

Vanier Culture In Action for the City of Ottawa

Terms of Reference for Recreation, Cultural and Facility Services Department-led Working Group on Vanier Culture In Action

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I. Purpose

This document outlines the parameters of the Recreation, Cultural and Facility Services Department-led Working Group on the cultural revitalization of Vanier (hereinafter, also the “Working Group”) that will guide and support the implementation of the Vanier Culture In ACTION Plan (hereinafter, also the “ACTION Plan”).

II. Background and Overview

Work in collaboration with local communities emerged as a priority during the development of the Council-approved Renewed Action Plan for Arts, Heritage and Culture in Ottawa (2013-2018). The Renewed Action Plan championed the preservation and development of cultural and creative places and spaces (Strategy II)

Following substantial mapping, research and analysis by the Cultural Development and Initiatives Unit, Vanier was identified as the neighbourhood in Ottawa with the greatest potential for culture to positively impact residents, socially and economically.

The Vanier Culture in ACTION Plan reflects a comprehensive collaboration between Vanier community leaders, community organizations, and residents. A community steering committee, together with a municipal inter-departmental working group and professionals from the City of Ottawa's Cultural Development and Initiatives Unit have facilitated development of the ACTION Plan. The Vanier Culture in ACTION Plan facilitates a community-led approach to opportunities that can positively impact residents through the support of arts, culture, and heritage.

The ACTION Plan and its objectives will be implemented through actions that are shared between the City of Ottawa and the Vanier community. Community and City staff identified close, long-term collaboration between City departments and community as the strongest option for successful implementation.

To oversee the implementation of the Vanier Culture in ACTION Plan, an RCFS Department-led Working Group on Vanier Culture In Action will be established to:

1. provide guidance and advice for the implementation of the ACTION Plan's related actions focussed on service areas and policy connected to City of Ottawa departments, branches, and units.
2. collaborate, challenge, debate, troubleshoot, resolve issues, and provide clarification as required.
3. identify gaps and assist in making links to community, involved municipal service areas, other levels of government, private sector, and other agencies.

III. Status and Mandate

The Vanier Culture in Action Working Group is the department-led advisory body sponsored by RCFS responsible for providing community – City of Ottawa joint oversight and advice to the City on the implementation of the Vanier Culture in ACTION Plan.

It will:

- (1) offer a forum for discussion, collaboration and status tracking of identified actions identified through the ACTION Plan as having shared City of Ottawa – community responsibility;
- (2) serve as a source of support and advice for City service areas across the corporation seeking to develop or implement programs, policies and/or procedures connected to the ACTION Plan as requested;
- (3) allow for communication and collaboration representative of the interests of organizations, institutions, communities, coalitions and residents.

The Working Group will not have legal or contractual responsibility for ACTION Plan and information contained within.

The Working Group has an initial mandate of five years beginning Q3 2024 with option for renewal.

IV. Scope of Activities

- The Vanier Culture in ACTION Plan sketches the scope of activities of the Working Group and situates it in relation to internal City of Ottawa and external stakeholders.

V. Membership

The Working Group membership must include

- Representation from the Anishinabe Algonquin Host Nation
- Representation from an Urban Indigenous serving organisation or Urban Indigenous community leader
- Representation from an Inuit-serving organisation or Inuit community leader
- Representation from the Vanier Culture in Action Community Steering Committee
- Representation from a youth-serving organisation or young community leader
- Representation from a community arts practitioner active in Vanier

- City Councillor, Ward 13
- City Councillor, Ward 12
- Three individuals representing City of Ottawa departments, branches, and units other than RCFS that work in areas connected action items found in the ACTION Plan
- Three individuals representing RCFS programs and staff that work in areas connected to action items found in the ACTION Plan
- One individual representing Cultural Development and Initiatives Unit (CDI)

VI. Membership Requirements

Working Group members are required to exhibit and provide:

- Understanding of Vanier's cultural landscape with its histories, diverse cultural groups and residents
- Advocacy for Vanier's cultural landscape including all diverse cultural groups and residents
- Generosity of spirit, trustworthiness, and open-mindedness
- Ability to work collaboratively towards consensus in a group decision-making environment

Selection of the members will also follow 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
- Equity-deserving or racialized people
- Francophones
- Immigrants and newcomers
- Linguistic minorities
- Older adults

- People of colour
- Persons living in poverty
- Women
- Youth
- 2SLGBTQQIA+

VII. Reporting Relationship

The Working Group shall recommend through General Manager, RCFS to Council.

VIII. Meetings and Engagement

The Working Group shall meet at minimum twice a year to discuss the agenda prepared by the CDI Cultural Developer. Members may choose to meet in-person, by videoconference or hybrid.

IX. Workplan

The workplan for the Working Group shall be developed by Cultural Development and Initiatives in collaboration with the Chair/Co-chairs and approved by the Working Group as a whole on an annual basis.

X. Decision making

Decision making and recommendations relating to implementation of the Vanier Culture in ACTION Plan shall be established through consensus.

X. Chair and Co-Chair Role

The Chair and Co-Chair will hold the following responsibilities

- Foster a fair, and respectful dialogue during Working Group meetings
- Liaise with Cultural Developer to draft Working Group meeting dates, workplan and agendas
- Liaise with Cultural Developer to identify and invite special guests to Working Group meetings as required
- Provide feedback on draft reports, previous meeting minutes and additional materials as required
- Acting as lead facilitator during Working Group Meetings
- Recognize members for participation
- Liaise with Cultural Developer to establish additional Working Group parameters as required.

During the first session, Working Group members will put forward nominations for Chair, and Vice Chair, and final selection will be made through election. To facilitate this process a member of the Cultural Development and Initiatives team will serve as a temporary meeting facilitator.