

ARTS & HERITAGE HUB DESIGN STEERING COMMITTEE

Type

Council Committee

Task Force

Mandate

The Arts & Heritage Hub Design Steering Committee is a Select Committee of Council pursuant to section 142 of the *Community Charter*. The mandate of the Steering Committee is to support the implementation of the Waterfront Area Plan by providing design guidance for the Arts and Heritage Hub. The Steering Committee shall provide this advice to staff, design professionals and Council. The Steering Committee's recommendations shall be consistent with the Waterfront Area Plan, the Arts & Heritage Hub Concept report and any other reports or design documents for the Arts & Heritage Hub formally endorsed by Council.

The proposed artist studio building of the Arts & Heritage Hub will include collaborative design input from local First Nation artists.

Membership

The Committee will be comprised of the following members:

Voting Members (9)

- Up to three members representing the Stz'uminus First Nation or local indigenous artists, appointed by Council;
- One member representing the Arts Council of Ladysmith and District, appointed by Council;
- One member representing the Ladysmith and District Historical Society, appointed by Council;
- One member representing the Ladysmith Maritime Society, appointed by Council; and
- Up to three members representing existing and prospective tenants of the Arts & Heritage Hub, appointed by Council.

Non-Voting Members (3)

- One member of Council;
- Director of Development Services; and
- Director of Parks, Recreation and Culture.

Nominations

The Director of Development Services shall seek nominations from the organizations and individuals listed above and Council shall consider the nominations in accordance with the requirements and regulations of the *Community Charter*. The nomination process shall be as follows:

- For the Arts Council of Ladysmith and District, representative, the Arts Council shall submit at least two nominees, from which Council will select one to sit on the Steering Committee.
- For the Ladysmith and District Historical Society representative, the Society shall submit two nominees, from which Council will select one to sit on the Steering Committee.
- For the Ladysmith Maritime Society representative, the Society shall submit two nominees, from which Council will select one to sit on the Steering Committee.

- For the Stz'uminus First Nation/local indigenous artist representatives the Director of Development Services shall seek nominations, with no limit or requirement on the number of nominations, and Council will appoint up to three representatives to sit on the Steering Committee.
- For all other member positions, a written letter from the nominee or from an organization to which the nominee belongs shall suffice for a nomination.

Term

The term of each member shall be one year from the date of appointment by Council. Committee members may serve multiple and consecutive terms, if reappointed by Council.

Membership Requirements and Expectations

The Steering Committee will operate under the following principles:

- **Respect and Integrity:** Members shall treat stakeholders, fellow committee members, Council, consultants, members of the public and staff with courtesy and respect at all times. Codes of conduct that apply to staff and members of Council also apply to members of the committee.
- **Accountability:** Members shall strive to attend meetings, read meeting materials in advance and participate in stakeholder engagement activities where necessary.
- **Collaboration:** Members shall at all times strive to support the successful implementation of the Waterfront Area Plan and subsequent design guidelines approved by Council and shall work together to carry out this objective. Members shall be open to alternatives and work to reconcile differing views in a professional and constructive manner.

These expectations apply to Committee members while attending Committee meetings, representing the Town or the Committee, and participating in OCP events and forums. Where a member breaks any of the principles, Council may revoke the membership of the Committee member.

Reporting

Committee minutes will be provided to Council on a regular basis.

Meetings

Chair and Vice Chair

- The Chair and Vice Chair will be elected at the first meeting of the Steering Committee and as needed should the Chair or Vice Chair be unable to fulfill their respective duties.
- If the Chair is unable to attend a meeting, the Vice Chair shall chair the meeting.
- A non-voting member may not serve as Chair or Vice Chair of the Committee.

Meetings Schedule and Procedures

- Meetings will be on an as-needed basis, but shall not be more than twice per month.
- Meetings may take place in any suitable venue or electronically.
- The Council Procedure Bylaw of the Town applies to meetings of the Steering Committee.
- A quorum is required.
- Meetings of the Committee will be open meetings pursuant to section 89 of the *Community Charter*.

Agendas and Minutes

- The Director of Development Services will prepare meeting agendas and distribute the meeting agenda to the members of the Committee at least one week prior to the meeting date.
- Minutes of meetings will be kept.

- Draft minutes of the previous meeting will be distributed with the meeting agenda package.
- Minutes of the Steering Committee meetings will be posted on the Town of Ladysmith website and included in Council agenda packages.