Town of Hanover Cultural Roundtable

Terms of Reference (2026-2030)

Purpose

The Cultural Roundtable is a subcommittee of the Economic, Tourism and Cultural Development Advisory Committee (ETCDAC) established to support the advancement of arts, culture, heritage, creative industries, libraries, events and cultural experiences within the Town of Hanover. The Roundtable serves as a collaborative forum that brings together cultural organizations, institutions, community groups and residents to foster partnerships, share information, identify opportunities, support implementation of municipal cultural priorities, strengthen Hanover's cultural sector, and contribute to tourism development, downtown vitality and community prosperity.

The Roundtable works to break down organizational silos by encouraging participation, communication and collaboration among Hanover's cultural partners while providing recommendations to ETCDAC on matters relating to culture, arts, creative industries, cultural programming, festivals and events.

The Roundtable shall support initiatives that advance equity, diversity, inclusion, accessibility and belonging, and contribute to creating a welcoming community where all residents can participate in and contribute to Hanover's cultural life.

Guiding Principles

The Cultural Roundtable shall operate in a manner that:

- Recognizes culture as a key contributor to community vitality, quality of life and economic prosperity.
- Encourages openness, inclusiveness, accessibility and respect.
- Supports collaboration over competition.
- Values diverse cultural perspectives, experiences and expressions.
- Promotes creativity, innovation and lifelong cultural participation.
- Fosters partnerships that strengthen Hanover's cultural ecosystem.
- Supports tourism attraction, downtown vibrancy and community pride through cultural experiences and events.

- Aligns with council's strategic priorities and community development objectives.
- Recognizes diversity as a source of strength, creativity and innovation within the community.
- Promotes equitable access to cultural programs, services, spaces and opportunities.
- Encourages participation and representation from people of diverse backgrounds, identities, ages, abilities and lived experiences.
- Supports initiatives that foster belonging, cultural understanding and community connectedness.
- Contributes to Hanover's efforts to be a welcoming community for newcomers, youth, seniors, Indigenous peoples and diverse populations.

Mandate

The mandate of the Cultural Roundtable is to provide leadership, advice and support for the advancement of cultural development within the Town of Hanover by:

- Supporting implementation of the Town's Cultural Plan and related cultural strategies.
- Serving as a forum for collaboration, networking and information sharing among arts, culture, library, creative industry, tourism and community organizations.
- Identifying opportunities for joint programming, marketing, sponsorship, volunteer recruitment, funding applications and partnership development.
- Encouraging coordination among cultural organizations to reduce duplication of effort and maximize community impact.
- Supporting the development, promotion and sustainability of cultural experiences, festivals and events that enhance Hanover's tourism appeal, downtown vitality and overall community prosperity.
- Promoting awareness and appreciation of local cultural assets, programs, organizations and opportunities.
- Identifying emerging opportunities, challenges and priorities affecting Hanover's cultural sector and providing recommendations to ETCDAC.
- Facilitating broad participation from cultural organizations, institutions, creative businesses and residents in cultural development initiatives.

- Reviewing applications and making recommendations regarding the Town's Event Development Fund in accordance with approved guidelines.
- Celebrating and communicating cultural successes and community achievements.
- Promote equity, diversity, inclusion and accessibility within Hanover's cultural sector and community cultural programming.
- Encourage participation and representation from individuals and groups that have been historically underrepresented in cultural planning, programming and leadership opportunities.
- Support initiatives that foster cultural awareness, intercultural understanding, belonging and community connection.
- Identify opportunities for cultural activities, events and partnerships that contribute to Hanover's welcoming community objectives and celebrate the diversity of residents and visitors.
- Provide advice to ETCDAC regarding cultural initiatives that support community inclusion, talent attraction, newcomer integration and quality of life.

Membership

The Cultural Roundtable shall consist of up to eleven (11) members appointed by the mayor for the term of council, including:

- One (1) Council Representative
- One (1) Library Representative
- One (1) Youth Representative (15-29 years of age)
- One (1) Visual Arts Representative
- One (1) Performing Arts Representative
- One (1) Culture, Heritage and Creative Industries Representative
- One (1) Cultural Event or Festival Representative
- Up to four (4) Members-at-Large representing cultural, creative, tourism or community interests

To the greatest extent possible, appointments shall reflect a diverse range of cultural sectors, experiences and perspectives within the community.

Municipal employees may participate as resources and advisors but shall not be voting members.

Member Responsibilities

Members shall:

- Demonstrate knowledge, experience or interest in arts, culture, heritage, events, tourism, creative industries or community development.
- Act as ambassadors for culture within the community.
- Allocate sufficient time to actively participate in meetings and initiatives.
- Share information and opportunities with their respective sectors and networks.
- Work collaboratively and respectfully with fellow members and community stakeholders.
- Remain informed regarding municipal initiatives, policies and community priorities relevant to the work of the Roundtable.
- Support implementation of approved cultural initiatives and projects.

Relationship to ETCDAC

The Cultural Roundtable is accountable to the Economic, Tourism and Cultural Development Advisory Committee (ETCDAC). Recommendations, priorities and annual work plans shall be forwarded to ETCDAC for consideration and, where appropriate, recommendation to Hanover Council.

The Council Representative shall serve as the liaison between the Cultural Roundtable and ETCDAC and shall communicate information, opportunities, recommendations and priorities between the two bodies.

The Chair of the Cultural Roundtable may attend ETCDAC meetings or be invited to provide presentations and updates on matters related to cultural development, events and creative sector initiatives as required.

Chair and Vice-Chair

The Roundtable shall annually elect a Chair and Vice-Chair from among its citizen members.

The Chair shall:

- Preside over meetings.
- Work with staff to establish meeting agendas.
- Facilitate discussion and consensus-building.

- Serve as spokesperson for the Roundtable when authorized.

The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

Staff Support

Administrative support shall be provided by the Town through the Economic Development Department, with collaboration from Parks, Recreation and Culture staff.

Staff support may include:

- Agenda preparation and distribution.
- Minute taking and record keeping.
- Coordination of communications and correspondence.
- Support for Event Development Fund administration.
- Technical and administrative assistance as required.

Meetings

The Cultural Roundtable shall meet bi-monthly (six times annually) or at the call of the Chair.

Additional meetings may be scheduled as required to address priority initiatives, Event Development Fund reviews, Cultural Plan implementation activities or special projects.

Meetings shall be open to the public except where otherwise permitted by legislation or municipal policy.

Quorum shall consist of a majority of the appointed voting members.

The Roundtable may invite resource persons, community organizations or subject matter experts to participate in meetings as required.

Reporting

The Cultural Roundtable shall provide regular updates and recommendations to ETCDAC.

Minutes shall be forwarded to ETCDAC for information and adoption through established municipal procedures.

The Roundtable shall prepare an annual work plan and annual report outlining:

- Activities and achievements.
- Implementation progress on cultural priorities.
- Event Development Fund activity and outcomes.
- Partnership and collaboration initiatives.
- Emerging opportunities and challenges.
- Recommendations for the upcoming year.

The annual work plan should consider opportunities to advance equity, diversity, inclusion, accessibility and welcoming community objectives through cultural programming, partnerships, events and community engagement initiatives.

Conflict of Interest

Members shall comply with all applicable municipal policies, including the Town's Code of Conduct, Procedural By-law and conflict of interest requirements. Any actual or perceived conflict of interest shall be declared and recorded in the meeting minutes.

Amendments

The Cultural Roundtable may review these Terms of Reference from time to time and recommend amendments to ETCDAC and Council for consideration and approval.