

**Town of Hanover Cultural Roundtable
Terms of Reference
(2019-2022)**

1.0 GOAL

The goal of the Cultural Roundtable (the Roundtable) is to advocate and support the implementation of the Cultural Plan and the ongoing objective of culture planning for the Town of Hanover.

2.0 PRINCIPLES

Principles that guide the work of the Cultural Roundtable include:

- Culture is a cornerstone upon which vibrant resilient, competitive and creative industries are built around;
- There is commitment to support the growth and diversity of cultural activities and offerings in Hanover;
- Hanover's cultural fabric will continue to flourish because of its diversity and interdependence of its not-for-profit community, our creative industries and a wide range of cultural consumers;
- Diversity is welcomed as a source of strength and inspiration and celebrated by Hanover residents;
- Cultural awareness and understanding will be the hallmark of community development decision-making in Hanover; and
- It is acknowledged that our organizations support artists and creators and drive the quality and perception of cultural value within the community.

3.0 MANDATE

The mandate of the Roundtable is to provide advice and work to advance the cultural and economic agenda outlined in the 2019 Cultural Plan, including:

- Advising council and staff regarding the implementation of arts, culture and heritage policy for the Town of Hanover and supporting the integration of cultural development into related municipal plans;
- Building community capacity into cultural development by facilitating communication and supporting collaboration among community, business, organizations and municipal interests;
- Conducting advocacy on behalf of Hanover's arts, culture and heritage communities and serving as a forum for the continuous exchange of ideas among a cross-section of groups and individuals in the community and/or preserving and promoting arts and cultural resources;
- Drawing on individual member community interests, connections and expertise relevant to action items;
- Advising on ways to increase the commitment to, and further public understanding of, arts and culture issues; and
- Celebrating and reporting on successes.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Roundtable shall consist of eight members appointed by council resolution. To the greatest extent possible, public representation will be multi-sectoral and include a representative, and in their absence, an alternate, from the following stakeholder groups:

- Council - 1
 - EDC – 1
 - Library Board – 1
 - Heritage - 1
 - Arts – 2
 - Youth – 1
 - At-large cultural related business and/or organizations – 1
- 4.1** Consideration shall be given to the continuation of the Heritage Committee for the remainder of this council term. The Heritage Committee shall serve as a sub-committee of the Roundtable. With the support of the Parks, Recreation & Culture Department, the Heritage Committee's existing work will continue and evolve into the new committee structure.
- 4.2** The mayor shall serve as ex officio on the Roundtable. Staff support shall be provided by the Economic Development Manager with collaboration from the Parks, Recreation and Culture Department. External experts shall also be called upon for input and advice as required.
- 4.3** Members shall be appointed for the term of council.
- 4.4** A chairperson for the Roundtable will be elected by the members at least once per council term and no more than annually. The election shall be recorded in the minutes of the Roundtable.
- 4.5** All members will be expected to:
- Demonstrate expertise in their affiliation(s);
 - Be a member of the community and recognized as an arts, culture or heritage person and/or engaged resident with a well-developed (cultural) community network;
 - Allocate sufficient time for participation in regularly scheduled meetings;
 - Demonstrate a strong interest in, and commitment to, remaining informed on culture and economic development issues;
 - Participate as a team member, capable of a community ambassador role; and
 - Be strong proponents of cultural development for the Town.
- 4.6** In the absence of the chairperson, the quorum will appoint, from its members, a chairperson for that particular meeting who shall be subject to all the normal responsibilities and privileges assigned thereto.
- 4.7** By majority vote, the Roundtable may recommend to council removal and/or replacement of any member who misses three consecutive full meetings of the Roundtable, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Roundtable should provide written notification to the chairperson at least 30 days prior to such action.
- 4.8** In considering new appointments, the Roundtable may recommend new members to be considered. The Roundtable may also wish to advertise for new applications from time to time in accordance with municipal procedures.
- 4.9** Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Roundtable

may, from time to time, request council to make staff and/or Town consultants available to advise the committee as appropriate.

4.10 Municipal employees do not have voting privileges.

4.11 Roundtable proceedings shall be governed by the Town of Hanover Procedural By-law, Code of Conduct and other relevant policies and procedures.

5.0 **REPORTING**

5.1 The Roundtable is an advisory and working committee established by council in accordance with these adopted Terms of Reference. Members are bound by these Terms of Reference, and are responsible to council.

5.2 The Roundtable reports directly to council under the signature of the chairperson or designate. Roundtable reports and communications will normally be directed to council through the Economic Development Manager.

5.3 As part of its ongoing reporting requirements, the Roundtable shall prepare an annual Status Report and Work Plan, which shall be submitted to council in October of each year. The report shall, among other things:

- a. Summarize the activities and achievements of the Roundtable over the previous year.
- b. Describe ongoing activities and issues and identify new priorities/concerns.
- c. Outline the Roundtable's primary projects for the upcoming year, including all anticipated budgetary needs.

5.4 When appearing before Town Council on behalf of, or as a representative of the Roundtable, members shall present the Roundtable's official position on a particular matter. However, where a member appears before council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the Roundtable, they may present a position, which is their personal position or is the position of that organization they represent.

6.0 **FINANCING**

6.1 Financial support for the Roundtable will be reviewed annually as part of the municipality's regular budget preparation process. The Roundtable may, from time to time, submit additional, special project funding requests for council's consideration.

7.0 **CONFLICT OF INTEREST**

7.1 Roundtable members have an obligation to disclose any issues of pecuniary interests, if a matter before the Roundtable personally affects them, or where there may be a perceived interest in the matter under consideration. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

STAFF LIAISON AND SUPPORT SERVICES

8.0 Administrative support to be provided by the Town includes: the coordination of Roundtable related communications and correspondence; arranging visits to related cultural businesses, organizations and/or events; ensuring Roundtable reports are included in council agenda packages; and technical support as needed, e.g., photocopying.

8.2 The Roundtable budget will be administered by the Economic Development Manager and Director of Corporate Services/Treasurer with input from the Roundtable.

9.0 MEETINGS

9.1 The Roundtable shall normally meet once every month, or at the call of the chairperson with adequate notice to be given to all members. The meetings will generally take place the 1st Wednesday of each month at 10:00 a.m. All Roundtable meetings are public.

9.2 The Roundtable may, from time to time, invite resource persons to attend a meeting.

9.3 The Roundtable may establish working groups for various topics, issues or proposals as required. Such working groups may include non-Roundtable members, with the approval of the chairperson, provided a member chairs the working group. Working groups shall report to the Roundtable through the working group chair.

9.4 Quorum as it relates to Roundtable means a majority (more than half) of the whole number of members required by law to constitute the Roundtable except where a member has, or members have, declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, at which time the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

9.5 Roundtable members are encouraged to participate in related cultural events and activities.

9.6 Subject to the provisions of the Town's Procedural By-law on matters requiring votes, the Roundtable shall strive for consensus, and shall normally only communicate the consensus or majority position to council. On matters where there is a significant lack of consensus, minority positions may also be reported to council, at the discretion of the chairperson. The chairperson generally does not vote, unless deemed necessary to break a tie.

10.0 AGENDAS AND MINUTES

10.1 An agenda for the upcoming Roundtable meeting will be prepared by staff for approval by the chairperson and e-mailed to members at least three business days in advance of the meeting.

10.2 Formal minutes of the Roundtable meeting will be prepared by staff, provided to members and forwarded to the clerk for inclusion on the council agenda as soon as possible.