

Terms of Reference

Cambridge Archives Board

1. Name

Cambridge Archives Board (CAB)

2. Definitions

Terms that should be defined to assist the Committee in understanding and decision-making.

3. Purpose

The primary purpose of this document is to guide the policy-setting and decision-making activities of the Corporation of the City of Cambridge Archives Board, hereafter referred to in this document as the Board, and to assist in the indoctrination and guidance of new members in becoming familiar with the functions, activities and responsibilities of this Board.

The Board is an independent body that provides regular minutes to Council.

4. Mandate

- To promote the collection, restoration, preservation and exhibition of documents, pictures and manuscripts of significance to the historical development of the City of Cambridge and its predecessor municipalities and the accessibility of those records, under suitable conditions, to the general public.
- To advise Council on Archival issues.
- To support the continued physical and financial development of the Cambridge Archives and Records Centre.

5. Responsibilities and Opportunities

- To assist, wherever and whenever possible, the activities of the Board in its support of the IAA and the Cambridge Archives and Records Centre.
- To review and approve minutes of the Cambridge Hall of Fame Selection Committee. Any appointments thereto as noted in the Minutes of the Selection Committee shall be reviewed by the Board for ratification.
- To promote the collection, restoration, preservation and exhibition of documents, pictures and manuscripts of significance to the historical development of the City of Cambridge and its predecessor municipalities and the accessibility of those records, under suitable conditions, to the general public.
- To advise Council on Archival issues.
- To support the continued physical and financial development of the City of Cambridge Archives.

- To undertake all required planning tasks.
- To liaise with relevant agencies.
- To set and approve all operating policies and procedures of the Archives Board.
- To attend whenever possible, all regular meetings of the Archives Board and any special meetings as may be deemed necessary to the function of this Board. Excessive absenteeism by any member shall be dealt with in accordance with Policy CLK-10.100 and the Municipal Act, Section 39(c)).
- To give as much advance notice as possible to the Chairperson or IAA of any planned absence from any properly scheduled meeting.
- To review and approve the Board's annual report to City of Cambridge Management Committee and such other reports as may be required during the course of Board business.
- Vote on motions as required.
- Present information, motions and other input as deemed necessary.
- To participate in Sub-Committees of the Board as needed.

6. Composition

The (CAB) shall be composed of the following:

- 5 – 10 Citizens
- 1 Council Representative
- The Council Representative is a full voting member included in the count of 10 members.
- The members of the (CAB) shall serve in a volunteer capacity, with no remuneration.

7. Support

Administrative support, to include meeting co-ordination, liaising with staff, compiling minutes from the (CAB), will be provided by the Information and Archives Analyst.

8. Term of Office

Unless otherwise legislated, membership on (CAB) will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.

a) Appointment

Striking Committee will consider Advisory Committee applications quarterly for citizen members.

b) Duration of Appointment

Members are eligible to serve for a maximum of eight (8) consecutive years (two terms) on (CAB).

9. Meetings

All meetings will be open to the public, except those which meet criteria under Section 239 of the Municipal Act, 2001, and only members of the (CAB) may attend the closed session of the committee.

Date and time of meetings will be determined by (CAB) members.

Beginning in 2020 and a result of the Covid19 Pandemic, the City of Cambridge began allowing for virtual Council/Advisory Committee meetings via applications such as Zoom, Webex, and others. The Archives Board began meeting using these means in February 2021 and will do so for the remaining of the pandemic. Once the pandemic subsides virtual meetings can be held as approved by the Board and authorized by the City of Cambridge.

10. Agendas

Agendas will be assembled and distributed by the staff liaison in consultation with the Committee Chair. Agenda packages will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the (CAB).

Agendas will be posted on the City's website.

11. Minutes

Minutes of each meeting will be recorded and distributed to (CAB) electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the (CAB) will be reported out to Council.

Approved minutes will be posted on the City's website.

12. Delegations

Delegations are welcome to attend meetings of the (CAB) for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes. Delegations will be approved by the Chair or Staff Liaison.

13. Meeting Procedures

a) Quorum

Quorum will be a simple majority of the (CAB) members (50% + 1). If quorum is not achieved at the scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting will stand adjourned until the next regular scheduled meeting. If quorum is lost during a meeting, the Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum

is present. If there is still no quorum is not achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

Any meeting which has not achieved quorum will still publish a set of minutes, which simply reflects Members' attendance and absence.

b) Voting

Members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held. In the event of a majority vote, all members who are present have the right to vote in favour or opposition of the motion, or abstain from voting.

The Council Representative will have voting privileges on (CAB).

In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion.

c) Conflict of Interest

Members are expected to follow the Municipal Conflict of Interest Act and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

14. Code of Conduct

Members are expected to follow the Code of Conduct for Local Boards and Advisory Committees. Persons in violation of the Code of Conduct may be asked to refrain from the active participation with the Committee at the discretion of the City of Cambridge.

Each Member will receive a copy of the Code of Conduct. Members will be asked to sign an acknowledgement stating that they have received, read and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.

15. Review

The Terms of Reference will be reviewed, revised (if necessary) and recommended for Council approval annually.

a) Updates

Last Updated: 16-December-2020