

## **TERMS OF REFERENCE JOINT CULTURE COMMITTEE**

### **Introduction**

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”) have each approved the creation of a joint culture committee to serve all five Communities and have each committed the sum of \$10,000 per annum for a trial period of one year, to be reviewed after one year.

### **Mandate / Mission**

Celebrating, fostering, promoting and leveraging cultural resources in the Heart of Georgian Bay, with a view to growing a prosperous year-round creative economy, and enhancing the quality of life and cultural awareness for all residents.

### **Name**

The Culture Alliance in the Heart of Georgian Bay

### **Strategic Priorities**

1. **Support for Creative Individuals:** To nurture, encourage, recognize, promote and create opportunities for learning, professional development, promotion, sales, and networking for individual creatives and to promote the sharing of skills and passions.
2. **Support for Cultural Groups and Organizations:** To support arts, cultural and heritage organizations and their initiatives through financial contributions, marketing, promotion, and assistance with networking and partnerships.
3. **Support for Events and Activities:** To provide financial and/or marketing and promotional support for existing events, and new or enhanced cultural activities and events.
4. **Regional Outlook:** In all programs and activities, to maintain a regional focus while recognizing the special and unique attributes and traditions of residents of each of the Communities.
5. **Cultural Asset Mapping:** To prepare and maintain an inventory of all cultural assets and resources in the area.
6. **Branding:** To develop an identity and brand for the Committee that includes elements that reflect the character of the region and of the Communities.
7. **Promotion of Region:** To promote the region as a vibrant cultural hub with a diverse cultural identity by (a) raising awareness locally; (b) leveraging community partnerships; (c) collaborating for strategic communications; (d) using celebrations or festivals to highlight cultural amenities; and (e) creating inclusive opportunities for increased participation in culture to solidify a sense of community and place.

8. **Supporting Heritage:** To promote the gathering and preservation of local history and cultural heritage (as for example, the story of the Beausoleil First Nation).
9. **Scheduling and Collaboration:** To maintain and provide access to a comprehensive calendar of cultural activities in the region, and to build communication and collaboration between individuals, organizations and agencies that support the Strategic Priorities of this Committee.
10. **Funding:** To pursue funding opportunities and leveraged funding partnerships.

## 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 eleven (11) members.
2. One Committee Member will be appointed by each Community 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 five (5) such appointees shall be called the “Community Appointees”).
3. The remaining six (6) Committee Members will be appointed by the five (5) Community Appointees (and herein those six (6) appointees shall be called the “At-Large Appointees”).
4. The appointments will be made for a term of one year initially and, if the Committee receives the support of the Community Councils to extend beyond the initial one-year period, the appointments will be extended to coincide:
  - a. For the Municipal Appointees, with the remaining term of the Municipal Councils of the four Communities that are Municipalities;
  - b. For the Beausoleil First Nation Appointee, with remaining term of the Beausoleil First Nation Council; and
  - c. For the At-Large Appointees,
    - i. as to 3 of the 6 (to be so designated at the time of appointment) with the remaining term of the Beausoleil First Nation Council; and
    - ii. as to the other 3 of the 6 (to be so designated at the time of appointment) for the remaining term plus one ensuing two-year term of the Beausoleil First Nation Council
5. Thereafter appointments shall be made as follows:
  - a. For the Community Appointees appointed by the four (4) Municipal Communities, for a term not exceeding four (4) years coinciding with the terms of the Municipal Councils;
  - b. For the Community Appointee appointed by the Beausoleil First Nation Community, for a term not exceeding two (2) years coinciding with the term of the Beausoleil First Nation Council; and

- c. For At- Large Appointees, for a term of four years coinciding with every second term of the Beausoleil First Nation Council (it being acknowledged that, pursuant to paragraph 4.c. above three (3) will be appointed for four (4) year terms every two (2) years).
6. Applications will be invited for appointment of At-Large Appointees. Applications will be submitted to the Secretary of the Committee on such timetable as the Community Appointees may establish from time to time.
7. 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.
8. 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
9. 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.
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.
12. 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, finance, governance and Community staff support.

## 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 meeting venue will rotate from meeting to meeting among the five (5) Communities.
3. A quorum for meetings shall be a minimum of seven (7) of the voting Members.

## **Reporting**

1. 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. The Chair or Vice-Chair of the Committee or other Member designated by the Committee shall report by deputation to the Councils of each of the Communities twice a year.

## **Budget**

1. Each of the Communities will provide the sum of \$10,000 annually to the Committee.
2. The Committee will determine how and when such funds are expended provided such expenditures are consistent with the Strategic Priorities of the Committee.

## **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.