

# Celebrating 1816 Community Stakeholder Working Group Terms of Reference

---

## Background

1816 was a very significant year in the history of the Hamilton region. In that year, the government of Upper Canada established the Gore District from parts of the former York and Niagara Districts. Within the District, Wentworth County was also created and, a new town (Hamilton) named as the administrative seat for both. Much of this was achieved through the efforts of George Hamilton as well as other local entrepreneurs and visionaries (notably, James Durand and Nathaniel Hughson).

The Wentworth County originally consisted of eleven townships (Ancaster, Barton, Beverly, Binbrook, Caistor, Flamborough East, Flamborough West, Glanbrook, Onandaga, Saltfleet and Seneca). Many of these included towns, villages, and settlements that had been surveyed as early as the 1790s. Indeed, by 1816, Ancaster, Dundas, Hamilton and Stoney Creek were already flourishing communities.

Nevertheless, 2016 marks the 200th anniversary of the restless, ambitious, pioneering, and civic-minded spirit which created the modern-day City of Hamilton.

## Mandate

The Celebrating 1816 Community Stakeholder Working Group will facilitate the realization of the goals and objectives of the Celebrate 1816 commemoration and will ensure a continued connection with the community.

The Working Group has a shared responsibility for the commemoration and to broaden the leadership required to implement the Strategy.

## Nature of Authority

At the 6 July 2015 General Issues Committee meeting, staff were directed to prepare a Terms of Reference for the establishment of a community stakeholder working group to plan and prepare for a celebration of the City of Hamilton’s Bicentennial and report to the General Issues Committee.

The Community Stakeholder Working Group will work with City staff reporting to the General Issues Committee regarding the implementation of the commemoration of the bicentennial of the founding, in 1816, of the municipality which became the modern day city of Hamilton.

Some aspects of the Celebrating 1816 Strategy will align with the mandates of other organizations, committees or groups. The Working Group will liaise with existing and emerging heritage and cultural organizations, institutions, committees, and groups as appropriate in order to oversee the governance and implementation of the Celebrating 1816 Strategy goals and objectives, acting as a catalyst to build community heritage capacity.

## Role

The Celebrating 1816 Community Stakeholder Working Group will:

- Work with community partners to establish a Celebrating 1816 Strategy goals and objectives and make recommendations to Council.
- Make recommendations to Council on initiatives and funding to achieve the approved goals.
- Communicate the significance of the year 1816 to the heritage of the various towns, cities and municipalities that make up modern-day Hamilton.
- Cultivate community partnerships - identify, facilitate and support community collaboration and engagement.
- Report on the progress of the Strategy.

## Composition

- a. Members are selected by a cross-departmental staff selection committee through an application process. The team shall not exceed 12 members including one City staff representative.
- b. There shall be diverse representation from the community: historians, teachers, curators, public programmers, Regional tourism representatives; members of local historical societies and heritage associations broadly; and a City Staff Coordinator.
- c. The duration of membership continues until 31 December 2016.
- d. A Chair and Vice Chair shall be appointed by a majority vote of the Hamilton 1816-2016 Community Strategy Team for the duration of the term.

## Responsibilities of Members

- a. Members are expected to prepare for and attend all scheduled meetings of the Working Group and participate in the discussions and deliberations.
- b. Members may be asked to represent the Working Group 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.

## Meetings

- a. Quorum consists of a majority of the membership plus one.
- b. Meetings occur bi-monthly, starting with monthly meetings to move the Strategy action plan forward. Additional meetings will be at the call of the Chair or as determined by the Team.

## Reporting

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

## Resources

- a. Designated staff will attend meetings and assist in preparing agendas, minutes and performing tasks related to the Working Group 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.

## **Remuneration**

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

## **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 Strategy. 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.

## **Code of Conduct**

Members of the Working Group 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.

## **Review**

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