

**City of Hamilton  
Cultural Roundtable  
Terms of Reference  
DRAFT**

### **1. Mandate**

The Cultural Roundtable oversees the on-going governance and implementation of the City of Hamilton's Council approved Corporate Cultural Plan, PED12117(a).

The Cultural Roundtable strives to act as a catalyst to build community capacity in culture and a shared responsibility for culture.

### **2. Nature of Authority**

The establishment of a Cultural Roundtable is a City Council-endorsed recommendation. The Cultural Roundtable works with the City staff who will report to the General Issues Committee regarding the implementation of the Corporate Cultural Plan.

Some aspects of the Cultural Plan align with the mandates of other organizations, committees or groups. The Cultural Roundtable will liaise with existing and emerging organizations, committees or groups as appropriate in order to oversee the governance and implementation of the Cultural Plan and act as a catalyst to build community capacity in culture.

### **3. Role**

The Cultural Roundtable will:

- Advise City staff towards the establishment a Cultural Plan Report Card
- Report on the progress of the Cultural Plan
- Communicate the value of culture to Hamilton's overall vitality
- Identify issues and opportunities to support cultural development
- Recommend new actions to or updates in the Cultural Plan
- Cultivate community partnerships - identify, facilitate and support community collaboration and engagement
- Consult on updates to the Cultural Plan
- Provide recommendations to and receive recommendations from the Staff Advisory Team and other committees or boards associated with culture in Hamilton

#### **4. Composition**

- a. Members are selected by a cross-departmental staff selection committee through an application process.
- b. As recommended by participants in the final Cultural Plan workshop, there shall be diverse representation from: arts organizations; artists; creative industries; heritage; cultural diversity; youth; education; business; tourism; neighbourhood associations; citizens with a vested interest in culture.
- c. Any interest from the community to serve on the Cultural Roundtable will be added to a list of interested candidates. If there is a vacancy, eligible candidates will be reviewed for selection.
- d. The duration of membership is for a minimum of two years.
- e. A Chair and Vice Chair shall be appointed annually by a majority vote of the Cultural Roundtable.

#### **5. Responsibilities of Members**

- a. Members are expected to prepare for and attend all scheduled meetings of the Cultural Roundtable and participate in the Cultural Roundtable's discussions and deliberations.
- b. Members may be asked to represent the Cultural Roundtable at events and to make presentations as required.
- c. A member who misses two consecutive meetings, without being excused by the Chair, may be asked to resign.

#### **6. Meetings**

- a. Quorum consists of a majority of the membership plus one.
- b. Meetings occur at the call of the Chair or as determined by the Cultural Roundtable (minimum of three meetings per year).
- c. It is anticipated that meetings will be in the evening.

#### **7. Reporting**

Reports (when required) shall be forwarded to the General Issues Committee through City staff in accordance with established City policy and procedures.

## **8. Resources**

- a. Designated staff will attend meetings and assist in preparing agendas, minutes and performing tasks related to the Cultural Roundtable's activities.
- b. Additional staff and community stakeholders may attend meetings, as needed, to discuss specific items and/or in an advisory capacity.
- c. Meeting space will be provided by the City of Hamilton.

## **9. Remuneration**

Members of the Cultural Roundtable will serve without remuneration. All expenses associated with travel to or from meetings will be the responsibility of each member.

## **10. Conflict of Interest**

A conflict of interest is defined as a situation in which the personal, professional or business interests of a member or a close relative / associate of the member are in conflict with the member's ability to contribute to achieving the overall goals of the Cultural Roundtable. A conflict of interest arises when a person or close associate may benefit or appear to benefit from that position financially or in some other inappropriate way.

## **11. Code of Conduct**

Members of the Cultural Roundtable will:

- a. Act with honesty and integrity
- b. Exercise due care, diligence and skill
- c. Act in good faith in the best interest of citizens and society
- d. Act fairly and impartially
- e. Use information appropriately
- f. Use their position appropriately
- g. Demonstrate leadership and stewardship

## **12. Review**

The Terms of Reference will be reviewed annually in collaboration with City staff and updated as required.

### 13. Background

Council approved the Cultural Policy in June 2012 and the Cultural Plan in October 2013. More than 2,300 stakeholders were engaged in the development of the Cultural Plan.

Within the Cultural Plan, culture is defined as a broad concept which encompasses the people, places and things that reflect our community identity and channel creative expression including:

- Cultural Heritage
- Creative Cultural Workers
- Creative Cultural Industries
- Cultural Organizations
- Festivals and Events
- Natural Heritage
- Cultural Spaces and Facilities
- Stories, Values and Traditions

The Guiding Principles state that culture is instrumental to City-building and that we value culture because it is:

- How people define Hamilton's identity and shapes how people experience our City
- A source of economic growth, employment and wealth creation
- Vital to human development
- A source of community pride
- Reflective of our diversity
- An essential source of new ideas and innovation
- Key to neighbourhood development
- Critical to downtown renewal
- A magnet for tourism
- A tool to honour inclusivity, build connections and strengthen social capital

The Cultural Policy which is contained within the Cultural Plan, states the following:

*The City of Hamilton embraces the international consensus that culture is the fourth pillar of sustainable development, joining economic prosperity, environmental responsibility and social equity. Consideration of integrating cultural vitality into all City decisions and City initiatives shall be given as the City adopts a holistic approach to culture.*

*The City of Hamilton is committed to being a reliable and trusted partner, working with community stakeholders to create conditions which support and cultivate creative people, creative capacity, and a shared responsibility for culture.*

The Cultural Plan cites eight transformational goals, which are:

1. Culture as an Economic Engine
2. Downtown Renewal
3. Quality of Life Quality of Place
4. Build Tourism
5. Neighbourhood Revitalization
6. Build Community Identity, Pride and Image
7. Encourage Welcoming Communities
8. Creativity for All

The eight transformational goals are founded on best practice research and stakeholder input. The eight transformational goals represent the major ways culture impacts community and City-building. Within the Cultural Plan, the eight transformational Goals expand into twelve recommendations and further into 78 Actions.