



Oshawa Cultural Leadership Council Operations Guidelines (as of December 2021)

1. Introduction:

Oshawa City Council approved the City's first Municipal Cultural Plan in 2014: *Culture Counts: Oshawa's Arts, Culture and Heritage Plan* ("Culture Counts"). The Strategy to "establish a governance structure and administrative requirements to implement the Plan" recommends the action to establish a cross-sectoral Cultural Leadership Council (CLC). The mandate of the CLC is to:

- Align resources across the public, private and voluntary sectors to implement *Culture Counts* and ongoing cultural development in Oshawa.
- Partner, with the City of Oshawa, on the implementation of various actions in *Culture Counts*
- Act as the lead and co-lead on specific strategies and action items.

2. Purpose and Application:

This document outlines a fair and equitable approach and process for the establishment and operations of the CLC and will address the following:

- Definitions
- Membership
- Appointments, Term of Office and Vacancies
- Attendance Management
- Conduct
- Operating procedures
- Working groups
- Media Relations

3. Definitions

“City” – means the City of Oshawa.

“Chair” – means the elected head of the CLC.

“Conduct” – means the way one acts or personal behaviour.

“Cultural Leadership Council” – The Cultural Leadership Council consists of Standing and Appointed Members who represent external agencies, post-secondary partners, Oshawa cultural organizations, creative industries, local businesses, community members, artists and youth.

“Point of Order” – means a statement made by a member of the CLC during a meeting drawing to the attention of the Chair a breach of the operating procedures.

“Quorum” – means the number of members required to be present at any meeting in order that business may be conducted, being a simple majority of the members of the CLC.

“Respect” – means the act of noticing with attention and consideration or courteous regard.

“Working Group” – means a team comprised of at least one member of the CLC created to carry out a specific project included in the annual work plan of the CLC, to be disbanded upon completion of the project.

“Working Group Lead” – means the Lead on the working group who shall report to the CLC.

“Member” – means any person with a seat on the CLC that supports Culture Counts, the City of Oshawa’s Arts, Culture and Heritage Plan.

“Appointed Member” – Appointed Members are representatives from cultural organizations and/ or individual (e.g. visual artists, musicians, creative entrepreneurs, etc) and must submit an application for consideration during the recruitment process.

“Standing Member” – Standing Members are automatically assigned one seat on the CLC and can transfer their membership to another individual within their organization.

4. Membership

The CLC shall be comprised of no more than 20 Members.

Sector	No. of Members
Standing Members	

City-funded external agencies (Parkwood Estate NHS, Robert McLaughlin Gallery, Oshawa Museum, Oshawa Public Libraries, Oshawa Seniors Citizens Centres)	5
Public Post-secondary education institutions (Durham College, Trent University, University of Ontario Institute of Technology)	3
City of Oshawa	2
Appointed Members (Require Application)	
Cultural organizations	4
Individuals (e.g. residents, visual artists, musicians, creative entrepreneurs, performing artists)	6
Minimum and Maximum Membership	20

5. Appointments, Term of Office and Vacancies

5.1 Appointments and Term of Office

The Chair will be a Member of the CLC and shall be elected by the CLC Members for a two (2) year term. A Chair can be re-elected for a maximum of two (2) consecutive terms, and could be considered for further appointments following a two-year break.

Appointed Members to the CLC shall be appointed for two (2) years with the option to extend their term for another 2 years. This can be done by notifying the Chair in writing that they wish to extend their term for another 2 years. Where an Appointed Member, who is also an individual representing a cultural organization, indicates the desire to extend their term, they can transfer their membership to another person in the organization.

Standing Members are automatically assigned one seat on the CLC and can transfer their membership to another individual within their organization.

5.2 Vacancies and Resignations

- a) Appointments will take place if there is a need to fill vacant seats or to fill the balance of an appointee's term.
- b) City Staff will advertise CLC vacancies on the City of Oshawa's website, social media pages and other various media channels.
- c) Candidates shall be required to complete and submit an application form available on the City's website. If the applicant cannot complete the application form for any reason of disability, special provision shall be made.

- d) A committee consisting of two (2) Standing Members, the current CLC Chair, one (1) Appointed Member, and one (1) City staff will review and appoint new Members.
- e) Appointed Members shall provide written notice of resignation to the appropriate City staff and the CLC Chair.

6. Attendance Management

After two consecutive absences by any Member of the CLC at regularly scheduled meetings, City staff shall informally contact the absent member to determine if they plan to attend the next regularly scheduled meeting.

If the CLC member fails to attend the third meeting, City staff shall include the item “Absentee Member” on the agenda for the next meeting.

The CLC shall recommend that the absent Member’s seat be declared vacant and the recruitment and selection process will be initiated (see section 5.1). In the event of extenuating circumstances, and at the discretion of the CLC, exceptions can be made regarding attendance.

7. Conduct

CLC Members work in partnership with the City of Oshawa and for the citizens of Oshawa. CLC Members must respect confidential information and declare conflict of interest, when required. As a City of Oshawa working group supporting the implementation of Culture Counts, a significant strategic document, CLC Members are expected to support and contribute to a safe, respectful, transparent and accountable environment. The City of Oshawa has zero tolerance for any form of violence, vandalism, or inappropriate behaviour in its facilities or properties.

8. Operating Procedures

The following operating procedures apply to CLC Members and are optional for working groups.

8.1 Quorum

Quorum shall be an absolute majority of the total existing CLC Members (50 percent plus one), including any vacancies.

In the case that quorum is not met CLC Members can continue the meeting, but motions and actions will not be voted on. Discussions will be recorded in Meeting Summaries and made available at the next scheduled meeting.

8.2 Conduct of Business and Adjournment

- a) If the Chair is not present within the first ten minutes of a CLC meeting or has previously sent their regrets, the Members present shall appoint, by consensus another Member as Acting Chair, who will preside for the duration of the meeting.
- b) Decisions of the CLC shall be by motion. A simple majority vote by the Members present shall be followed.
- c) The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings.
- d) A motion to adjourn the meeting shall be in order.

8.3 Agenda, Meeting Summaries and Reports

Agenda items to be included for discussions must be received by the Chair a minimum of 1 week prior to the upcoming meeting. Meeting agenda's will be posted on the City of Oshawa's website.

Meeting Summaries shall briefly outline the substance of each of the items listed on the agenda, including actions taken and recommendations. Meeting Summaries should be circulated by City staff to Members within one (1) week after the meeting and will require CLC approval at the next scheduled meeting.

Working Groups should ideally submit written reports via email to the Chair a minimum of one (1) week prior to the upcoming meeting.

8.4 Correspondence and Public Attendance

The CLC will receive correspondence from the public through email. All correspondence should be directed to the Chair for inclusion in upcoming CLC meetings and will be at the discretion of the Chair and City staff. Members of the public are welcome to attend and observe a meeting, without interrupting, the proceedings.

8.5 Public Delegations

Delegations and presentations by members of the public will be considered on a case-by-case basis by the Chair and City staff. Members of the public wishing to make a presentation to the CLC must submit their request in advance of attending the meeting (see 8.4).

9. Working Groups

Working groups may be established, as required, to carry out a specific project included in the annual work plan, the working group to be disbanded upon project completion. At least one member of the group shall be a Member of the CLC and will act as the Working Group Lead. Membership for the working group may be drawn from relevant stakeholders or the public with the appropriate interest and expertise. Working groups report to the CLC through the Working Group Lead.

Working Groups:

- Shall be permitted to meet at any location determined by the Working Group as long as the location is accessible to participants.
- May complete Meeting Summaries and Agendas.
- Shall submit written reports to the CLC Chair one (1) week prior to the upcoming meeting and will be prepared to speak on behalf of their report at the meeting.

10. Media and Communications

All media contact shall be made through the CLC Chair or designate. All media releases must be approved by the Chair and will adhere to the City's Corporate Media Relations Policy available through City staff. The CLC reserves the right to publicly deny any statement or report released without the proper approvals.

11. Review

Review and updates to these Guidelines will occur, as required, with the most current version to be posted on the City of Oshawa's website.