



**Oshawa Cultural Leadership Council
Terms of Reference
(as of April 2017)**

Background

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.

For the purpose of this Terms of Reference, culture in Oshawa includes arts, culture and heritage.

Purpose

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

Membership & Cultural Leadership Composition

The Cultural Leadership Council shall be comprised of no more than 20 members.

There are two types of Members: Standing Members and Appointed Members. Standing Members are automatically assigned one seat on the CLC and can transfer their membership to another individual within their organization, whereas Appointed Members must submit an application.

Sector	No. of Members
Standing Members	
City-funded external agencies (Parkwood Estate NHS, Robert McLaughlin Gallery, Oshawa Community 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)	

Sector	No. of Members
Cultural organizations	4
Individuals (e.g. residents, visual artists, musicians, creative entrepreneurs, performing artists)	6
Minimum and Maximum Membership	20

Term of Appointment and Remuneration

Standing Members will hold a position on the Cultural Leadership Council indefinitely.

Appointed Members to the CLC shall be appointed for (2) years with the option to extend their term for another 2 years.

The Chair shall be elected by the members for a two (2) year term and may be reelected.

Members of the Cultural Leadership Council will serve without remuneration.

Location and Frequency of Meetings

The Cultural Leadership Council shall meet quarterly in City or other public facilities. Additional meetings will be at the call of the Chair.

Working Groups, established on a project-by-project basis, shall meet as required.

Responsibilities of Cultural Leadership Council members:

- a) Attend and actively participate in all scheduled and special Cultural Leadership Council meetings and any Working Group meetings that they are part of;
- b) Attend City of Oshawa and other community cultural organization's events and initiatives, where appropriate and available;
- c) Advocate for the recommendations in the *Culture Counts* plan;
- d) Solicit and share feedback from the public on Cultural Leadership Council activities.
- e) Be a resource and provide leadership to City staff in their area of expertise.