

CS-19-118 Attachment 1

Community Centennial Committee

Terms of Reference

1.0 Mandate

As outlined in Culture Counts: Oshawa's Arts, Culture and Heritage Plan, under the Strategy to "Build a Strong, Vital and Connected Arts, Culture and Heritage Sector", the creation and purpose of a Community Centennial Committee relates to the action item to "plan a coordinated approach to celebrating significant upcoming anniversaries"

The City of Oshawa Community Centennial Committee is intended to bring together members of the community to develop a city-wide plan to celebrate the City of Oshawa's 100th Anniversary in 2024.

The Community Centennial Committee will serve as the community table at which local leaders and organizations will provide input, collaborate, plan and execute events, activities and initiatives that will take place in 2024.

2.0 Goals and Objectives

The goals and objectives of the Committee are as follows:

- Provide input and support to City staff to develop a city-wide plan for the 100th anniversary of Oshawa in 2024.
- Provide input and support to City staff to develop communications and outreach plans for the 100th anniversary of Oshawa in 2024.
- Assist in planning and delivering 100th anniversary events, activation and initiatives as needed.
- Support outreach activities and act as Anniversary Champions to 100th Anniversary initiatives.
- Collaborate and determine partnership opportunities between Committee members and the community leading up to and during the anniversary year.

3.0 Guiding Principles

All members of the Community Centennial Committee are expected to abide by the following principles for participation and partner engagement:

- Be open and respectful
- Be inclusive and accessible
- Foster collaborations to spur action
- Be responsive to the needs of the community.

4.0 Membership Composition

The Community Centennial Committee membership should consist of no more than 30 members from the community who can support the outlined goals and objectives of the Committee. Suggested membership is to include, but not be limited to:

Member	No. of Members
City-funded external agencies (Parkwood Estate National Historic Site, Robert McLaughlin Gallery, Oshawa Museum, Oshawa Public Libraries, Oshawa Seniors Citizens Centres)	5
Public Post-secondary education institutions (Durham College, Trent University Durham, Ontario Tech University)	3
Cultural Leadership Council representative	1
City of Oshawa Staff	2
School Board Representatives (Public & Catholic)	2
Oshawa Central Council of Neighbourhood Associations (O.C.C.N.A)	1
Downtown Oshawa B.I.A and Chamber of Commerce	2
Indigenous Community representative	2
Oshawa Youth Council representative	1
Durham Tourism representative	1
Not for profit organizations (includes arts, culture, sports, recreation, community service clubs, etc)	5
Individuals (e.g. Oshawa residents)	5
Maximum Membership	30

4.1 Sub-committees

Sub-committees may be formed to provide additional support to the Community Centennial Committee. Individuals and organizations not part of the Community Centennial Committee are eligible to be part of sub-committees.

Sub-committees will be determined, as necessary, when the city-wide plan has been developed and additional support and areas of focus are determined. Sub-committees may be created for the following areas:

- Marketing and Communications
- Events
- Public Art
- Community Outreach and Engagement
- Diversity and Inclusion
- Volunteers
- Tourism and Visitors
- Youth

- Seniors
- Recreation and Sport
- Sponsorships and Funding

5.0 Member Qualifications and Responsibilities

5.1 Member Qualifications

Members must be Oshawa residents or individuals who work for organizations that are located in Oshawa.

The following qualifications will be considered for appointing members to the Community Centennial Committee:

For organizations:

- Organizational mandate aligns with Goals and Objectives of the Community Centennial Committee.
- Demonstrated experience in partnership activities, special event delivery and community engagement.

For individuals:

- Experience working in teams, with community groups, not for profit boards or organizations
- Demonstrated experience in partnership activities, special event delivery and community engagement.

5.2 Member Responsibilities

- Attend and actively participate in all scheduled and special Community Centennial Committee meetings and any Sub-committee meetings that they are a Member;
- Be an active participant in delivering the goals and objectives of the Committee;
- Attend City of Oshawa and other community organization's events and initiatives, where appropriate and available;
- Solicit and share feedback from the public on Committee plans and activities;
- Be a resource and provide leadership to City staff in their area of expertise.
- Review Terms of Reference and make changes as appropriate and as needed.

5.3 City Staff Responsibilities

- Act as the Committee lead, chair and schedule meetings, book meeting spaces, moderate discussions and summarize meeting discussions.

- Contribute to Committee discussions and work with Committee members to establish the city-wide plan and program for the 100th anniversary of Oshawa in 2024.
- Connect organizations to each other to build partnerships and to share information about 100th anniversary plans.
- Develop and execute City-run programs, events and services that celebrate the 100th anniversary of Oshawa.
- Provide updates on City of Oshawa initiatives that relate to the Goals and Objectives of the Committee.

6.0 Term of Appointment, Attendance Management & Remuneration

Members shall be appointed for five (5) years beginning in 2020.

Committee Members must attend all scheduled meetings. After two consecutive absences, the seat will be deemed vacant.

In the event of a vacancy or resignation, vacancies will be strategically communicated to the target audience and public utilizing various communications methods including via the City's website, social media pages and other media channels.

Organizational members are able to assign representation, and attendance at meetings, to other individuals within the organization. Individual members are not able to send representatives in their place.

Committee members will serve without remuneration.

7.0 Frequency and Location of Meetings

In 2020, the Community Centennial Committee will meet between two (2) to four (4) times in its inaugural year in City recreation facilities. The Committee at its inaugural meeting will determine the meeting schedule.

In subsequent years, the meeting schedules will be determined by City staff, in collaboration with Committee members, and be based on the deliverables outlined in the city-wide anniversary plan once developed.

8.0 Conduct

Members shall reflect a professional and courteous manner when interacting with each other and members of the public. Should a Member of the committee exhibit a pattern of inappropriate conduct, the Committee may rescind the member's appointment

9.0 Budget

Any requirement for funds to deliver events and initiatives will be included in the Recreation and Culture Services operating budget and is subject to the approval of Oshawa City Council.

10.0 Media and Communications

All media contact shall be made through City of Oshawa staff including the provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements and the like.