

Report to Council



Date: November 10, 2015

Rim No. 0610-53

To: City Manager

From: Louise Roberts, Community & Neighborhood Services Manager

Subject: Civic and Community Awards Steering Committee Terms of Reference

Recommendation:

THAT COUNCIL receives, for information, the report from the Community & Neighbourhood Services Manager dated November 10, 2015, which outlines the development of a Civic and Community Awards Steering Committee Terms of Reference;

AND THAT COUNCIL approves the Civic and Community Awards Steering Committee Terms of Reference as outlined in the report dated November 10, 2015, from the Community & Neighbourhood Services Manager;

AND FURTHER THAT COUNCIL endorses the current Steering Committee members, identified in Appendix #2, to a term to run concurrent with Council's term.

Purpose:

To seek Council approval of a Civic and Community Awards Steering Committee Terms of Reference and appointment of committee members.

Background:

During the January 19, 2015 Council meeting, Council directed staff to review the mandate of the Civic and Community Awards Steering Committee and establish a Terms of Reference (TOR) to be aligned with other existing advisory committees of Council, including the role of Council and staff liaisons.

In August of 2015, Active Living & Culture staff began working with the City Clerk's Office to develop terms of reference that would establish the framework for the Civic and Community Awards Steering Committee. This included discussions with the current members of the Steering Committee.

The draft TOR is based on guidelines used for the other advisory committees of Council (Airport Advisory Committee and Agricultural Advisory Committee) as well as past practice from the Civic and Community Awards Steering Committee.

The Civic and Community Awards Steering Committee TOR outlines:

- The objective of the Steering Committee and the scope of its work
- Membership, appointment of members and terms of appointment
- Relationship and role of Council as well as the support provided by City staff

Key aspects of the TOR include:

Role of Council

The Mayor will appoint a Councillor to sit as a member of the the Civic and Community Awards Steering Committee. The Council representative will be a non-voting liaison member only and shall not serve on the executive of the Steering Committee.

The Councillor appointed to the Steering Committee will advise Council regarding decisions made regarding the Civic and Community Awards program.

Council will appoint Steering Committee members for a four-year term, to run concurrent with the Council term.

Role of Steering Committee

The primary role of the committee is to ensure established procedures and policies are being followed, as well as recommend enhancements to the program.

The Steering Committee is also responsible for providing oversight of the sub-committees, which includes recruitment and approval of sub-committee members. There are three sub-committees and two supporting organizations that assist with the nominations and selection aspect of the awards.

Composition Steering Committee Membership

The composition of the Steering Committee is based on key relationships that assist in the nomination and selection process, as well as historical practice. Committee members represent the following sectors: sport, culture, business and volunteer.

The committee is also comprised of a representative from Council, Director of Active & Living & Culture (or designate), and up to 3 members at large.

The current Steering Committee membership is outlined in the Attachment #2.

Reporting Relationship

The reporting relationship between the Steering Committee and Council includes the following, the Steering Committee will:

- Meet a minimum of three times per year, with Agendas and Minutes being circulated via the Mayor and Council Correspondence SR system
- Have the Council representative report to Council as appropriate regarding any updates to the awards program
- Present twice annually to Council to announce the nomination period and award finalists
- Provide a status report to Council annually

As outlined in the TOR, Steering Committee membership is appointed by Council at the beginning of each Council term. However, since the current Steering Committee is in place and meets the composition requirements, it is staff's recommendation that the current

Steering Committee members be endorsed and remain in place for the duration of Council's term. Any vacancies during the term will be appointed as per the TOR; through Council resolution.

Internal Circulation:

Divisional Director, Active Living & Culture; Communications Advisor, Communications & Information Services; City Clerk

External Agency/Public Comments:

The Civic and Community Awards Steering Committee endorsed, in principle, the proposed Civic and Community Awards Steering Committee Terms of Reference at their October 28, 2015 meeting.

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Financial/Budgetary Considerations
Personnel Implications
Existing Policy
Alternate Recommendation
Communications Comments

Submitted by:

L. Roberts, Community & Neighbourhood Services Manager

Approved for inclusion: J. Gabriel, Divisional Director, Active Living & Culture

Attachments:

Appendix 1: Civic and Community Awards Steering Committee Terms of Reference
Appendix 2: Steering Committee Membership
PowerPoint Presentation

cc: Divisional Director, Active Living & Culture
Divisional Director, Communications & Information Services
Divisional Director, Corporate & Protective Services