



REPORT

Council

Meeting Date: November 20, 2023

FROM: Clerk's Department
DATE: November 7, 2023
SUBJECT: **Community Spirit Awards Selection Committee Terms of Reference**
LOCATION: Town-wide
WARD: Town-wide

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RECOMMENDATION:

That the revised Terms of Reference for the Community Spirit Awards Selection Committee attached as Appendix B to the staff report dated November 7, 2023 be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- Committee terms of reference are typically reviewed every four years to ensure they are keeping within the committee's mandate.
- The terms of reference for the Community Spirit Award Selection Committee have not been updated since the committee began operation in 2002, administered by the Community Services Commission and a staff Community Spirit Award Organizing Committee.
- The Clerk's department will be responsible for the administration of the agendas and minutes of the committee and will continue administration of the membership.
- Council appoints both Members of Council and the community to form the Community Spirit Awards Selection Committee ("Selection Committee") which is tasked with reviewing nominations and selecting award recipients.
- In March of 2022, the citizen members of the committee had their membership extended to the end of 2023. The new members for the remainder of the 2022 to 2025 term of Council, will be determined by Council in December, 2023.

- The staff Community Spirit Award Organizing Committee plans and executes the annual event to celebrate the winners of the awards.

BACKGROUND:

Committee terms of reference are typically reviewed every four years to ensure they are keeping within the committee's mandate. The terms of reference for the Community Spirit Award Selection Committee have not been updated since the committee began operation in 2002. The committee has been administered by the Community Services Commission and a staff Community Spirit Award Organizing Committee. The original Terms of Reference is attached as Appendix A and the revised Terms of Reference is attached as Appendix B.

Council appoints Members of Council (the Mayor and two Members) and the community members (four to six members) to form the Community Spirit Awards Selection Committee which is tasked with reviewing nominations and selecting award recipients.

In March of 2022, the citizen members of the committee had their membership extended to the end of 2023. The new members for the remainder of the 2022 to 2025 term of Council, will be determined by Council in December, 2023.

The staff Community Spirit Award Organizing Committee plans and executes the annual event to celebrate the winners of the awards.

COMMENT/OPTIONS:

Upon review of the Terms of Reference, staff determined that as a committee of Council, its meetings should be governed as such and therefore, going forward:

- Meetings will be published on the Town's website under the meetings calendar;
- Agendas and minutes will be published in accordance with the Procedure By-law 2020-01, as amended.
- All meetings will be clerked by a member of the Clerks Department;
- Meeting protocols will be followed according to the Procedure By-law, including closed meeting protocol to provide privacy of applications and deliberation of the Selection Committee.

The original Terms of Reference is attached as Appendix A and the revised Terms of Reference is attached as Appendix B reflecting the updated template and administration process.

CONSIDERATIONS:

(A) PUBLIC

N/A

(B) FINANCIAL

The Recreation Budget covers the costs of any celebration costs and any administrative resources for meeting management and advertising costs for membership is funded through the Clerk's department operating budget.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

N/A

(D) COUNCIL STRATEGIC PRIORITIES

The Community Spirit Awards aligns with the town's strategic priority to enhance community belonging.

(E) CLIMATE CHANGE/ACTION

The 2023 Community Spirit Awards recognized outstanding individuals, businesses or organizations who demonstrated environmental leadership.

APPENDICES:

Appendix A – Original Community Spirit Awards Selection Committee Terms of Reference

Appendix B – Revised Community Spirit Awards Selection Committee Terms of Reference

Prepared by:

Andrea Holland

Manager, Council and Committee Service

Recommended by:

Vicki Tytaneck

Town Clerk

And

Recommended by:

Colleen Bell

Commissioner Community Services

Submitted by:

Vicki Tytaneck

Town Clerk