



## Minto Cultural Roundtable

### Terms of Reference

#### 1.0 GOAL

The Minto Cultural Roundtable provides strategic direction and key decision-making on on-going cultural development and implements projects and tasks related to the Cultural Plan.

#### 2.0 PRINCIPLES

Principles that guide the work of the Cultural Roundtable include:

- Inclusive engagement – engaging citizens in ways that cross boundaries and builds shared understanding and empathy.
- Valuing grassroots – celebrating the energy and capacity of the community at the grassroots level.
- Emergence and purpose – balancing a commitment to dialogue that generates new understandings and builds relationships, with advancing concrete plans and actions.
- Asset Based Approach - appreciating and mobilizing individual and community talents, skills and assets (rather than focusing on problems and needs).

#### 3.0 MANDATE

The mandate of the Minto Cultural Roundtable is to give guidance and input related to culture and to implement the Cultural Plan for Minto

It does this by:

- Supporting community led solutions to issues identified by the Roundtable or the community at large.
- Encouraging leadership and innovation.
- Facilitating networking and information exchange.
- Serving as a sounding board for ideas and actions.
- Reviewing policies related to culture.
- Supporting the integration of cultural development plans into related Town plans (i.e. Official Plan and Strategic Plan)

#### **4.0 MEMBERSHIP AND RESPONSIBILITIES**

The Minto Cultural Roundtable shall consist of 15 - 17 members appointed by Resolution of Council. This membership shall be comprised of:

- Two members of Council
- One member appointed by the Minto Arts Council
- One member appointed by the Grey Wellington Theatre Guild and/or the Norgan Theatre Board
- One member appointed by the Harriston Historical Society and/or the Palmerston Railway Heritage Museum.
- One member appointed by the Harriston-Minto and/or the Palmerston Agricultural Society and/or the Minto Farmers' Market
- One member appointed by the Minto Chamber of Commerce
- One member representing the County of Wellington Museum, Archives and Libraries
- One member representing Youth (Age 15 - 24)
- One member representing Seniors (55+)
- One member representing the education system
- Four to Seven members of the public (preference will be given to cultural representatives)

##### **Staff Resources:**

- Director of Economic & Community Development
- Marketing & Community Development Coordinator
- Treasurer
- Community Services Representative (as needed)

##### **Other Resources:**

Ministry of Tourism & Culture Regional Advisor

**4.1** Members shall be appointed for the term of Council.

**4.2** The Cultural Roundtable will elect a Chair from the publicly appointed membership at the first meeting every year. The role of the Chair is to; facilitate the agenda discussion, maintain order, act as official spokesperson.

**4.3** All members will be expected to devote some time between meetings to work on matters before the Committee.

**4.4** In the absence of the Chair, the Cultural Roundtable will select an interim Chair for the meeting.

#### **5.0 REPORTING**

**5.1** The Minto Cultural Roundtable is a Committee of Council established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference and are responsible to Municipal Council.

- 5.2 The Minto Cultural Roundtable reports directly to Council, under the signature of the Chair or designate. The Cultural Roundtable reports and communications will normally be directed to Council through the Town Clerk.
- 5.3 As part of its ongoing reporting requirements, the Cultural Roundtable shall prepare a budget and Work Plan, which shall be submitted to Council via Committee minutes and a summary of activities which will be included in the Economic Development Department Year in Review. The report shall, among other things:
- a. Summarize the activities and achievements of the Cultural Roundtable over the previous year.
- 5.4 When appearing before Town Council on behalf or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee 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 Committee, 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 Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.
- 6.2 Committee members will receive no remuneration for their involvement in Committee activities.
- 7.0 **CONFLICT OF INTEREST**
- 7.1 Committee members, who are not Municipal Councillors, are not bound by the Municipal Conflict of Interest Act. Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.
- 8.0 **STAFF LIAISON AND SUPPORT SERVICES**
- 8.1 Administrative support to be provided by the Town will include: the coordination of Cultural Roundtable related communications and correspondence; recording minutes, preparing agendas, reports and speaking points, research and data collection. Additional support is to be requested by the Committee and not provided by staff until approved by Council.

8.2 The Cultural Roundtable budget will be administered by the Town Treasurer.

## 9.0 **MEETINGS**

9.1 The Committee shall normally meet six (6) times a year, or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place the fourth Monday of each month at 7:00 p.m. at LaunchIt Minto. All Committee meetings are public.

9.2 The Committee may, from time to time, invite resource people to attend a meeting.

9.3 The Committee may establish Sub-Committees for various topics, issues or proposals as required. Such Sub-Committees may include non-Roundtable members, with the approval of the Chair, provided the Sub-Committee is chaired by a Roundtable member. Sub-Committees shall report to the Cultural Roundtable through the Sub-Committee chair.

- Minto Farmers' Market Committee
- Palmerston Railway Heritage Museum Committee

9.4 The Committee may establish working groups to work on certain projects and actions identified in the Cultural Plan. The working groups can be made up of members of both the Roundtable and non-Roundtable members.

9.4 Quorum will be 50% + 1 of appointed members of the public (i.e. 15 appointed members; quorum = 8).

9.5 On matters requiring votes, the Committee shall strive for consensus and shall normally only communicate the consensus or majority position to the Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to the Council, at the discretion of the Chair. The Chair 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 Chair and provided to Roundtable members within one week in advance of their meeting.

10.2 Formal minutes of the Roundtable meeting will be prepared by Staff and provided to Roundtable members at least two weeks following their meeting.

**11.0 AMENDMENTS**

- 11.1** The Cultural Roundtable may wish to review the Terms of Reference from time to time and make recommendations to the Council regarding amendments.
- 11.2** Amendments to the Terms of Reference can only be made by Council.