

<b>DEPARTMENT: PARKS, RECREATION &amp; CULTURE</b>	<b>DATE EFFECTED: April 24, 2008</b>	<b>POLICY: Policy and Procedures of the Barbara Frum Arts &amp; Culture Volunteer Award</b>
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**SECTION:1000.54**

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## **POLICY**

### **Purpose:**

The Arts & Culture Committee's Purpose *is to foster, develop and unite artistic and cultural activities in the community.* Through the Barbara Frum Arts & Culture Volunteer Award the community will have the opportunity to honour an individual or organization who have enhanced the quality of our lives by virtue of outstanding contribution to fostering and developing Arts and Cultural opportunities in Niagara Falls.

### **Objectives:**

1. to provide recognition of a deserving volunteer or organization in our community;
2. to ensure that individuals who have contributed time and resources are recognized for their contribution to the arts and cultural landscape of Niagara Falls.

## **PROCEDURES**

### **Governance:**

1. Barbara Frum Nomination forms are available for public nomination through the Arts & Culture Committee's web page: [www.artsceneniagara.com](http://www.artsceneniagara.com) or at the Parks, Recreation & Culture office at the MacBain Community Centre. Completed Nomination Forms will be accepted throughout the year.
2. The deadline for nominations is mid September of each year.
3. Nominations approved by the Awards Sub-Committee shall be forwarded to the Arts and Culture Committee for final approval at the September meeting.
4. There shall be no publicity as to the proposed nominees or voting at any time. The only name released to the public shall be that of the winner.
5. The award shall be presented at the annual Parks, Recreation & Culture Volunteer Recognition Evening

### **Conduct of Barbara Frum Arts & Culture Volunteer Award Meetings:**

1. Barbara Frum Award meetings will be the responsibility of the Awards Sub-Committee and shall be held as necessary to adequately deal with the business of the award.
2. When dealing with nominations, meetings of the Awards Sub-Committee shall be held in camera.
3. Members of the Awards Sub-Committee are disqualified from submitting nominees for the Barbara Frum Award.

4. Three (3) members of the Awards Sub-Committee shall constitute a quorum for the transaction of business. A Parks, Recreation & Culture Staff will sit on the Sub-Committee in an advisory position.
5. Awards Sub-Committee members will state a conflict of interest in advance of the meeting and remove themselves from discussion and voting for the particular Nominee in question.

**Nomination Selection:**

1. There shall be one (1) Barbara Frum Arts and Culture Volunteer Award recipient per year.
2. Nominees must illustrate the following to be considered for the Barbara Frum Award:
  - a. Nominees will have made outstanding contributions as a volunteer or volunteer organization in the area of Arts & Culture in the City of Niagara Falls.
  - b. Nominees will have extensive volunteer experience in the area of Arts & Culture throughout the Niagara Falls community.
  - c. Nominees' volunteerism should have a measurable impact on the Niagara Falls community.
  - d. Nominees must have volunteered in Niagara Falls for an extensive period of time.
3. Nominees for the Barbara Frum Award must be residents of the City of Niagara Falls.
4. Current members of the Arts and Culture Committee are not eligible for the Barbara Frum Award
5. Each nomination must be submitted in writing on the appropriate Nomination Form and contain, but not be limited to the following:
  - a. Nominator's name, address, telephone, and email address
  - b. A brief biography of the Nominee that includes date and place of birth
  - c. Number of years the Nominee resided in Niagara Falls
  - d. The Nominator's relationship with the Nominee
  - e. The Nominee's approval
6. The award may only be received once in a lifetime.
7. The nomination form must be properly and completely filled out with all the information requested. Incomplete forms will be sent back to the nominator and may not be eligible for the current year's consideration
8. Further information may be required by the Awards Sub-Committee to evaluate the Nominee's candidacy. The Nominator or other sources will be contacted/researched to assist in this endeavour.
9. The Nominee receiving the Barbara Frum Award will receive a plaque that will state his/her name or organization name and year of award.
10. Nominees who are eligible, but not selected, will be kept on file for three (3) years to be considered for the next two following years. All nomination forms will become the property of the Arts & Culture Committee and, therefore, not returned to the nominator unless requested.