



terms of reference: project steering team

appendix A

Terms of Reference: Project Steering Team

PURPOSE

The primary purpose of the Our Community Culture Phase I Project Steering Team (herein referred to as the OCC Project Team) is to oversee the successful completion of all tasks and deliverables identified in the project Request for Proposal (RFP), and to represent the City's interests in the development of Hamilton's Community Profile.

OCC PROJECT TEAM MEMBERSHIP

The membership of the OCC Project Team will consist of the following City Staff and Community Volunteers:

- Anna Bradford – Director of Culture (Project Sponsor), Culture Division
- Patti Tombs – Manager (Project Manager), Culture Division
- Elizabeth Wakeford – Cultural Initiatives Coordinator (Project Coordinator), Culture Division
- Heather Howe – GIS Coordinator - Landbase, Information Services Division
- Meghan House – Cultural Heritage Planner, Planning Division
- Brian Kreps – Manager, Homelessness, Social Housing and Homelessness Division
- Carmen Bian – Senior Policy Analyst, Social Development & Early Childhood Services Division
- David Adames – Executive Director, Tourism Hamilton
- Tony Tollis – City Treasurer, Corporate Services
- Robert Norman – Manager, Capital Planning & Implementation Division
- Jane Lee – Director of Customer Service, Access & Equity
- Al Fletcher – Manager, Strategic Services – Special Projects
- Christine Newbold – Planner I, Strategic Services – Special Projects

- Kirstin Maxwell – Planner I, Strategic Services – Special Projects
- Glenn Brunetti – Manager of Marketing & Information Services, Strategic Services Division
- Corinne Radake – Communications Officer, Strategic Services Division
- Jacqueline Norton – Manager, Hamilton Film & Television Office
- Ken Roberts – Chief Librarian, Hamilton Public Library
- Paul Takala – Director, Digital Technology, Hamilton Public Library
- Diane La Pointe-Kay – Director, Recreation Division
- Jillian Stephen – Acting Directory, Environment and Sustainable Infrastructure

- Community Representatives
- Lesley Russell, Executive Director - Community Information Hamilton
- Renee Wetselaar, Co-Chair – Arts Advisory Commission
- Carolann Fernandes, Retired Vice Principal, Hamilton-Wentworth Catholic District School Board
- Jeremy Freiburger, Creative Director, Imperial Cotton Centre for the Arts

KEY RESPONSIBILITIES OF THE PROJECT STEERING TEAM

The key responsibilities of all OCC Project Team members include but are not limited to the following:

- Attend and participate in OCC Project Team meetings as established in the project work plan, and for the duration of the project timelines.
- Participate in the review and approval of the final work plan from the Consultants including details related to tasks, timelines, and project deliverables.
- Participate in the review and monitoring of the overall progress of the project with respect to stated work plan, tasks, timelines, and project deliverables.
- Participate in the review and approval of the cultural categories for the data framework.
- Provide relevant City documents, background and support materials, and advice to the Consultants as requested.
- Participate in the development of a list of internal staff and external stakeholders to be included in the consultation process.
- Participate in the review and approval of an internal staff and external consultation process.
- Participate in the review and approval of a communications plan as prepared by the Consultants in cooperation with Communications Staff from the City of Hamilton's Strategic Services Division.
- Review and respond to, in a timely manner; all requests related to the review of project briefs, updates, draft materials and reports as prepared by the Consultants, or other members of the OCC Project Team.
- Participate in the review and approve the OCC Table of Contents for the final Report as prepared by the Consultants.

- Review and approve the final OCC Report as prepared by the Consultants.

OCC Project Coordinator

In addition to fulfilling the stated responsibilities for all OCC Project Team members, the specific key responsibilities of the OCC Project Coordinator include but are not limited to the following:

- Act as the designate on behalf of the OCC Project Manager as required.
- Plan and coordinate meeting and resource logistics for all OCC Project Team meetings.
- Plan and coordinate, in cooperation with the Consultants, the logistics for all stakeholder consultation sessions.
- Assist in the coordination of all internal and external communications.
- Develop, in conjunction with the Project Manager; OCC Project Team agendas. Distribute the agendas to the Project Team three business days prior to the meetings.
- Record and distribute all OCC Project Team minutes in a timely manner following the meetings.
- Review, in consultation with the OCC Project Manager; joint OCC Project Team and Consultants meeting minutes as provided by the Consultants to ensure congruence with agreed upon decisions, action items and outcomes.
- Distribute joint OCC Project Team and Consultants meeting minutes as prepared and forwarded by the Consultants.
- Plan and coordinate the distribution of resources and project related materials to the OCC Project Team.
- Record and maintain documentation of all correspondence related to the project.

OCC - Project Manager

In addition to fulfilling the stated responsibilities for all OCC Project Team members, the specific key responsibilities of the OCC Project Manager include but are not limited to the following:

- Function as the first point of contact for the Consultants.
- Approve Consultant & OCC Project Team meeting agendas as prepared by the Consultants.
- Schedule and chair OCC Project Team meetings that do not include the Consultants.
- Administer and monitor the project budget in accordance with established Corporate and Departmental procedures, ensuring that project expenditures are within approved budgeted levels.
- Review project invoices and forward to OCC Project Sponsor for payment authorization.
- Oversee the activities of the Consultants related to the project work plan, tasks, timelines and deliverables.
- Review three milestone progress reports as prepared by the Consultants to ensure compliance. Review progress reports with the OCC Project Sponsor identifying any variances and recommended follow-up action as required.
- Conduct final project evaluations to determine project success and submit process improvement recommendations to the OCC Project Sponsor.

OCC Project Coordinator

In addition to fulfilling the stated responsibilities for all OCC Project Team members, the specific key

responsibilities of the OCC Project Coordinator include but are not limited to the following:

- Act as the designate on behalf of the OCC Project Manager as required.
- Plan and coordinate meeting and resource logistics for all OCC Project Team meetings.
- Plan and coordinate, in cooperation with the Consultants, the logistics for all stakeholder consultation sessions.
- Assist in the coordination of all internal and external communications.
- Develop, in conjunction with the Project Manager, OCC Project Team agendas. Distribute the agendas to the Project Team three business days prior to the meetings.
- Record and distribute all OCC Project Team minutes in a timely manner following the meetings.
- Review, in consultation with the OCC Project Manager, joint OCC Project Team and Consultants meeting minutes as provided by the Consultants to ensure congruence with agreed upon decisions, action items and outcomes.
- Distribute joint OCC Project Team and Consultants meeting minutes as prepared and forwarded by the Consultants.
- Plan and coordinate the distribution of resources and project related materials to the OCC Project Team.
- Record and maintain documentation of all correspondence related to the project.

MEETINGS

Meetings will be established in conjunction with the work plan identified by the Consultants, or at the call of the Chair (OCC Project Manager).

MEETING AGENDAS & MINUTES

OCC Project Team meetings:

Meeting agendas will be developed by the OCC Project Manager and circulated 3 business days in advance of the meeting.

Meeting minutes will be recorded by the OCC Project Coordinator and distributed in a timely manner following the meeting.

Joint OCC Project Team & Consultants meetings:

Meeting agendas will be established by the Consultants in cooperation with the OCC Project Manager and circulated 3 business days prior to scheduled OCC Project Team meetings. Agendas will identify items for discussion and/or items requiring advance preparation by the OCC Project Team members.

Meeting minutes will be recorded by the Consultants and provided in a timely manner to the OCC Project Coordinator for distribution to the OCC Project Team.



terms of reference: cultural mapping working group

appendix B

Purpose

A Cultural Resource Mapping (CRM) Working Group will report to the Project Steering Team while undertaking the following:

1. Confirm categories within a data framework of cultural and heritage resources (Cultural Resource Framework);
2. Review the list of datasets available through GIS Services and identify key data sources with the existing datasets to establish a 'baseline' map;
3. Advise on research protocol for the identification of sources, collection and characterization of data;
4. Support the integration of the searchable database into the city's Information Management, GIS platform/systems that can be made ready to be included onto the MAP. Hamilton site;
5. Determine a suitable number of records to be included and complete the GIS Test Phase in consultation with the GIS Coordinator - Applications;
6. Determine priority data layers and number of potential maps for project with advice from the GIS Coordinator – Applications, Project Core Team and Consultants;
7. Develop a system for database management and advise on the development of a database maintenance manual outlining data entry protocols and procedures with the GIS Coordinator – Applications.

Composition

Patti Tombs – Manager (Project Manager), Culture Division
Elizabeth Wakeford – Cultural Initiatives Coordinator (Project Coordinator), Culture Division
Heather Howe – GIS Coordinator - Landbase, Information Services Division
Meghan House – Cultural Heritage Planner, Planning Division
Joe Muller – Cultural Heritage Planner, Planning Division
Carmen Bian – Senior Policy Analyst, Social Development & Early Childhood Services Division
David Adames – Executive Director, Tourism Hamilton
Angela Monaco – Senior Information Systems Planner, Finance and Support Services Division
Jacqueline Norton – Manager, Hamilton Film & Television Office
Norm Schleeahn – Manager, Economic Development and Real Estate Division
Ken Roberts – Chief Librarian, Hamilton Public Library

Community Representatives

Lesley Russell, Executive Director - Community Information Hamilton
Jeremy Freiburger, Creative Director, Imperial Cotton Centre for the Arts