Community Spirit Awards Selection Committee Terms of Reference

- The Selection Committee shall be comprised of the Mayor, who shall serve as Chair, and two Members of Council, and a minimum of four other members to be appointed by Council upon recommendations of the Administrative Services Committee.

- Selection Committee members will be prominent members of the Oakville community (preferably not a volunteer or paid staff person of an organization that may be seen as biased or in conflict with possible nominations).

- A minimum of seven and maximum of nine members will be appointed to the Selection Committee by Council, as required. Each Selection Committee member will represent one of the award categories, i.e., seniors, environmental, youth, arts, heritage and history, international, volunteers, where possible.

- Selection Committee members may be members of an advisory board (i.e., seniors' advisory board) but not limited to this position.

- Selection Committee members will serve a minimum of two (2) years, but no more than a four (4) year term (may not be applicable to the youth representative).

- If a Selection Committee member resigns, the Clerk's department must be notified in writing by the Committee member. The vacancy will then be presented to the Administrative Services Committee for consideration and appointment of a new member.

- Selection Committee members are required to commit to attending one full meeting (approximately five hours) to review nominations and select recipients (meeting usually held in May) as well as time to review and evaluate all nominations individually prior the May meeting.

- Selection Committee members are to attend the event in June, if possible.

- Selection Committee members may be asked to attend additional meetings if necessary to review selection criteria or provide input to the awards program.

- Should a Selection Committee member not fulfill his/her duties as determined by the Steering Committee, the member may be asked to resign before the term has been completed.