

TERMS OF REFERENCE

CULTURE ALLIANCE IN THE HEART OF GEORGIAN BAY

Introduction

In 2019, the Councils of the Beausoleil First Nation, the Town of Midland, the Town of Penetanguishene, the Township of Tay, and the Township of Tiny (herein collectively “the Communities”) each approved the creation of a joint culture committee to serve all five Communities, and each committed the sum of \$10,000 per annum for a trial period of one year. This continued until 2023.

The Culture Alliance is an established committee of the Town of Midland, Town of Penetanguishene, Township of Tiny, and the Township of Tay, and will develop annual budgets to support programming.

Vision Statement

The Culture Alliance is recognized for its community-building by intentionally uniting and celebrating diverse cultures, creatives, and organizations (stakeholders and partners) in the Heart of Georgian Bay.

Mandate / Mission

To work collaboratively with its community partners to identify, highlight, and grow the unique culture that is the Heart of Georgian Bay.

Name

The Culture Alliance in the Heart of Georgian Bay.

Strategic Priorities

1. Build Bridges – develop integrated affiliations, plans and programs.
 - o Participation and inclusion activities – Culture Alliance presence
 - o Create a Regional Cultural Plan

2. Animate Asset Map – develop and promote cultural asset map and database.
 - o Video Creation of Stories
 - o Subcommittee to develop a plan to grow and expand the asset map and database and establish milestones.
 - o School Curriculum and education programs (as determined).
 - o Research funding to support asset map and database.
 - o Apply for funding opportunities.

3. Facilitate Collaborations – bring people together.
 - o Cultural Connections Meetings

- o Conference
 - o Indigenous Art and Culture Awareness Week
 - o Develop Culture Alliance Statement (i.e., National Day for Truth and Reconciliation).
4. Celebrate and Promote – celebrate and promote culture in the Heart of Georgian Bay.
- o E-Newsletter (first and third Thursday of each month).
 - o Social Media Plan
 - o Review Annual Culture Awards and Banner Project
 - o Update website
5. Build for the Future – grow and foster relationships in the Heart of Georgian Bay.
- o Culture Alliance Fiduciary and Governance
 - ✓ Fiscal responsibility
 - ✓ Staffing
 - ✓ Review of strategic priorities
 - ✓ Terms of Reference (update)
 - o Professional Development activities and programming for organizations and creatives
 - o Cultural Competency Training
 - o Conferences
 - o Workshops in collaboration with Partners
 - o Artrepreneur

Committee Duties

The Committee will work cooperatively with the Communities to implement the Strategic Priorities of the Committee and to support ongoing cultural development in the region.

Committee Composition

1. The Committee will consist of nine (9) members.
2. One Committee Member will be appointed by each Community Council and will be either:
 - a. a member of the Council of the Community; or
 - b. a staff person employed by the Community.
 (and herein the four (4) such appointees shall be called the “Community Appointees”).
3. The remaining five (5) Committee Members will be appointed by the four (4) Community Appointees (and herein those five (5) appointees shall be called the “At-Large Appointees”).

- a. The appointments for the Community Appointees will be appointed by the four (4) Municipal Communities, for a term not exceeding four (4) years coinciding with the terms of the Municipal Councils; and
 - b. At- Large Appointees will be appointed by the Committee for a minimum of two (2) years, up to four (4) years term. These Appointees will remain on the Committee until the new Council appointments are made.
4. Applications will be invited for appointment of At-Large Appointees. Applications will be submitted to the Secretary of the Committee or the Committee's staff support position on such timetable as the Community Appointees may establish from time to time.
5. Applicants will be selected based on the following criteria:
 - a. A demonstrated commitment to developing healthy and sustainable Communities.
 - b. Representation of the founding cultures and languages of the region.
 - c. Skill and/or experience in the following: cultural heritage; cultural enterprises; cultural space and facilities; art disciplines including dance, literature, media arts, music, theatre, and visual arts; and tourism.
 - d. Skill and/or experience in marketing, communications, public relations, finance, cultural programming, governance, and management.
 - e. Residence, employment and/or regular cultural activity in one or more of the five Communities; and
 - f. Enthusiasm for culture and an ability to champion culture.
6. In the event of the retirement of any Appointee or the need for replacement of an Appointee pursuant to Paragraph 10 below, a replacement for such Appointee will be appointed for the unexpired term of the Appointee being replaced and such appointment shall be made in accordance with the provision aforesaid.
7. The Community Appointees may also appoint a First Nation Elder in Residence and a Métis Elder in Residence as ex-officio members of the Committee.
8. A staff person employed by one of the Communities may be appointed as the Secretary of the Committee and will serve as an *ex officio* Member of the Committee.
9. Relevant staff from the communities or from stakeholders may attend and participate in meetings as ex officio Members of the Committee.
10. The Chair or Vice-Chair may request or recommend replacement of a Committee Member who misses three (3) consecutive meetings without being granted permission to be excused.
11. The Committee will elect from among its Members a Chair and a Vice-Chair. The Chair will preside over all meetings unless unable to attend in which event the Vice-Chair shall preside.

The Committee may appoint such subcommittees as it deems necessary or appropriate including, without limitation, individual subcommittees to report to the Committee on programming, promotion and marketing, and finance.

Governance Committee

1. The Community Appointees will comprise a Governance Committee. This committee will meet at the discretion of the Chair of the Culture Alliance.
2. The Governance Committee will be responsible for recruitment, screening and selection of At-Large Appointees, as well as committee orientation and exit interviews.
3. The Governance Committee will also participate in the employment and evaluation of Culture Alliance-funded staff.
4. Culture Alliance staff and/or staff from the Communities may attend meetings, at the invitation of the Governance Committee, in an ex-officio manner for minute-taking and/or expertise/consultation.

Meetings

1. The Committee will meet at least monthly between September and June (both inclusive) in each year and may meet more frequently.
2. The meeting schedule will be determined on an annual basis and the meetings will take place either in-person or hybrid.
3. A quorum for meetings shall be a minimum of five (5) of the voting Members.
4. During the transition period between municipal elections and when each Council appoints their new Council member representative to the Committee, quorum shall be four (4) of the voting Members.

Reporting

1. Approved Minutes of each meeting of the Committee will be circulated to each of the Communities by email to the person designated to receive such minutes for circulation to all Council Members of each Community.
2. A Committee Member will be designated by the Committee shall report by deputation to the Councils of each of the Communities once a year.

Code of Conduct

- The Culture Alliance in the Heart of Georgian Bay Committee is committed to providing and maintaining a proper environment for the Committee that is based on mutual respect for the rights of everyone involved.

- The Committee will abide by the regulations set forth by each of the Communities that make up the Culture Alliance in the Heart of Georgian Bay Committee, whose goal is to provide a healthy and safe work environment that is free from any form of harassment or violence.
- All Committee members will refrain from personal harassment and conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions as per each of the Communities it represents, Respect in the Workplace policies, and the policy of the meeting place.

Budget

1. The Committee will develop and approve their annual budget, with expenditures consistent with the Strategic Priorities of the Committee. This budget proposal to be brought to each community during the annual budget process.
2. The Culture Alliance's funds will be administered by one of the Municipalities and with expenses reviewed by the Cultural Development Coordinator and approved by the Municipality's finance department under the direction of the Chief Financial Officer.

Remuneration

1. Except for sums paid by the Communities to their Members of Council and/or staff who may be Members of the Committee, there shall be no remuneration paid to Committee Members for their service on the committee.
2. The Governance Committee has the authority to approve payment to a Member of the Committee for non-Committee, project-specific work. Such opportunities will be posted on the Culture Alliance website and will be made available for application by all members of the community. Any projects with a budget of more than \$10,000 will follow the Town of Midland's Procurement Process. Payment to any individuals will be based on unique qualifications, skills and ability related to the specific project and a contract outlining responsibilities and payment will be entered. Committee members interested in specific opportunities will be excluded from the review and selection process. Should a Committee Member's family member/member of their household be interested in an opportunity, the Committee Member will sign a conflict-of-interest form and exclude themselves from the review and selection process.

Subcommittees

1. The Culture Alliance will maintain sub-committees to assist in guiding, planning, and implementing the Strategic Priorities.
2. The Culture Alliance committee will determine what sub-committees are required and sub-committee members will be selected with attention and care paid to having representation across cultural sectors.

3. Each sub-committee and sub-committee members will adhere to the Culture Alliance's Terms of References, with the following exceptions:
 - a. Sub-committees will consist of at least two (2) members with no maximum number of members.
 - b. At least one member of each sub-committee will be an active member of the Culture Alliance committee.
 - c. Sub-committees will meet at least monthly and/or at the discretion of the Chair of the sub-committee. A quorum for meetings will be minimum of two (2) members, or 50 per cent plus one, whichever yields the required votes.
 - d. Minutes of each sub-committee meeting will be shared with the Culture Alliance committee
 - e. The sub-committee Chair, or designate, shall provide a report at each Culture Alliance committee meeting, or as required.