

<p style="text-align: center;"><b>Awards Program Jury</b> <b>The Creative City Network of Canada</b> <b>Terms of Reference</b></p>
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**Introduction:**

The Creative City Network of Canada (CCNC) is a national non-profit organization that operates as a knowledge sharing, research, public education, and professional development resource in the field of local cultural policy, planning and practice, since 2002.

Through its work, CCNC helps build the capacity of local cultural planning professionals - and by extension local governments - to nurture and support cultural development in their communities. By doing so, CCNC aims to improve the operating climate and conditions of artists, arts, heritage, and cultural organizations across the country, and the quality of life in Canadian communities of all sizes.

The CCNC Awards Program celebrates the outstanding achievements of Canadian municipalities, and its voting members\*, and encourages excellence in the development and delivery of cultural policy, planning and practice.

The Awards Program will include a minimum of three awards. The Awards Program presentation will take place during the annual Creative City Summit.

The Award Categories are:

Award of Excellence – Cultural Planning

Award of Excellence – Public Art

Award of Excellence – Cultural Events

Cultural Leadership Award

\*Includes eligible organizations as outlined in **General Eligibility for all Awards**: Municipal governments, Regional governments, Arts Councils and Band Councils.

**The Role and Responsibilities of the Awards Program Jury:**

1. Support the Vision, Mission and Values of the Creative City Network of Canada;
2. Support the Mandate, Vision, Process and Goals of the CCNC Awards Program;
3. To individually review and adjudicate Awards Program submissions;

4. To work as a team to select an Award recipient in each awards category;
5. To work as a team to select an Honourable Mention in each awards category, if appropriate;
6. The Awards Program Jury does not report to the CCNC Board of Directors;
7. The names of the Awards Program Jury remain confidential until March of the following year.

### **Adjudication Process:**

The CCNC Awards Program promotes a principled and effective adjudication process. The recipients are announced at the CCNC's annual summit.

The Awards Program Jury is made up of five individuals. At least one individual should have expertise in Public Art, at least one individual should have expertise in Cultural Planning and at least one individual should have expertise in Cultural Events.

The Awards Program Jury, a volunteer peer jury, conducts a review of all submissions and selects the successful candidates. The Awards Program Jury will be struck after all of the applications have been received to ensure there is no conflict of interest between the Awards Program Jury and the applicants. Only CCNC voting members are eligible to sit on the Awards Program Jury.

The current standing CCNC Board of Directors, and by extension their municipalities, are not eligible to serve on the Awards Program Jury.

Award decisions will be made through scoring and discussion. Discussions and deliberation are completely confidential.

The jury may decide not to bestow an award in any given year.

Ideally decisions will be made by consensus but if not possible by majority vote.

### **Scoring and Evaluation:**

1. Jurors independently use a 'relative ranking' scoring system based on a maximum number of points per question in each award category (e.g. 5 points/question).
2. Jurors individually send their results to the CCNC staff/consultants for compilation.
3. The combined results are forwarded to the jurors before a teleconference meeting where final award decisions are made.

**Jury Composition:**

- The Jury is representative of different geographical and city-size perspectives from across Canada.
- The Jury is composed of five individuals.
- Individuals represent active CCNC voting members who are not currently serving on the CCNC Board of Directors.
- Individuals have extensive experience working in cultural services for a municipality in Canada.
- Individuals have significant professional experience in local cultural policy, planning and practice.

**Length of Term and Meetings:**

- The Awards Program Jury term is mid-April to mid-July each year.
- The Awards Program Jury is voluntary (non-paid).
- The Awards Program Jury will meet two to three times via teleconference.
- At the discretion of the CCNC General Manager, the Awards Program Jury may be reconvened.

**Lead:**

The CCNC General Manager is the ultimate lead on the CCNC Awards Program.

**Facilitator:**

CCNC staff or consultants will facilitate the adjudication process.

**Reporting:**

Award recipients are notified in July and celebrated during an Awards Ceremony at the annual Creative City Summit.

<b>Name</b>	<b>Role/Organization</b>	<b>Community</b>	<b>Province</b>
Anna Whelan	General Manager	Creative City Network of Canada	
Diane Thorpe	Awards Program Consultant	Victoria	British Columbia