

## **Hamilton Celebrates Canada 150 Staff Working Group Terms of Reference**

### **BACKGROUND**

Council approved the Creation of a 2017 Sesquicentennial Committee in June of 2013 through PED13110 and the 2017 Sesquicentennial Steering Committee Terms of Reference in November of 2013 through PED13171.

The Steering Committee is made up of community leaders and government representatives who will make recommendations to Hamilton City Council (Council) for the municipal celebrations of the 150<sup>th</sup> Anniversary of Canada. The Steering Committee will liaise with the Staff Working Group and community stakeholders to share the vision and strategy, and to encourage widespread participation.

### **PURPOSE**

The primary purpose of the Staff Working Group is to coordinate the implementation of City-led Sesquicentennial initiatives.

### **ROLE**

The members of the Working Group will:

- Lead the development and implementation of work plans for each Sesquicentennial initiative:
  - Ensure alignment with the Sesquicentennial vision and principles
  - Ensure the consistent use of the Sesquicentennial brand
  - Report on progress
  - Identify issues and opportunities
  - Cultivate community partnerships (as applicable)
- Update the project sponsor regarding the progress of Sesquicentennial initiatives
  - Provide progress reports

## **KEY RESPONSIBILITIES**

### **All Members**

The key responsibilities of all TEAM members include but are not limited to the following:

- Lead Sesquicentennial projects and initiatives as reflected in home Section work plan.
- Attend and participate in team meetings for the duration of the term.
- If unable to attend a meeting, provide a written update to the Project Manager.
- Complete assigned actions from meetings.
- Participate in the review and monitoring of the overall progress of the project.
- Provide relevant City documents, background and support materials, and advice as requested.
- Respond to, in a timely manner, all requests related to the review of briefs, updates, draft materials and reports.

### **Executive Sponsor**

In addition to fulfilling the stated responsibilities for all team members, the specific key responsibilities of the Executive Sponsor include but are not limited to the following:

- Identify Council directions, protocols and interactions, Corporate and Departmental Policies and Procedures, and any other relevant City projects and initiatives.
- Approve Information Reports, Update Reports and/or Recommendation Reports to Council and/or Senior Management as required.
- Review and approve all external/public communications in consultation with the appropriate City staff.
- Respond to queries from members of City Council, the media, and the public.

### **Sponsor**

In addition to fulfilling the stated responsibilities for all team members, the specific key responsibilities of the Sponsor include but are not limited to the following:

- Identify Council directions, protocols and interactions, Corporate and Departmental Policies and Procedures, and any other relevant City projects and initiatives.
- Approve Information Reports, Information Updates and/or Recommendation Reports to Council and/or Senior Management as required.
- Review and approve all external/public communications in consultation with the appropriate City staff.

### **Project Manager**

In addition to fulfilling the stated responsibilities for all team members, the specific key responsibilities of the Project Manager include but are not limited to the following:

- Provide updates to the Project Sponsor and Executive Project Sponsor
- Approve meeting agendas.
- Chair team meetings.
- Liaise with the Steering Committee
- Monitor the budget in accordance with established Corporate and Departmental procedures, ensuring that expenditures are within approved budgeted levels.
- Authorize invoices for payment.
- Review reports as prepared by the Project Coordinator.
- Review Information Reports, Information Updates and/or Recommendation Reports to Council and/or Senior Management as required.

### **Project Coordinator**

- Function as the first point of contact for any member of the Working Group.
- Develop team meeting agendas.
- Schedule Working Group meetings.
- Administer the budget in accordance with established Corporate and Departmental procedures, ensuring that expenditures are within approved budgeted levels.
- Review invoices and forward to the reporting manager for payment authorization.
- Prepare Information Reports, Information Updates and/or Recommendation Reports to Council and/or Senior Management as required.

## **MEETINGS**

Meetings will be held monthly or at the call of the Chair (Project Manager).

## **MEETING AGENDAS & MINUTES**

### **Team meetings:**

Meeting agendas will be developed by the Project Manager and circulated three business days in advance of the meeting.

Meeting minutes will be distributed in a timely manner following the meeting.