

Cultural Resource Commission

Terms of Reference

The Cultural Resources Commission is established by the District of Mission Council. The District mission states “Our purpose is to build a safe, healthy and inclusive community that is abundant in the economic, cultural and recreational opportunities.”

MANDATE

The Cultural Resources Commission provides the expertise of a diverse group of people to make recommendations that will shape the infrastructure and support base for regional cultural activities, services and organizations. Their recommendations will sustain and enhance the social and economic benefits of culture which includes arts, multiculturalism and throughout the District.

GUIDING PRINCIPLES

The principles and values that shape our decision making include:

- A civic Cultural Policy is a community building tool. It is a vehicle for expression of community spirit and pride.
- Culture fosters the creation of a sense of place – connecting our past, present and future.
- To be effective, we must ask, listen, consult and involve. Implementation of the Cultural Policy is dependent on participation from the community.
- Culture creates a product. It provides residents and visitors alike with things to do, things to see, and things to learn.
- A capital investment in arts, heritage and multiculturalism makes our local culture accessible to all.
- A vibrant, active and culturally aware community will spark economic development and foster tourism.

PART 1: RESPONSIBILITY OF THE CULTURAL RESOURCES COMMISSION

The Cultural Resources Commission provides advice and recommendations to Council on progress toward implementation of the Cultural Resources Management Plan and on those items referred by Council.

- A. With the adoption of the Cultural Resources Management Plan by Council, the Cultural Resources Commission will be appointed to provide leadership in the following:
 - Monitor Action Steps that will ensure the implementation of the District of Mission Cultural Resources Management Plan
 - Create sub-committees, as needed, that will address items from the Action Steps detailed in the Mission Cultural Resources Management Plan
 - Build awareness and undertake public consultation to increase understanding and appreciation of culture and its positive role in a sustainable future
 - Connect diverse groups and initiatives
 - Recommend policy for acquisition of local arts, crafts and public cultural spaces
 - Support a program of recognition and incentives that acknowledge contributions of individuals and cultural initiatives
 - Report to Council on its activities and expenditures

PART 2: MEMBERSHIP

A. Criteria for Membership

1. All members will be either residents of the District of Mission or will have strong ties to the community and shall be persons who have knowledge or experience deemed to be of value to the Council and Commission.
2. Membership on the Cultural Resources Commission is a volunteer appointment.
3. All members must be able to commit to 8 meetings per year.
4. All members will be appointed by Council at an in-camera meeting.

B. Composition of Membership

1. Members

There will be a total of 10 -12 voting members, who are knowledgeable about the community and reflect broad interests which may include the following:

- Professionals – facilities management, fundraising, land use expert, planner, technical expert, etc
- Artisan – creative specialists in glass, wood, metal, pottery, fibre arts, etc
- Literary arts – librarian, writer, poet, songwriter, etc
- Multi-media and technical expertise – film, tv, electronically enhanced creative processes, etc
- Performing arts – dance, theatre, music, orchestra, etc
- Visual arts – painting, drawing, graphics, photography, etc
- Education – educator or student from K to 12 or post-secondary institutions both public and private
- Recreation and leisure

2. Municipal Responsibility

- a) The representative/liasion from Mission Council will hold a non-voting seat and may serve as Chairperson.
- b) The Council may at their discretion appoint a non-voting staff liaison person to provide support and expertise to the Commission.

C. Term of Appointment

1. The term shall be for 2 years, expiring in January and may include repeat appointments.
2. Transition Clause: In the first year only half of the appointments will be for 1 year and half will be 2 year appointments.
3. Half of the appointments will expire each year and new appointments will be made to ensure continuity and allow for change.
4. Individuals can be re-appointed up to 3 consecutive terms.

D. Appointment Procedure

1. Each October (3 months before the end of the Term of Appointment for half of the members) the Cultural Commission Vice Chairperson will request municipal staff to initiate a public call for nominees utilizing the City Page in the Record and other appropriate methods.
2. Interested persons may submit their own name and background or the name of an eligible nominee for consideration by submitting an application form which includes

relevant experience and reasons why they wish to be considered for the Cultural Resources Commission.

3. Nominees will be contacted by phone and forwarded a copy of the Terms of Reference for the Cultural Resources Commission and asked if their name can stand for consideration for membership.
4. A list of eligible nominees with background information will be forwarded by municipal staff to the Council for presentation at the first closed Council meeting in November each year.
5. All members on the Cultural Resources Commission will be appointed by Council at a closed meeting in early December.
6. New members will take their seats on the Cultural Resources Commission in January and those completing their term of appointment will step down.
7. The Council will appoint a Council representative to the Cultural Resources Commission for a three year term as a non-voting member.
8. Vacancies occurring during a term will be filled as soon as possible when requested by the Vice Chairperson of the Cultural Resources Commission. Municipal staff will forward a report to Council with a list of nominees to fill any vacancy. Council at a closed meeting will appoint a replacement to fill the vacancy for the remainder of the term that is vacant.

PART 3: OPERATING PROCEDURES

A. Executive Positions

1. The Executive will consist of the Chairperson, Vice Chairperson and Correspondence Secretary.
2. A Chairperson and Vice Chairperson will be elected annually from the Commission members at the first meeting in January.
3. The Chairperson is the spokesperson for the Cultural Resources Commission and will represent only those views and decisions agreed to by the Commission.
4. A Vice Chairperson will chair any meetings in the absence of the Chairperson. The Vice Chairperson will initiate and monitor the process of nominating new persons to the Commission.
5. A Correspondence Secretary will be appointed to maintain liaison and information exchange with community groups and the general public.
6. The Executive may meet from time to time at the call of the Chairperson and must report to the Cultural Resources Commission in writing on the topics and recommendations from such a meeting.

B. Quorum and Voting

1. A quorum shall be 50% plus 1 of current voting members.
2. Decisions will be made by consensus where the members of the Commission generally agree on an action or agree that they can live with a decision.
3. If consensus is still not reached a decision will be made by majority vote.

C. Meeting Protocol

1. The Cultural Resources Commission will meet a minimum of 8 times a year and at special request of the Chairperson and/or Council.
2. Meetings are open to the public except for closed sessions (by legislative authority) including discussion of personnel.

3. Notice of meetings will be posted in public locations such as a community events publication.
4. An agenda will be set by the Chairperson for each meeting.
5. Delegates or persons wishing to make a presentation should contact the Chairperson a week in advance of the meeting date if they wish to be on the agenda.
6. A Recorder will be appointed at the first meeting in January to take minutes at each meeting. The minutes must include the exact wording of all consensus decisions or resolutions. The minutes must also include a paragraph indicating the outcome of all items on the agenda and required actions and decisions leading to a consensus or resolution decision.
7. Absenteeism: If a member misses 3 consecutive meetings or has 4 or more absences within a year without giving reasonable notice, the Chairperson will contact that member to discuss the situation. The Chairperson may request the resignation of the member.
8. The Cultural Resources Commission may appoint sub-committees and delegate responsibility for conducting research and drafting resolutions to address the goals and objectives of the Cultural Resources Management Plan.
9. A sub-committee will include at least one member of the Cultural Resources Commission and any additional volunteers or experts. Each sub-committee will have a written statement of purpose, expected outcomes, membership list, requirements for reporting back to the Cultural Resources Commission, and a time frame for completion of work and dissolution of the sub-committee.

D. Budget and Expenditures

1. The Executive of the Cultural Resources Commission will submit an annual budget to Council in June as part of a progress report that indicates the past year's accomplishments, the expectations and work plan for the upcoming calendar year (January-December). The work plan will include a budget.
2. The District of Mission may allocate Cultural Resources Commission Operating Funds, and/or in-kind support through allocating staff and support services.
3. Spending of allocated funds will be agreed to by resolution at a Cultural Resources Commission meeting as expenditures under the adopted budget. This maintains a report of expenditures within the Council approved annual work plan and budget.
4. Expenses of the Commission may include but not be limited to: developing a work plan, project costs, meeting costs, coordination or secretarial services, public education and events, printing and promotional costs, awards and recognition, and attendance at conferences.
5. The budget will be managed by a Parks, Recreation & Culture Department staff member and the funds dispersed through the Finance Department.
6. The District of Mission may apply for grants and special project funds related to the work of the Cultural Resources Commission or its sub-committees.
7. The Cultural Resources Commission will forward to Council any information on the sources, allocation and impact of grants and project funds as part of the minutes forwarded quarterly and as part of the annual report to Council in June each year.

PART 4: ACCOUNTABILITY

1. Minutes of all Cultural Resources Commission meetings will be recorded and attached to the Council package. Copies will be available to the public at accessible locations including the library and the District of Mission website.
2. The Cultural Resources Commission will maintain a regular information flow to the public through municipal staff using various communication networks. A summary of activities will periodically be included in the District "City Page of the local newspaper.
3. The Cultural Resources Commission Terms of Reference will be reviewed annually in February and recommendations for needed changes will be forwarded to Council.