



Cultural Leadership Council Meeting Summary November 28, 2018 6:30pm – 9pm Arts Resource Centre

Attendees: CLC Members: Derek Giberson (Chair), Colleen Zavrel, Rebekah Noseworthy, Marcarie Riel, Caroline Herbert, Hailey Wright, Jeremy Blowers, Will McGuirk, Samuel Powless, Teresa Pierce, Lisa Terech, and Jennifer Gardiner

City Staff: Catherine Richards, Kirsten Frankish, Sarah Wintle, Brandon Clarkson and Nicole Iancovitz

Regrets/Absent: Aleks Nikolic, Greg Murphy, Stephanie Pollard, Madimba Tshibuabua, Donna Raetsen–Kemp, Victoria Byers, Laura Mountjoy, and Laura Suchan

Summary

1. Welcome, Pecuniary Interests & Approval of Summary Notes:

The Cultural Leadership Council (CLC) met on November 28th, 2018. Derek Giberson (outgoing Chair of the CLC) commenced the meeting with a statement asking for pecuniary interests to be expressed and for approval of the last 2 summaries from previous CLC meetings.

2. Nomination and Election of New Chairperson for the CLC:

The CLC nominated and elected a new chair for the 2019 term as Derek Giberson will begin his role with council on December 3rd, 2018. Rebekah Noseworthy accepted the CLC's nomination and was elected as the new chair for the 2019 term. Catherine Richardson thanked Derek Giberson on behalf of the CLC and council/office of the Mayor with an official certificate of recognition for his outstanding work as Chair of the CLC. The CLC will be glad to have a friend in Derek Giberson representing culture in council.

3. PRESENTATION: Sarah Wintle, Community Events Coordinator

Sarah Wintle presented the newly printed Events Planning Resource Manual and website:
https://www.oshawa.ca/things-to-do/resources/Events_Manual_SECURED.pdf

The manual and website break down how to host/run an event in the city and serve as an educational guide for event organizers to be aware of all of the processes and procedures (i.e. by-laws, licenses, capacities, sponsorship, funding, road closures, indoor vs. outdoor events, etc.). The website and manual also break down the event application process.

The CLC gave very positive feedback about the new guidebook and made a few suggestions:

- a) List the website address on the back of the printed guidebook
- b) All forms should be available under the "Forms" tab on the website

- c) Add an “event checklist” for organizers to refer back to throughout the process of organizing an event
- d) Hold a “roundtable” during off season for potential event organizers to ask questions of the events team, waste management representatives, police services, fire services, etc.

NB* Catherine Richardson noted that as legislation changes, the online document will be updated accordingly and amendments will be added in order to keep the guidebook up to date.

4. PRESENTATION: Brandon Clarkson, Cultural Program Coordinator

Brandon Clarkson provided background about the history of the ARC in Oshawa (the former courthouse and police station constructed in 1952) which serves as the hub for arts, drama and music programs today. The arts, drama and music programs at the ARC extend to participants aged 18 months – 94 years. The ARC saw 1400 participants in 2018 who joined in a variety of programs (including: Little Picassos, Arts Camp, etc.).

As Cultural Program Coordinator, Brandon Clarkson, organizes all arts, drama and music programs and camps, Doors Open, Culture Days, Canada Day, etc. Brandon Clarkson schedules all rental at the ARC, birthdays, and bookings/registrations. Brandon can be contacted at: BClarkson@oshawa.ca or Ext. 2009.

5. Milestone Celebrations:

The CLC were then asked to provide their milestone dates (upcoming cultural events, initiatives, festivals, celebrations, etc.) on the shared calendar so that the CLC members can support one another’s events and important dates. The compiled Milestone Calendar has been sent via email as an attachment to the CLC with the Meeting Summary.

6. CLC Workplan:

Kirsten Frankish then presented the CLC WorkPlan (review 2018 & 2019).

The WorkPlan spreadsheet and PowerPoint presentation can be found as attachments in the email sent out to the CLC.

The CLC’s achievements from Sept 2017 – Nov 2018 include:

- Cultural Summits
- 6 Cultural Meet Ups
- 3 Professional Development Workshops
- Doors Open
- Culture Days
- The C.C. Awards
- PAMP
- Event Planning and Milestone Recognition.

The 2019 tasks include the 5 year (mid-point) review of the Culture Counts plan. This review will include information about action items that have been completed, action items that are outstanding and what will need to be changed in the plan given the changes that have taken place in the city over the last 5 years. The review will be compiled in a report and sent to council before Q2. **The CLC is being asked to be available for consultation as we put together the report.** Derek Giberson highlighted that CLC members should review the Culture Counts plan and give their feedback on how to allocate the resources at this point so that council can make a well informed decision when reviewing the budgets. Please find the CC Plan for your review: <https://www.oshawa.ca/things-to-do/resources/Culture-Counts-Oshawas-Arts-Culture-and-Heritage-Plan-accessible-version.pdf>

Given the 2019 Work Plan, CLC members will be asked to sign up at the next CLC meetings for the following working groups:

- **Tracking Cultural Performance Indicators:**

City staff will research the indicators of other cities and municipalities and find out where we can borrow and use these indicators to find out how we can best represent Oshawa and track indicators to help with local planning and resource allocation. 2-3 CLC members are needed to track and develop performance indicators. We will hold quarterly meetings (2 hours each) this year to discuss.

- **Transition to new CLC Term:**

The term will end in Sept, 2019 and we will then begin a new 2 year term. There is an option for CLC members to renew their membership for the 2 year term. New membership opportunities will be posted on the city website and through the CC newsletter. CLC members are asked to help with adjudication of possible membership spots on the CLC. New members will be notified in August and attend their first meeting in September.

- **Careers in Arts Speaker Series:**

As an attempt to leverage partnerships opportunities in the Arts/Culture/Heritage sector, the CLC is asked to attend a panel discussion and talk to students about their career paths and share your experience. CLC members will moderate and guide the discussions.

- **CLC Awards:**

Nominations are now available. There will be a media release from Corporate Communications. All CLC members are asked to nominate one person. 4 CLC members are asked to come forward for adjudication (we will follow up soon).

- CLC to also provide consultation and feedback on: **Culture Days, Doors Open, Cultural Summit**

7. CLC Questions & Comments:

The CLC expressed their desire to support the community with the recent announcement of the closure of the GM plant in 2019 and how we might best provide Cultural Leadership to our community in trying times.

- a) Perhaps representatives from within Economic Development or 2-3 business representative (BIA?) should be invited to take part in the conversation.
- b) Perhaps there is room in the review of the CC plan to open a window for GM community members.
- c) Perhaps there is an opportunity to hold a benefit opportunity for the city of Oshawa at this difficult time.

How can the CLC incorporate this new development in the city into the 5-year review? It is important to keep in mind how we can better serve the community when drafting the review as the closure will affect the landscape of culture in Oshawa. Catherine Richardson mentioned that the new Diversity and Inclusion plan will aid in speaking to the inequities in the city and we will partner with their plan in reviewing our CC plan. The City has diversified and it is incumbent upon the CLC to be sensitive to the changing landscape and to make citizens feel good about our city and its evolution by promoting our culture, events, venues, etc. in an accessible way. We need to be specific about the role the CLC plays in protecting our resources and how/when the CLC should take action.

8. Updates:

- **The CC newsletter**

The CLC recommend that CC continue with the storytelling component and promotion of events in the newsletter. The CLC should review which items will be included in the newsletters and nominate an organization to submit a story each month (Marnie Mandel had created an "Editorial Table" for the next newsletter). There should be a theme for each newsletter and the entire community should be reflected in the newsletter. Could we introduce a Culture Calendar that can be shared online?

- **Communications and Networking Group**

The Culture Summit received very positive feedback. Surveys have been compiled and KF will send them out. Culture Meet-Ups: need quieter venue where people can mingle. CLC should do social media blast in their own organizations for Meet-Ups and Workshops. Council should act as a champion for events. We need to consider what the 2020 Workshop themes should be.

Upcoming sessions include:

- a) Culture Meet-Up: Tuesday, Feb 12, 5:30-7:30pm at Wing Addicts
- b) Culture Meet-Up: Tuesday, June 4, 5:30-6:30pm at Canadian Automotive Museum and 6:30 – 7:30pm at Brew Wizards
- c) Show Me the Money at the ARC:
 - i. Best Practices in Grant Writing: March 6, 6:30-8:30pm
 - ii. The Art of Sponsorship: April 4, 6:30pm-8:30pm
 - iii. Crowd-Funding: How to Run a Campaign: May 1, 6:30pm -8:30pm

- **PATF update**

Will review temporary public art installation for 2019 at next meeting (dependent on Council's approval of funding)

- **CC Awards**

Wednesday January 28th 6pm-8pm adjudication date for Culture Awards

9. Other Business:

*Please promote *Spy Days at the ARC* (Dec 7-9, 10am – 4pm) in your respective organizations.

Adjournment at 8:45 pm (late adjournment given heavy agenda)

Next Meetings:

January 30th, 2019 - 6:30 – 8:30pm – Arts Resource Centre

April 17th, 2019 - 6:30 – 8:30pm – Arts Resource Centre

September 25th, 2019 - 6:30 – 8:30pm – Arts Resource Centre

November 27th, 2019 - 6:30 – 8:30pm – Arts Resource Centre

