

## **Proposed Terms of Reference (DRAFT)**

### **Hamilton Music Industry Working Committee**

#### **Purpose**

Hamilton's music industry contributes to making this City a vibrant place that attracts talent, business, and investment. Development and attraction of a strong music industry helps build community identity, pride, and image, which assist with key economic objectives in the City of Hamilton's 2016 – 2020 Economic Action Plan and 2016 – 2025 Corporate Strategic Plan.

#### **Mandate**

The Hamilton Music Industry Working Committee's three-fold mandate includes:

- 1) Providing advice on the goals and priorities of the music industry to help support and achieve corporate priorities such as Economic Prosperity and Growth and Culture and Diversity;
- 2) Promoting Hamilton's music industry by monitoring and advising on marketing strategies to strengthen the viability of the music sector; and,
- 3) Acting as a point of contact for members of the music community regarding issues affecting Hamilton and to help inform Council of issues and achievements.

#### **Nature of Authority**

The Music Industry Working Committee is an Working team. It may not direct City staff or make binding decisions on behalf of the City of Hamilton. Any advice or recommendations that require formal action or implementation by City of Hamilton staff must be considered and approved by City Council. The Music Industry Working Committee will work with City staff who will report to the General Issues Committee regarding implementation of the actions identified in the Music Strategy as well as other activities, issues or achievements identified regarding the Hamilton music industry.

Some aspects of the Music Strategy and other music initiatives may align with the mandates of other organizations, committees or groups. The Music Industry Working Committee will liaise with existing and emerging organizations, committees or groups as appropriate, acting as a catalyst to build community capacity in the music industry.

#### **Background**

The Music Industry Working Committee is an expansion of the Music Strategy Implementation Team (MSIT) that was established by City Council on May14, 2014. Key changes to the new Committee include:

- Change of name;
- Expanded mandate; and,
- Modifications to member composition (e.g. adding ex-officio members).

## **Roles and Responsibilities**

The Music Industry Working Committee will work to achieve its mandate as well as the goals of the Music Strategy:

1. Strengthen the local music industry;
2. Grow audiences and appreciation of music;
3. Increase access to music experiences; and,
4. Cultivate music creation and talent.

### Responsibilities of Members

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

## **Composition**

- 1) Industry members are selected by a cross-departmental staff selection committee through an application process. The team shall not exceed 17 members. For the 2016 to 2018 term, the current Music Strategy Implementation Team membership will roll over into membership on the Music Industry Working Committee. Any vacancies in the team will be filled by utilizing the cross-departmental staff selection committee referenced above;
- 2) There shall be diverse representation from the community including a Hamilton Arts Commission appointee and a Hamilton Chamber of Commerce appointee as well as the following: musicians; multicultural music genres/origins; venues; youth; music education; industry representation – managers, event organizers, record labels, promoters, recording studios; not for profit/support industries; festivals/events (outside of venues);
- 3) Ex-officio members of the Committee may include the Hamilton Public Library, representative from the Hamilton Chamber of Commerce, Business Development Consultant (city staff), a member of the Arts Working Committee, and one or more Ward Councillor(s);
- 4) The duration of membership is for a minimum of two years from December 8, 2016 to November 30, 2018, with successive terms to continue from December 1, 2018 onwards;
- 5) A Chair and Vice Chair shall be appointed annually by a majority vote of the Music Industry Working Committee; and,
- 6) Any vacancies during the committee term, if required, will be appointed by the Chair and Vice Chair of the Team and the Director, Tourism and Culture Division and/or Manager, Cultural Development.

**Meetings**

- Meeting will be held at the call of the Chair. The Music Industry Working Committee will meet quarterly, or more frequently if required; and,
- Quorum consists of a majority of the membership plus one.

**Reporting**

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

**Resources**

- Designated staff will attend meetings and assist in preparing agendas and minutes and will work with the Committee to help communicate key achievements, challenges and activities through to the General Issues Committee;
- Additional staff and community stakeholders may attend meetings, as needed, to discuss specific items and/or in an Working capacity; and,
- Meeting space will be provided by the City of Hamilton.

**Remuneration**

Members of the Music Working Committee 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 Music Working Committee. 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 Music Working Committee 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; and,
- g. Demonstrate leadership and stewardship.

**Review**

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

## Music Strategy Background

Council approved the Music Strategy in January 2014 and established the City of Hamilton's commitment to position music as a tool for city-building. The Music Strategy represents a shift within the Corporation. It cites four broad transformational goals and twelve expanded objectives founded on best practices research and extensive stakeholder consultations. The goals are as follows:

1. Strengthen the local music industry;
2. Grow audiences and appreciation of music;
3. Increase access to music experiences; and,
4. Cultivate music creation and talent.

The full strategy and background document with objectives can be found on the Tourism Hamilton web site [www.tourismhamilton.com/music-film](http://www.tourismhamilton.com/music-film).

The Music Strategy contains the following Vision and Mission:

### Vision

*A thriving music industry, creative music community and eclectic music scene. As a major player in the Canadian music industry, Hamilton attracts and cultivates talent. Music contributes to a diverse economy and enriches the lives of those who live, work, play and learn in Hamilton.*

### Mission

*The Music Strategy celebrates "all things music" in Hamilton. It guides the activities of its partners to create and nurture an environment where music and the music industry flourishes, grows and prospers.*