

## **City of Ottawa Commemoration Policy**

### **Department-led Working Group Terms of Reference**

#### **I. Purpose**

This document outlines the parameters of the Commemoration Working Group, abbreviated as “CWG” (hereinafter, also the “Working Group”), that will guide and support the implementation of the City of Ottawa Commemoration Policy (hereinafter, also the “Policy”).

#### **II. Background and Overview**

Strategy I of the Council-approved Renewed Action Plan for Arts, Heritage, and Culture in Ottawa (2013-18), recommended an arms-length advisory body be established to oversee the implementation of a municipal commemoration and naming policy. A joint city-community Municipal Commemoration Policy Development Advisory Group worked collaboratively to develop an over-arching City of Ottawa Commemoration Policy from 2021-2024, which included Anishinabe Algonquin Host Nation, urban Indigenous, and cross-cultural public engagement sessions. Consultations were also held with diverse public and non-profit organizations, and individuals with deep knowledge of commemoration and Ottawa.

#### **III. Status and Mandate**

The Working Group will enjoy the status of a department-led advisory body within Recreation, Cultural and Facility Services Department. It:

- will oversee Policy implementation and recommend actions based on members’ professional expertise, lived experience, network connections, and deep cultural and world knowledge.
- may support City of Ottawa departments, branches, and units that work in areas connected to Ottawa histories, stories, and legacies, or are responsible for naming, commemorative, or memorialization practice and programs, upon request.
- will review concerns regarding historical commemoration practices, namings, symbols or other associated aspects that may be contentious and make recommendations through research, dialogue and community engagement.
- will not have legal or contractual responsibility for the Policy and the information associated with it.

The Working Group has a mandate for an indeterminate term beginning in Q3 2024. It will remain open to renewal, rotation, and updates.

In organizing the Working Group and planning its work, effective transfer of experience from the Policy development phase and the work of the Advisory Group for Municipal Commemoration Policy Development will be ensured through applicable methods.

#### **IV. Scope of Activities**

The Policy will be the main reference document outlining the Working Group's scope of activities and will position it in relation to internal City of Ottawa and external stakeholders and partners.

The Cultural Development and Initiatives Unit (CDI) will support Policy implementation. CDI's Cultural Developer for Heritage directly relates to the Working Group in the capacity of its project manager, and will be responsible for:

- Organizing Working Group meetings, documenting them, and preparing agendas, minutes, and reports.
- Facilitating effective member participation and engagement.
- Coordinating constructive collaboration of the Working Group with City of Ottawa service areas and program owners involved with commemoration, naming, and memorialization.
- Promoting public engagement through the Working Group.
- Making all preparations leading to timely renewal of the Working Group.

#### **V. Membership**

The Working Group will be composed of 11 members representing Ottawa residents, communities, and cultures, and 4 City of Ottawa staff members representing municipal programs and service areas involved with commemorative practice. At time of establishment, members will be selected by the department taking into consideration the advice and guidance of the Advisory Group for Municipal Commemoration Policy Development through an open call to the city's cultural and community organizations, academia, experts in Memory Studies, and individuals with experience in a related field.

The Working Group shall be comprised of the following members:

- Two individuals selected by the Anishinabe Algonquin Host Nation
- Nine residents with deep knowledge of Ottawa histories, stories, and legacies and/or expertise and lived experience, and ability to advise in a field related to commemoration and commemorative practice, including but not limited to Memory Studies, and domains like accessible design, architecture, commemorative public art, community history, contentious commemoration, creative production, critical heritage practice, and emerging technology.
- One individual from RCFS and two individuals representing other City departments, branches, and units that work in areas connected to Ottawa histories, stories, and legacies, provide accessibility or French language services, or are responsible for naming, commemorative, or memorialization practice.
- One individual representing the Cultural Development and Initiatives Unit of the Arts and Heritage Development Branch.

Every three years the Working Group composition will be renewed. Members can be re-elected for consecutive rounds. New candidates will be considered first.

The Working Group will be actively involved in determining the renewed composition. In the course of the first 3-year period of its work, the Group will develop CWG membership

selection criteria and a list of competencies, which will be regularly reviewed and, if needed, revised.

## **VI. Membership Requirements**

Working Group members are required to exhibit:

- Generosity of spirit, trustworthiness, and open-mindedness.
- Ability to work collaboratively toward consensus in a group discussion environment.

Members shall be selected in accordance with the City of Ottawa Equity and Inclusion Lens, and care will be taken to include individuals from the following communities:

- Black residents
- Differently abled persons
- First Nations, Inuit, and Métis residents
- Francophones
- Immigrants and newcomers
- Linguistic minorities
- Older adults
- People of colour
- Persons living in poverty
- Rural residents
- Women
- Youth
- 2SLGBTQQA+

## **VII. Reporting Relationship**

The Working Group shall recommend through the General Manager of Recreation, Cultural and Facilities Services to Council.

## **VIII. Meetings and Engagement**

The Working Group shall meet no less than three times a year to discuss the agenda prepared by the CDI Cultural Developer for Heritage. Meetings will include land acknowledgement, overview of the City's reconciliation commitments and opening and closing prayers by Indigenous elders. Partner, stakeholder and public engagement will be ensured either by allowing observers or through timely publication of summaries, reports, or announcements. Information in languages other than English and French may be considered, as well.

Whenever needed, Working Group members might, on direction of the Working Group form ad-hoc 'task groups' to discuss urgent cases or concerns.

## **IX. Working Method**

- The Working Group shall elect its Chair and Co-Chair. In the absence of the Chair, the Co-Chair will facilitate the discussions.
- To ensure maximum participation, the meetings can be in-person, online, or hybrid.

- Documentation shall be in both official languages. Whenever needed, discussions can also be accompanied by simultaneous or consecutive interpretation.
- Every 2<sup>nd</sup> year, a Working Group renewal announcement shall be published and timely follow up will be done to ensure effective renewal by the end of year 3.

## **X. Agendas**

The Working Group will make recommendations and provide guidance in areas related to municipal commemoration, including, but not limited to:

- Implementation of the Policy
- Requests by the public regarding new/existing commemorations.
- Requests by City service areas involved with commemorative practice, asking for assistance regarding new/existing commemorations.
- Cyclical reviews of matters like memorialization, naming, contentious commemoration, cultural-based commemorations, and artistic expressions to ensure gaps are filled.
- Promotion of a contemporary approach to municipal commemoration which expands the scope of the practice to arts, creative initiatives, alternative commemoration, and cultural communities commemorative practices.

## **XI. Budget and Compensation**

The Working Group expenses, including honoraria for elders and external members, shall be paid through available municipal budget sources.