

Little Mountain Gallery Community Arts Performance Association

GENERAL ORGANIZATION POLICIES

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G-1 LAND ACKNOWLEDGEMENT	Approved: March 2, 2023 Revised: February 12, 2024 Next Review: TBA
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Little Mountain Gallery operates on the territories of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tseil-Waututh) Nations.

We are committed to increasing the number of, and creatively supporting, Indigenous performers in the comedy community as a response to the call to action outlined in the [Calls for Justice, section 6.1.](#)

We will change and update this land acknowledgment in the future as we grow and evolve as an organization.

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G-2 ROLES AND RESPONSIBILITIES	Approved: February 12, 2024 Revised: TBA Next Review: TBA
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Little Mountain Gallery is a community managed non-profit comedy venue.

The majority of our programming is produced and curated by independent artists under a rental model.

Renters, performers, staff and volunteers are entrusted with the responsibility of upholding our community policies, to foster a welcoming space for patrons and performers alike.

We are committed to maintaining a space where comedy can flourish within the bounds of mutual respect and understanding.

Some leading roles in our community are described below.

Executive Director: The Executive Director is appointed by the Board and is an employee of the Little Mountain Gallery Community Arts Performance Association. The Executive Director functions within well-defined authority limitations and is accountable to the Board of Directors.

The Executive Director is responsible primarily but not exclusively for overseeing all project management for Little Mountain Gallery capital projects, strategic planning, acting as a liaison between internal and external communities, and serving as a leader for all Little Mountain Gallery staff and volunteers. The Executive Director may be reached via email at info@littlemountaingallery.ca.

Board Members: The team of board members are the governing body of Little Mountain Gallery. They meet on a regular basis to oversee and direct business operations, set policies, approve business decisions, evaluate executive performances, and fulfil fiduciary responsibilities. The Board Chair represents and guide the not-for-profit organization and can be reached at via email at chair@littlemountaingallery.ca

Programming Manager: The Programming Manager is responsible for booking and curating independent performances at LMG. They liaise with renters and develop a programming calendar. They are also responsible for internally produced shows at LMG and choose line-ups on these shows only.

The Programming Manager also creates programs and initiatives to increase access to space for developing and emerging artists. They can be reached at via email at Programming@littlemountaingallery.ca

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G-3 COMMUNITY STANDARDS	Approved: March 2, 2023 Revised: February 12, 2024 Next Review: TBA
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Little Mountain Gallery Community Arts Performance Association and Little Mountain Gallery Comedy are committed to creating professional opportunities for comedy artists.

In order to create a community environment, we expect everyone working, performing, renting, learning, volunteering, attending programming, or otherwise using our space to abide by our community standards:

Organizational Commitments:

1. We aim to be a supportive, inclusive environment that encourages open-mindedness, respect, a willingness to learn from others, as well as physical and mental safety. We recognize that what is “safe” shifts depending on one’s various identities and positionalities.

Community Responsibilities:

2. We understand that comedy can be divisive and sometimes controversial. We attempt to offer performers a space to develop and work on their art while understanding that certain topics and jokes are offensive and hurtful, particularly to people who are marginalized because of aspects of their identity. We encourage performers to consider power dynamics and who might be harmed when they are developing their work.
3. Consent is an important part of a community space. All members of the Little Mountain Gallery community must consider how they are fostering consent in how they are interacting with others.
4. Violence, harassment, and discrimination violate the Canadian Criminal Code, the Canadian Charter of Rights and Freedoms, and the Human Rights Act. Little Mountain Gallery will not tolerate any violation of the law during any and all community or organizational events at the venue. This includes before, during, or after shows at the venue, as well as meetings or other events organized by Little Mountain Gallery.
5. Little Mountain Gallery hopes to advance equity and equality in the Vancouver comedy community. Reported harassment at the venue is subject to review by the organization.

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6. Respect for the venue where we operate and people in it also means respecting the space itself. Intentional or unintentional damage to the venue, theft of materials or equipment will also not be tolerated. Please also respect our neighbourhood, the residents who live in the building above and others we share the space with.

These community standards apply to everyone at the venue to maintain a professional, safe and respectful arts space.

We commit to regularly reviewing our procedures and we welcome feedback from the community.

Please reach out to [Executive Director, Brent Constantine](#) if you have any questions or concerns about our Community Standards.

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G-4 PROCEDURE FOR VIOLATION OF COMMUNITY STANDARDS	Approved: March 2, 2023 Revised: February 12, 2024 Next Review: TBA
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If you see or experience any violation of community standards, and if you feel safe doing so, you can choose to talk to the person violating the policy, the showrunner, or to a staff or board member at the venue.

Please note that due to the community-programmed rental model we operate under, Little Mountain Gallery does not typically pre-request oversight on independent rentals. We require all showrunners to ensure their performers and other affiliated production staff agree with our community standards. If possible, please contact individual show producers if you feel an element of their production does not adhere to our community standards. Showrunner contact should be included on all events posted. If the showrunner is unreachable, please contact Little Mountain Gallery.

Supervision

It is the responsibility of all community members serving in a supervisory role to take immediate and appropriate action to stop and prevent harm at the venue, and to record, report and follow up with any incident of harassment, violence, discrimination, bullying, abuse, or unsafe behaviour that is witnessed, disclosed, or reported involving incidents at Little Mountain Gallery.

They are also responsible to call for support as required, this may include involving other team members, calling 211 for mental health support and related issues, or calling 911 for crime and safety related issues.

Reporting

- Online

Anyone may file a report by completing our [online submission form](#). The person filing the report may request to submit anonymously, or may include their contact information for follow-up. Please note that anonymous disclosures limit our ability to conduct a thorough investigation. They may also choose to directly email their report to *Little Mountain Gallery's* Executive Director, [Brent Constantine](#). If you would like to contact an alternative LMG representative you can contact the [Board Chair](#) or [Operations Manager Abdul Aziz](#).

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All online submissions will be reviewed by the Executive Director, unless another reviewer is requested by the complainant. The report may be shared with pertinent staff, board members, or community members on a need to know basis.

- In Person

Any person may request a meeting to make a statement to Little Mountain Gallery staff.

The reporting individual is welcome to bring a support person to the meeting.

The staff person may bring a second individual to this meeting and the meeting may be recorded for record keeping with the consent of the individual reporting (note taking may also be used as an alternative to recording).

Staff will ask questions to determine if the individual wishes to remain anonymous, gather relevant data to file a formal complaint and what information can be shared with the subject of the complaint. Staff may also ask what the affected party would like to see occur, understanding this may not be possible.

All reports must be sent to Little Mountain Gallery in a timely manner.

Processing a Formal Report

Following a formal report, Little Mountain staff and board members (those who are not connected to the report) will meet to develop a plan to address and attempt to resolve the situation.

LMG will attempt to respond within 48 hours to acknowledge a report has been received.

Complaints will be taken seriously, recorded and responded to, to the extent that is reasonably practicable, using the following guidelines:

1. We will seek, but cannot guarantee a satisfactory outcome to all parties.
2. We are a comedy venue and not trained as resolution managers or in trauma management. Certain situations may be outside the expertise and scope that staff and/or volunteers at the organization are equipped to deal with. Professionals may be deferred to.
3. Our goal is to prevent immediate harm at the venue.

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4. We will assume belief in people who have experienced or disclosed harassment, violence, or discrimination.
5. We will provide available support, within our ability, to persons who have experienced harm or who have been affected by the incident.
6. We will attempt to speak to all those involved in the incident to gain as much information as possible, and to share that a report of unacceptable behaviour was made, including:
 - a. What the individual has done.
 - b. How this has harmed or made the affected party feel.
 - c. What disciplinary action is necessary and/or what continued behaviour might mean.
7. We will, to the best of our ability, ensure the privacy of those affected by the incident.
8. Reports of inappropriate behaviour by staff may require a formal investigation to be conducted by a third party.
9. LMG may, when necessary, impose interim measures while further investigation and conflict resolution occurs.
10. As much as possible, LMG will attempt to learn from incidents and make changes to address similar events from taking place in the future.

Community Standards Violation Action

If a report of unacceptable behaviour at the venue is reasonably substantiated after speaking to all individuals involved, appropriate action will be taken.

Steps may include issuing a formal apology to the person or people harmed with an emphasis on changed behaviour.

Further action, as determined by the organization, may include the cancellation of events, prevention of booking future events to an individual or group or dismissal from staff or other positions.

At the end of the process, the parties involved will be advised, verbally and/or in writing, of the decision (unless they have reported anonymously with no verifiable contact information).

Specific details on action taken will not be made public unless the organization has been advised to do so by counsel.

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G-5 ANTI-HARASSMENT & ANTI-DISCRIMINATION	Approved: March 2, 2023 Revised: February 12, 2024 Next Review: TBA
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Little Mountain Gallery is committed to growing and maintaining a safe performing, volunteering, working, and learning venue that is free from abuse, harassment, and discrimination.

Little Mountain Gallery will attempt to ensure that all performers, staff, volunteers, members, instructors, clients, and associates at Little Mountain Gallery are aware that abuse, discrimination, and harassment are practices which are incompatible with the standards of this organization.

Little Mountain Gallery strives to take proactive steps to prevent, and reactive steps in response to, incidents of abuse, harassment, or discrimination at the venue.

Little Mountain Gallery recognizes that comedy performances can and will often push boundaries and potentially include content that could be seen as inappropriate or offensive. This policy does not aim to stifle artistic expression but to serve as an avenue for conversation and feedback.

Little Mountain Gallery will not tolerate abuse at the venue. Abuse is defined as threatened, attempted, or actual conduct of a person that causes or is likely to cause damage, harm, or injury. Abuse can be physical, verbal, sexual, or psychological, and it can take many forms, including violence or threats.

Little Mountain Gallery will not tolerate harassment at the venue. Harassment is defined as any number of comments or actions that are known, or ought reasonably to be known, to be unwelcome or intimidating to the recipient and which denies that individual dignity and respect. Harassment can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning, or otherwise unwelcome.

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G-6 EQUITY, DIVERSITY, AND INCLUSION STATEMENT	Approved: March 2, 2023 Revised: February 12, 2024 Next Review: TBA
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As a community-run space, Little Mountain Gallery aims to foster diverse and emerging local talent in Vancouver’s comedy community.

We are committed to creating an equitable, inclusive, and supportive space for community members.

We understand that this is an ongoing process of learning and dialogue. As we deepen our understanding of equity, diversity and inclusion, these commitments and initiatives will continue to evolve.

We welcome and encourage [community feedback and accountability](#).