

# Terms of Reference

## Cultural Awards Committee

### 1. Name

The name shall be the Cultural Awards Committee.

### 2. Definitions

BURSARY – funds dispersed to deserving and qualified individuals who have applied to assist in their further development in the fields of:

- I. Visual Arts
- II. Performing Arts
- III. Music
- IV. Communications/Literary Arts

SCHOLARSHIP -. Funds dispersed to deserving graduate eligible students to assist in furthering their education in the fields of Arts and Culture. These students will be nominated by their school administration, inclusive of public, private and homeschool.

### 3. Purpose

The Committee will administer the distribution of the awards and expenses of the Bernice Adams Memorial Fund, to host an annual Cultural Awards recognition event and to be responsible to annually fundraise to increase the capital of the Bernice Adams Memorial Fund as per the Cultural Policy passed by Council March/95.

### 4. Mandate

The mandate of the Cultural Awards Committee shall be to distribute awards in honour of former Alderman Bernice Adams, to provide assistance to deserving and qualified persons or groups in the fields of communications, arts and culture.

The Committee may recognize special achievements on the part of individuals or groups in the arts and cultural fields in Cambridge through the annual Cultural Awards event.

### 5. Responsibilities and Opportunities

- Staff liaison to be responsible for keeping records on:
  - bursary and scholarship eligibilities
  - Volunteer orientations
  - historical records

- Financial records of operating budget and trust fund

## **6. Composition**

The Cultural Awards Committee shall be composed of the following:

- A minimum of seven (7) and a maximum of nine (9) trustees shall be appointed to the said Committee for a four-year term by Council of the City of Cambridge
- One (1) voting Council Representative (if available) .
- One (1) non-voting Recreation and Culture staff liaison

At the start of the term Trustees shall, from amongst their members, appoint a Chairperson and a Vice Chairperson to act for the full term. A member of the staff of the Recreation and Culture Department shall act as the liaison to the said Trustees for the stated term. The Treasurer of the City of Cambridge, or designate, shall act as Treasurer. c) In order that a continuity of service will prevail, any member of the Cultural Awards Committee missing three (3) consecutive meetings will be subject to replacement by Cambridge City Council, upon recommendation of this Committee

The members of the Cultural Awards Committee 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 Cultural Awards Committee, will be provided by the Staff of the Recreation and Culture department.

## **8. Term of Office**

Unless otherwise legislated, membership on Cultural Awards Committee 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 Cultural Awards Committee

## **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 Cultural Awards Committee may attend the closed session of the committee.

Date and time of meetings will be determined by Cultural Awards Committee members.

## **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 Cultural Awards Committee.

Agendas will be posted on the City's website.

## **11. Minutes**

Minutes of each meeting will be recorded and distributed to Cultural Awards Committee electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the Cultural Awards committee 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 Cultural Awards Committee 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 Cultural Awards Committee 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 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 Cultural Awards Committee.

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.

**BERNICE ADAMS MEMORIAL FUND RULES:**

Financial assistance is available to individuals who, for a minimum of three (3) consecutive years immediately prior to their bursary application have been:

- i) a resident of the City of Cambridge, or
- ii) employed in the City of Cambridge, or
- iii) An associate member or student of a relevant group or school in the City of Cambridge.

**FUNDS:**

a) The basic source of funds shall be derived from the interest earned from a capital fund, which is to be held and invested as a Trust Account by the Treasury Department of the City of Cambridge, and receipts for contributions to such fund are to be issued by the City of Cambridge to comply with the Federal Income Tax requirements.

- b) The Trustees 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.
- c) The Corporation of the City of Cambridge shall act as Trustee to receive, invest and to acknowledge receipt of all funds forming the capital and accumulated income of this Fund.
- d) A quorum for the purposes of distribution of the income of the fund shall require the presence of a majority of the Trustees.
- e) In the event that an encroachment on capital is being considered, a quorum shall be a majority of the appointed Trustees, and further, such encroachment shall require the consent of the Council of the City of Cambridge and shall not exceed 25% of the total funds in any one year.
- f) Trustees shall include in their scope of consideration, activities from the fields of communications, arts and/or culture, including endeavours in music, visual arts, drama, fine crafts, broadcasting, writing, journalism, etc. and the said Trustees shall have full discretion concerning distribution in such cases.
- g) The Trustees shall act within the provisions of the Human Rights Code, and shall be concerned only with the merit of the application as development of that individual's talent in the fields of communications, arts and/or culture.
- h) For the purpose of this Fund, the boundaries of the City of Cambridge, are those boundaries as defined by the Government of the Province of Ontario under Bill 167, and as may be altered by the Province, from time to time.
- i) Changes in the criteria of the Bernice Adams Memorial Fund shall be recommended by the Trustees of the said fund to the City of Cambridge Council for approval.
- j) Fund expenses including administration, advertising and distribution costs shall be approved by the Trustees from time to time, when such funds relate to bursary distribution or attempts to secure further monies from the Memorial Fund.

## **15. Review**

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

### **a) Updates**

Last Updated: 19-05-2022