

**Chart the future of Ottawa’s cultural sector**

Ottawa’s cultural sector contributes greatly to our city’s enviable quality of life. **If you identify as a member of, or stakeholder in, Ottawa’s cultural community or a related sector and would like to further contribute to our collective success, the [Ottawa Cultural Alliance \(OCA\)](#) encourages you to apply to join the Advisory Committee for the Arms-Length Cultural Sector Development Feasibility Study ("study").** The study will be undertaken by an independent consultant over the coming months. OCA is overseeing the study, and we’re seeking diverse and balanced representation on the study’s Advisory Committee. Your role on the Advisory Committee would contribute to charting a path forward **that reflects our shared interests, and learns from leading practices to make the most of our sector’s collective potential.**

**Ottawa Cultural Alliance**

The OCA works collaboratively to strategically address shared challenges and opportunities for Ottawa’s cultural sector. Members of the Alliance have collaborated for many years to advance cultural priorities in the City of Ottawa. In the spring of 2015, as we advocated for completion of the [Renewed Action Plan for Arts, Culture and Heritage in Ottawa \(2013-2018\)](#) (“**Action Plan**”), the participating groups agreed to acknowledge this activity by giving our collaboration a formal name.

**Feasibility Study**

*“This renewed action plan for culture builds on Ottawa’s strengths, and sets out a path aimed at reaping the major economic impacts, social benefits and positive environmental effects that lie seeded within Ottawa’s current cultural scene. The role and place of culture within the creative economy and the livable city have been well researched and described by leading thinkers, economists and historians. Ottawa is ripe with enormous cultural potential and opportunities, if the right partnered steps can be taken.”*

Renewed Action Plan for Arts, Culture and Heritage in Ottawa (2013-2018)

The OCA gratefully acknowledges the financial support of the City of Ottawa in funding the study, which stems from the Action Plan. The study is an independent, **community-driven, community-wide initiative to assess the current state of Ottawa’s cultural sector, and identify and evaluate the practicality and viability of potential models and/or solutions for more effective cultural sector advancement.**

It will be informed by research on leading practices from other communities; and consultations with the Ottawa community, community leaders, City cultural and other staff, and others. **It will ultimately recommend approaches to fostering a thriving cultural sector whose potential, and whose contribution to the creative economy and livability of our city, can be fully realized.**

The study team includes: a Steering Committee, a Working Group, **an Advisory Committee**, a Project Manager, and an independent Consultant who will undertake the study and is being selected through a competitive bidding process.

Anticipated Study Phases and Timelines (high level)	TARGET DATES
Project Start-Up and Work Planning	November 2017
Research, Analysis and Consultation	November 2017 - April 2018
Develop feasibility study options, strategies and recommendations	May 2018
Feasibility Study Validation	June - July 2018
Project Wrap-Up	August 2018

**Steering Committee**

The Steering Committee is made up of two members from each of the following OCA stakeholder organizations: AOE Arts Council, Council of Heritage Organizations in Ottawa, Heritage Ottawa, Ottawa Arts Council, Ottawa Festivals Network and Ottawa Museum Network.

## Advisory Committee Opportunity

An Advisory Committee is being established for the study to will work with the Steering Committee and study consultant to: **help build a foundation of consultation and communications excellence, transparency, balanced and diverse community representation**; and to mitigate any perception of conflict of interest or bias.

Advisory Committee members are being recruited through this open public call and will be selected by the Steering Committee. **Advisory Committee membership is a volunteer position.** Members will need to commit to participating in about 4-6 meetings of approximately 2 hours each during the November 2017 - August 2018 period. Meetings will be held at central, accessible locations in Ottawa with proximate transit service or parking, and refreshments will be provided at the meetings.

### Advisory Committee Positions:

- **Members at large:** 8-12 positions. Help ensure community input and engagement throughout the study. Provide input to the study draft recommendations prior to public release. Act as a sounding board on other activities that would strengthen the consultation process.
- **A Chair:** selected by the Steering Committee from among the Advisory Committee members. A respected voice for the cultural community. Chairs the Advisory Committee meetings to help ensure that they are productive and constructive.
- **A Vice Chair:** selected by the Advisory Committee from amongst its members. Serves in the Chair's place should they be unable to fulfill their role at any time.

## Who May Apply to the Advisory Committee

**Members of/stakeholders in Ottawa's cultural sector and related sectors** are encouraged to apply to serve on the Advisory Committee. For the purposes of the study, **Ottawa's cultural sector** includes stakeholders (organizations of any size, and individuals) engaged in arts, heritage and cultural activities, including the festival and fair and music communities, and is inclusive of people from a diversity of ancestries, abilities, ages, countries of origin, cultures, genders, incomes, languages, races and sexual orientations. The Algonquin Anishinabe Host Nation and all First Nations, Inuit and Métis peoples, and their valuable contribution to this land are recognized. **Examples of related sectors** include but are not limited to: community development, philanthropy, education, tourism and business.

To be eligible, applicants cannot hold a governance or employee role with any of the six Steering Committee organizations, the City of Ottawa or City Council.

## Criteria

**The Steering Committee is seeking applicants** who, and will be assessing to what extent they fulfill the following criteria:

- Eligibility (cannot hold governance or employee role with Steering Committee organizations, City of Ottawa or City Council)
- Confirmation of commitment to project study time requirements
- Member of or stakeholder in the cultural or related sector (as described above)
- Demonstrated skills, knowledge, abilities, productivity and/ or engagement in/with the cultural sector
- Leadership and/or leadership potential in the cultural or related sector (previous organizational and/or project experience and/or recognition)
- Understanding of the project study goals and parameters
- Expression of interest in advancement of the cultural sector
- Demonstrated leadership qualities
- Positive personal qualities (generous of spirit, collaborative, constructive, trustworthy, open-minded, consultative and strategic)

The Steering Committee will review all applications and select members who meet these criteria and who have complementary skills, knowledge and perspectives relevant to the study. The assessment will incorporate the **City of Ottawa's Equity and Inclusion Lens** to help achieve diverse and balanced representation from Ottawa's cultural sector and related sectors.

### ***How to Apply***

**Submit the required application information** and follow the submission instructions which are provided in the next section, “Application”. **The deadline for applications is Friday November 24 at 12 noon ET.**

### ***For More Information***

If you have **questions about this call for applications**, please contact **Margery Leach, Project Manager, in writing at [info@ottawaculture.ca](mailto:info@ottawaculture.ca), no later than noon ET, Tuesday November 21, 2017.**

For more information about the study, please also visit our website, [ottawaculture.ca](http://ottawaculture.ca).

OCA is transparent group. If you would like to know about this umbrella-organization based collective, please contact us at [info@ottawaculture.ca](mailto:info@ottawaculture.ca), or contact one of the stakeholder organizations directly.

*The Ottawa Cultural Alliance gratefully acknowledges the financial support of the City of Ottawa for this study*

## Application:

Instructions: Submit electronically the information requested below in .PDF or .doc format by email, no later than 12PM noon ET on November 24, 2017, by email to: Margery Leach, Project Manager at info@ottawaculture.ca. (Feel free print, sign and scan, and /or copy and paste the content below into your word processing software.)

<b>Arms-Length Cultural Development Feasibility Study Application Form</b>	
Name:	
Organization (if applicable):	
Address:	
Telephone numbers:	
Email address:	
A short bio, with a focus on your experience relevant to Ottawa's cultural sector. If you represent a related sector, describe the linkages (up to 200 words):	
What is your interest in / reason for wanting to join the Advisory Committee (up to 100 words)?	
What are your relevant experience and qualities for the position? How do they align with the Criteria listed on page 2 (up to 100 words)?	
Are you interested in the Advisory Committee Chair position (yes or no)? If yes, please explain why and any relevant experience (up to 100 words)	
In the spirit of the City of Ottawa's Equity and Inclusion Lens, and to help us ensure diverse representation from the sector, you may choose to self-identify here if you are a member of one or more of the groups identified in the City of Ottawa's Equity and Inclusion Lens as being at risk of exclusion - Aboriginal Peoples, Francophones, LGBTQ, Immigrants, Older Adults, Persons with Disabilities, Persons Living in Poverty, Racialized People, Rural Residents, Women, Youth:	
If necessary, may we contact you for an interview (yes or no)? If yes, please indicate the best way to reach you for scheduling:	
<input type="checkbox"/> By checking this box, you confirm that you can participate in approximately 4-6 meetings, 2 hours each, between November 2017 - August 2018, and can review and provide input to the final report prior to its release toward the end of the study period.	
<input type="checkbox"/> By checking this box, you confirm that you do not hold a governance or employee role with any of the listed Steering Committee Members, the City of Ottawa or City Council.	
Your Signature:	Date: