial initiatives by pursuing grant opportunities that highlight arts, culture and heritage in the economic development of communities.

- 2.4 THAT the Arts, Culture and Heritage Advisory Committee hold an Open House annually to invite presentations and discussions regarding arts, culture and heritage.

### **POLICY 3: CELEBRATING COMMUNITY**

**THAT Council access resources within the community when arts, culture and heritage programs and projects arise.**

#### **IMPLEMENTATION:**

- 3.1 THAT with appropriate resources, the District of Sechelt and the Arts, Culture and Heritage Advisory Committee organize collaborative initiatives to publicize and market the community's arts, culture and heritage.
- 3.2 THAT the District of Sechelt encourage the business and educational sectors to include joint strategies to promote and enhance cultural tourism and arts-friendly development in Sechelt.
- 3.3 THAT the District of Sechelt provide an Arts, Culture and Heritage page on the District's website.
- 3.4 THAT Council continue an annual budget allocation for the acquisition of public art.
- 3.5 THAT the District of Sechelt continue to seek to include public art as one of the community amenities in guidelines for developers.

### **POLICY 4: FACILITIES**

**THAT Council develop a plan for the creation, preservation and use of Arts, Cultural and Heritage facilities.**

#### **IMPLEMENTATION:**

- 4.1 THAT the District of Sechelt develop a long-term strategy for an archives for the collection, housing, preservation and display of Sechelt's history including artifacts, written and taped histories, pictures and other significant properties.
- 4.2 THAT Council create a plan for the preservation and future use of Rockwood Lodge.
- 4.3 THAT the District of Sechelt develop a heritage inventory.

**POLICY 5: BUDGET LINE ITEM**

**THAT Council's support for arts, culture and heritage be recognized by a specific budget account.**

**IMPLEMENTATION:**

- 5.1 THAT Council continue an annual budget allocation and annually review the amount based on needs, opportunities and growth.
- 5.2 THAT the Arts, Culture and Heritage Advisory Committee recommend to Council an annual budget amount.
- 5.3 THAT Council continue to consider financially supporting regional initiatives in partnership with the Sunshine Coast Regional District.

## **APPENDIX A**

### **DISTRICT OF SEHEL T**

### **ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**

### **MANDATE AND TERMS OF REFERENCE**

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*This document, updated in September 2011, replaces all prior such documents for the District of Sechelt Arts, Culture and Heritage Advisory Committee.*

#### **MANDATE**

To prepare, implement and, on an ongoing basis, review and revise an Arts, Culture and Heritage Strategic Plan for the District of Sechelt, which will meet the goals identified in the District of Sechelt Arts, Culture and Heritage Policy; and to supervise and/or coordinate projects, events, proposals, and policies with regard to Arts, Culture and Heritage; and to advise Council on same.

#### **TERMS OF REFERENCE**

##### **TYPE OF COMMITTEE**

This is a select Advisory Committee of Council that serves at the pleasure of Council and shall continue for as long as Council wishes.

##### **TERM OF APPOINTMENT OF THE COMMITTEE**

The Committee shall be ongoing unless dissolved or otherwise redefined by Council.

##### **MEMBERSHIP**

1. The Committee shall consist of no fewer than 6 and no more than 10 qualified members appointed from the general public and may include individuals from Sechelt and residents from other areas of the Sunshine Coast.
2. Members unable to attend the majority of Committee meetings may be asked by the Chair to relinquish their membership on the Committee.
3. In addition, there shall be one member of the District of Sechelt Council on the committee, whose role is to act as Liaison between Council and the Committee and to report to Council on Committee activities.
4. There shall be a Staff Liaison on the Committee to enhance coordination of visions and policies pertaining to arts, culture and heritage.
5. There shall be a non-voting Liaison member position on the Committee to be filled by a representative from other arts, culture or heritage groups to further enhance community-wide coordination of visions relating to arts, culture and heritage events and activities.

## **TERM OF APPOINTMENT OF MEMBERS**

1. Term of appointment for Committee members from the general public will be two years; a member may stand for reappointment at the end of his or her term. Council will appoint or reappoint members to the Committee.
2. Term of Council Liaison shall be at the will of the Mayor and Council.

## **CHAIR AND VICE-CHAIR**

1. Voting members of the Committee shall elect a Chair and Vice-Chair. The Vice-Chair shall take over from the Chair as necessary and otherwise be in a position of being mentored to become the next Chair.
2. The Chair and Vice-Chair shall each serve a one-year term. Both the Chair and Vice-Chair may stand for re-election each year.
3. All members are eligible to serve as Chair or Vice-Chair.

## **VOTING STATUS OF MEMBERS**

1. *Liaison to Council:* Council Liaison does not vote.
2. *Chair/Vice-Chair:* According to Robert's Rules, the Chair votes. The same conditions shall apply to the Vice-Chair.
3. *New Members:* New members approved by Council shall have the same voting rights as established members. Should a delay of approval occur due to exigencies of scheduling or other unavoidable reason, new members awaiting appointment by Council may attend meetings but cannot vote until appointed by Council.

## **ACTIVITIES TO BE UNDERTAKEN BY THE COMMITTEE**

1. Periodically revise the Arts, Culture and Heritage Plan.
2. Prepare an annual work plan with budget and submit to Council for consideration.
3. Provide input to the District of Sechelt regarding inclusion of the Arts, Culture and Heritage Plan during revisions to the District of Sechelt's Official Community Plan.
4. Initiate and review Arts, Culture and Heritage proposals and make recommendations to Council accordingly.

5. Investigate provincial, federal, regional, and private initiatives to highlight Arts, Culture and Heritage in the economic development of the District of Sechelt.
6. Support and promote events, shows, festivals, projects and acquisitions, as well as Council directives pertaining to Arts, Culture and Heritage, by undertaking to:
  - Ensure that all proposals have a direct municipal benefit to the District of Sechelt
  - Cooperate with all Arts, Culture and Heritage groups to program, publicize and promote arts, culture and heritage to on-Coast and off-Coast audiences
  - Encourage input from the community at large for Arts, Culture and Heritage ideas and initiatives that could be funded or partially funded from the Arts, Culture and Heritage budget

## **ESTABLISHMENT OF SUBCOMMITTEES**

Subcommittees may be formed on an ad hoc basis to carry out particular projects or to address specific areas of concern (for example: Festival Subcommittee, Sculpture Subcommittee; Music Subcommittee; Visual Arts Subcommittee).

## **MEETINGS**

Meetings will be monthly or at the call of the Chair and as agreed by a majority of members.

## **QUORUM**

A quorum shall consist of a majority of the voting members appointed.

## **MEETING PROCEDURES**

Meetings shall follow the rules as provided in the District of Sechelt's procedure bylaw, with the use of Robert's Rules of Order where the procedure bylaw is silent. Meetings may also accommodate informal procedures and conversation, with the provision that these occasions remain generally consistent with the procedures as provided.

## **RECOMMENDATIONS**

Recommendations shall require a quorum and be by consensus where possible, or by majority vote where there is no consensus.

## **ETHICS AND CONDUCT**

1. *Conduct of Members:* Robert's Rules shall govern issues of ethics and order *within* meetings. Broad guidelines for appropriate conduct *outside* of meetings shall include:
  - To refrain from working to obstruct or undermine the due business of the Committee
2. *Equity Policy:* Committee business including interviews of potential new members or contractors, shall be conducted in such a way as to refrain from discriminatory practices or prejudicial language based on the prohibited grounds of discrimination contained in the BC Human Rights Code as follows: place of origin, sexual orientation, family status, political beliefs, ancestry, physical disability, mental disability, criminal conviction, marital status, gender, age, religion, colour and race. Selection criteria must be based on bona fide occupational requirements relevant to the position duties or business of the Committee.