

Appendix 1

CITY OF KELOWNA

TERMS OF REFERENCE

CIVIC AND COMMUNITY AWARDS STEERING COMMITTEE

INTRODUCTION

The Civic and Community Awards Steering Committee is an Advisory Committee of Council who oversees the city of Kelowna's annual awards program to recognize outstanding contributions and achievements in our city. The Steering Committee has three sub-committees and two supporting organizations that assist with the nominations and selection aspect of the awards.

The three sub-committees are:

- Nominating Committee
- Sports Committee
- Selection Committee / Environment Selection Committee

The two supporting organizations are:

- Okanagan Central Schools Athletic Association
- Arts Council of the Central Okanagan (ARTSCO)

OBJECTIVE

The Objective of the Civic & Community Awards Steering Committee is to recognize high achievements in the City of Kelowna that have made a significant contribution to our community. This is done through hosting an annual awards night that honours the award finalists with a special award presentation.

SCOPE OF WORK

To achieve this objective, the Civic & Community Awards Steering Committee will undertake the following activities:

- A minimum of 3 meetings per year (October, February and May)
- Secure the necessary amount of sponsorship funds
- Liaise with City Council as necessary
- Recruit and approve sub-committee members
- Oversight of sub-committees
- Ensure established procedures and policies are being followed
- Recommend program enhancements

MEMBERSHIP

In order to provide representation from the community, the membership of the committee should consist of up to 9 voting members.

- City Councillor, as appointed by the Mayor (non-voting)
- Director of Active Living and Culture, or designate
- Chairperson of the Sports Committee
- Chairperson of the Nominating Committee
- Representative from ARTSCO
- Representative of the Kelowna Chamber of Commerce
- Representative from the volunteer sector
- Up to 3 members at Large - as needed

APPOINTMENT AND TERM

Members shall be appointed by Council for a four-year term, to run concurrent with the Council term.

Council may, at any time, remove any member of the Steering Committee and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Steering Committee.

Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by motion of the Committee.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

The Steering Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Steering Committee.

CHAIR

The Steering Committee shall elect a Chairperson and a Vice-Chairperson at their first meeting each year. The Chairperson and Vice Chairperson shall be the executive of the Committee. Councillors shall not serve on the executive of the Committee.

The Chair and Vice Chair shall be provided a training session by the City on procedures for Committees of Council.

MEETING PROCEDURES (for the Steering Committee)

The Chairperson shall call meetings of the Steering Committee 3 times per year, in order to deal with the awards process and business of the three Sub-Committees.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting shall be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedures Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum. A meeting shall not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package to be provided to the Committee members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a personal, professional and/or pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

All members of a committee, including the Chair, may vote on questions related to award categories, changes and updates to the awards program, unless they have declared a conflict and left the meeting.

Any member who does not indicate their vote, or has left the meeting without declaring a conflict, is counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the Corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

REPORTING TO COUNCIL

The Steering Committee will meet up to 3 times per year. The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically to all Council members.

The Committee will present twice annually to Council to announce the nomination period at the beginning of December, and to announce the finalists for each award category in mid March.

The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chairperson, Vice Chair, or a Committee member appointed by the committee, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

BUDGET

The routine operations and any special initiatives of the Committee will be funded by allocations within the Active Living & Culture Department budget.

STAFF SUPPORT

The Director of Active Living and Culture shall assign an administrative liaison to the Committee.

The staff liaison shall initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

Furthermore, the staff liaison will be responsible for:

- Preparing and forwarding draft agenda to the Office of the City Clerk for electronic distribution and posting;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee; and
- managing the files of the Committee, as necessary;

The **Office of the City Clerk** shall provide secretarial support for the Committee. Support functions include the following:

- Taking and preparing draft minutes, and providing the final minutes to Committee members
- Maintaining the records of the Committee, including posting and filing of minutes for the public record
- Posting meeting agendas and final minutes
- Receiving and organizing all related presentation materials and/or correspondence prior to the meeting date to ensure inclusion with the committee member's agenda package, and for the public record
- Distributing the agenda packages to committee members

Endorsed by Council:

Revised: