

**CITY OF CAMBRIDGE
ARTHUR WHITE SPORTS BURSARY FUND ADVISORY COMMITTEE
CAMBRIDGE, ONTARIO**

NAME:

Arthur White Sports Bursary Fund Advisory Committee

PURPOSE:

The Arthur White Sports Bursary Fund Advisory Committee will administer the distribution of awards and expenses of:

- a) The **Arthur White Sports Bursary Fund**; which, was established to honour former Alderman and Mayor of the City of Galt in order to provide financial assistance to deserving **athletes**. Also eligible, are **any team or athletic group** representing the City of Cambridge at the Provincial, National or International level of competition; and, who at the discretion of the Trustees are deserving of financial assistance.
- a) The **Scott-Thompson Fund**; which, was named after two former Mayors of the City of Galt, F. Stewart Scott (1912), and Adam Thompson (1906-1907), to assist **individual athletes** of exceptional ability who are deemed to have the potential to be Canadian or International Champions.
- b) The **Lions Can-Amara Fund**; which, was established by the former Can-Amara Games Committee, to provide financial assistance to deserving and qualified **athletes** participating on a Waterloo County Secondary School Athletic Association (WCSSAA) or District 8 High School Team.

ELIGIBILITY CRITERIA FOR ART WHITE AND SCOTT-THOMPSON BURSARIES:

Arthur White and Scott-Thompson Bursary Funds provide financial assistance to:

- i) Individual athletes who, for a minimum of three (3) years, have been:
 - a resident of the City of Cambridge; and /or,
 - a registered member of a relevant athletic group in the City of Cambridge; and,
 - who at the discretion of the Trustees, is deserving of financial assistance.
- ii) Any team or athletic group who are:
 - representing the City of Cambridge at the Provincial, National, or international level of competition; and,
 - who at the discretion of the Advisory Committee, are deserving of financial assistance.
- a) Committee members shall act within the provisions of the Human Rights Code and all other applicable law, and shall be concerned only with the merit of the application as development of that individual as an athlete.
- b) For the purpose of this Bursary Fund, the boundaries of the City of Cambridge are those geographic boundaries currently in place, and may from time to time be changed by the Province.

- c) Members of the Committee shall include in their scope of consideration, activities including scholarship, training and other fields of athletic endeavour and the said Committee shall have full discretion concerning distribution in such cases.
- d) Members shall have complete discretion in distributing the income of the said fund for partial or full support of deserving individuals or teams as defined above, in any worthwhile athletic endeavour concerning the City of Cambridge.

ELIGIBILITY CRITERIA FOR LIONS CAN-AMERA SPORTS BURSARY:

Lions Can-Amera Sports Bursary Fund provides financial assistance to:

- i) Any Cambridge, Ontario High School student participating on a WCSSAA or District 8 High School Team who has financial need for participation fees.
- a) Committee members shall act within the provisions of the Human Rights Code and other applicable law and shall be concerned only with the merit of the application as development of that individual as an athlete.
- b) For the purpose of this Bursary Fund, the boundaries of the City of Cambridge are those geographic boundaries in place.

MEMBERSHIP:

- a) Five (5) to nine (9) Committee members shall be appointed for staggered terms of three years by the Council of the City of Cambridge (one of the nine must be a Galt-Cambridge Lions Club member).
- b) Appointments shall be for a maximum of six years, or two consecutive terms.
- c) If an appointment must be made in mid-term to fill a vacancy, this period of time will be in addition to the above.
- d) Committee members shall represent a cross-section of the citizens of Cambridge.

EXECUTIVE:

- a) Upon appointment, the Committee shall from amongst their members appoint a Chair and Vice-Chair to act for the duration of their term of appointment. A member of the staff of the Community Services Department shall act as Ex-Officio (non-voting) to the said Committee members for the stated term. The Treasurer of the City of Cambridge, or designate, shall act as Treasurer.

DUTIES & ROLES

- a) The Corporation of the City of Cambridge shall receive, invest and acknowledge receipt of all funds forming the capital and accumulated income of the Bursary Funds.
- b) Committee members shall have full authority in distributing the income of the Fund and shall have the right to encroach on capital, subject to the conditions stated herein.

MEETINGS

- a) Committee members should be available to meet for the purpose of distribution of the said fund no less than four times a year. Meeting notice shall be provided by a

member of their Executive of an application, which application can come to the knowledge of the Committee through a written application process.

- b) New members of the Arthur White Sports Bursary Funds Advisory Committee will receive an information package by mail prior to their first meeting. This package contains:
 - i) A welcome letter;
 - ii) Terms of Reference;
 - iii) Annual Report;
 - iv) A list of Committee Members and Terms of Office;
 - v) A current Financial Statement;
 - vi) A copy of Bill 14 - An Act to revise the Municipal Conflict of Interest Act; and,
 - vii) Operating Guidelines
- c) At the first meeting, new Committee members are welcomed and the information package is reviewed for their benefit. Any questions are answered at this time prior to commencement of current Committee business.
- d) In order that a continuity of service will prevail, any member of the Committee having three (3) unexplained meeting absences will be subject to replacement by Cambridge City Council, upon recommendation of this Committee.

VOTING

- a) A quorum for the distribution of the income of the funds shall require the presence of half of the appointed Committee members, plus one.

AMENDMENTS

- a) Changes in the eligibility criteria of the Art White Bursary Fund, Scott-Thompson Bursary Fund and Can-Amara Fund shall be recommended by the Committee of the said Funds to City of Cambridge Council for approval.

FINANCIAL

- a) The basic source of funds shall be derived from the interest earned from a capital fund, which fund is to be held and invested as a Trust Account by the City of Cambridge, and receipts for contributions to such fund are to be issued by the City of Cambridge, to comply with Federal Income Tax requirements.
- b) The City Treasurer of the City of Cambridge are authorized to invest the money in any investment which they deem reasonably secure and likely to return a fair annual income and are exonerated from any responsibilities for any loss which may be occasioned by reason of any investment made by them in good faith.
- c) Committee members shall have complete discretion in distributing the income of the said funds, partially or fully supporting athletes deemed deserving, or teams as defined within this document, and in any worthwhile athletic endeavor concerning the City of Cambridge.
- d) Committee members have developed a set of Operating Guidelines, which are reviewed annually, and do not form part of this Terms of Reference.
- e) Committee members may consider the distribution of Capital from the funds. In the event that an encroachment on Capital is being considered, a quorum shall require a

unanimous vote of the members, the consent of the Council of the City of Cambridge, and shall not exceed 25% of the total funds in any one year. Fund expenses including administration, advertising and distribution costs shall be approved by the members from time to time

DISSOLUTION

- a) The Arthur White Sports Bursary Funds Advisory Committee may only be dissolved by the Council of the Corporation of the City of Cambridge. All assets held by the Committee, upon dissolution, become the sole unfettered property of the City.

REPORTING

- a) The minutes of this Committee are forwarded to the Council of the City of Cambridge through a "Management Committee Information Report", on the next available date after the meeting of this Committee.

- b) Staff shall make an Annual Report to the City Council and shall ensure that such report comes to the knowledge of the residents of the City of Cambridge by publishing same in the usual news media.

SIGNATURES

Approved:

Signed

Dated

_____	_____
_____	_____
_____	_____
_____	_____

REVISED: NOVEMBER 7, 2013

ARTHUR WHITE SPORTS BURSARY FUND ADVISORY COMMITTEE OPERATING GUIDELINES

Arthur White Bursary

Purpose

The purpose of the Arthur White Sports Bursary Fund is to provide financial assistance to deserving and qualified persons according to the terms of reference of the fund.

Arthur White may fund any deserving **athlete, team or athletic group** representing the City of Cambridge at the Provincial, National, or International level of Competition.

Guidelines

1. Applications for Bursary may be submitted at any time throughout the year.
2. Funds are only awarded after completion of an event once confirmation of participation and all receipts have been submitted.
3. Applications must come from individual athletes, or the teams themselves. Clubs may not apply on behalf of their members.
4. Youth are the priority for funding and therefore, Master Sports are not considered.
5. A maximum of one (1) request (i.e. competition, training event, etc.), per application is considered.
6. Athletes can receive up to a maximum of two (2) bursaries per year
7. Teams can receive up to a maximum of \$300 per year.
8. Organizations can apply often however; athletes listed on the application can still only benefit a maximum of twice per year.
9. Eligible expenses include: travel (maximum 600 km @\$.40/km), entry fee, and training fee/ camp registration.

Scott-Thompson Bursary

Purpose

The purpose of the Scott-Thompson Bursary Fund is to provide financial assistance to deserving and qualified persons according to the terms of reference of the fund.

Scott-Thompson may fund **individual athletes** of exceptional ability who are deemed to have the potential to be Elite Canadian or International Champions.

Guidelines

1. Applications for Bursary may be submitted at any time throughout the year.
2. Funds are only awarded after completion of an event once confirmation of participation and all receipts have been submitted.
3. Applications must come from individual athletes themselves. Clubs may not apply on behalf of their members.
4. Youth are the priority for funding and therefore, Master Sports are not considered.
5. A maximum of one (1) request (i.e. competition, training event, etc.), per application is considered.
6. Athletes can receive up to a maximum of two (2) bursaries per year
7. Eligible expenses include: travel (maximum 600 km @ \$.40/km), entry fee, and training fee/ camp registration.

Lions Can-Amera Bursary

Purpose

The Lions Can-Amera fund was established to provide financial assistance to deserving and qualified persons according to the terms of reference of the fund.

The Lions Can-Amera will fund any City of Cambridge **High School student** participating on a WCSSAA or District 8 High School Team who has financial need for participation fees.

Guidelines

1. Bursary funds are distributed to Cambridge Secondary Schools, on behalf of eligible athletes through an annual funding request process. Requests must be completed and signed by the Head of the Physical Education Department, or designate of the associated school.
2. Athletes may receive up to a maximum of %75 of the full participation fee.
3. Athletes may receive a maximum of \$150/athlete /year.
4. The Bursary recipients are to be determined by the Cambridge Secondary schools themselves for athletes who have demonstrated financial need.
5. Eligible expenses include sport participation fees only.