Subject: Culture, Heritage & Special Awards Advisory Committee Terms of Reference
Report Number: CLK 20-04
Author: Laura Pickersgill, Legislative Services Coordinator and Collette Takacs, Chair of Culture, Heritage and Special Awards Advisory Committee
Meeting Type: Council Meeting
Meeting Date: Monday, January 27, 2020

RECOMMENDATION
THAT Council receives Report CLK 20-04 Culture, Heritage and Special Awards Advisory Committee Terms of Reference;

AND THAT Council approve the amended Terms of Reference for the Culture, Heritage and Special Awards Advisory Committee.

BACKGROUND
At the Culture, Heritage and Special Awards Advisory Committee meeting on January 8, 2020, the committee reviewed their Terms of Reference and passed the following resolution:

Motion
Moved by: Erin Getty
Seconded by: Carrie Lewis
THAT the Cultural, Heritage and Special Awards Advisory Committee approves the amendment to the Terms of Reference to amend the Volunteer of the Month award to be a Volunteer Recognition Award and to be presented at the last meeting of council each quarter.
Carried

At the Council Meeting on January 28, 2019, Council approved a renewal of the Memorandum of Understanding between the Town of Tillsonburg and the Tillsonburg District Craft Guild (operating as the Station Arts Centre). Stated in the Memorandum of Understanding, Section 3.2.4 the Tillsonburg District Craft Guild shall participate on the Cultural, Heritage and Special Awards Advisory Committee.

DISCUSSION
A red line version of the proposed amended Terms of Reference is attached for Council’s review. The Committee agreed that “monthly” awards were too frequent as not enough nominations were being received to fulfill their mandate. The committee recommends the name of the program be changed to "Volunteer Recognition Award"
and that an award shall be presented four times a year at the last Council meeting in each quarter of the year to one volunteer each time.

Section 2.3 in the Terms of Reference has been amended to include representation from the Tillsonburg District Craft Guild. No identified individuals shall be part of the appointment by-law.

FINANCIAL IMPACT/FUNDING SOURCE
N/A

COMMUNITY STRATEGIC PLAN (CSP) LINKAGE
1. Excellence in Local Government
   ☒ Demonstrate strong leadership in Town initiatives
   ☒ Streamline communication and effectively collaborate within local government
   ☒ Demonstrate accountability

ATTACHMENTS
Appendix A - Redlined Terms of Reference
Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Culture, Heritage &amp; Special Awards Advisory Committee Terms of Reference</th>
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<tr>
<td>Attachments:</td>
<td>- Redlined Terms of Reference</td>
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<td>Final Approval Date:</td>
<td>Jan 21, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

Kyle Pratt - Jan 21, 2020 - 7:30 AM