

Terms of Reference



CIVIC & COMMUNITY AWARDS STEERING COMMITTEE

1.0 Introduction

The Civic & Community Awards Steering Committee is an advisory committee of Council that oversees the annual awards program which recognizes outstanding contributions and achievements in the city of Kelowna.

The Steering Committee has four sub-committees and two supporting organizations that assist with the nominations and selection aspect of the awards.

The four sub-committees are:

- Nominating Committee
- Sports Committee
- Civic Selection Committee
- Environment Selection Committee

The two supporting organizations are:

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

2.0 Objective

The Objective of the Civic & Community Awards Steering Committee is to oversee the management of the annual awards program to recognize high achievements and significant contributions made in the city of Kelowna.

3.0 Scope of Work

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

- Attend a minimum of 3 meetings per year (typically Fall, Winter and Spring)
- Liaise with Council as necessary
- Recruit and approve sub-committee members
- Provide oversight of sub-committees
- Recommend program enhancements
- Assist with promotions for the nomination period

4.0 Membership

In order to provide representation from the community, the membership of the committee will consist of up to 7 voting members.

- City Councillor, as appointed by the Mayor (non-voting)
- Director of Active Living and Culture, or designate (non-voting)
- Representative of the Kelowna Chamber of Commerce
- Representative from the volunteer sector
- Up to 5 members at large (including liaisons for the nominating and sports committees)

5.0 General Program Guidelines

The steering committee recruits and manages members of the sub-committees and will uphold the general program guidelines set forth by Council Policy No. 382.

6.0 Appointment and Term

Members will be appointed by Council for a four year term in the year following a general local election. Membership will then run concurrent to the award presentations at the annual Community event to ensure continuity in planning for the awards season.

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 will 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 but are required to complete the committee application form to be considered in the re-election process.

Members of the Committee will 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.

7.0 Chairperson

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

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

8.0 Meeting Procedures

The Chairperson will call meetings of the Steering Committee a minimum of 3 times per year, in order to deal with the awards process and business of the four 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 will 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 will only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the voting members will represent a quorum. A meeting will 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. If a member was involved in the nomination process either as nominator or by providing a letter of support, they would have to declare a conflict of interest. If a member has had a close personal or working relationship with a nominee in the last 2 years, they should declare a conflict of interest. Being acquainted with a nominee will not signify an implied conflict of interest.

The member must declare their conflict and state the general nature of their conflict, at which time the committee will agree or disagree with the stated conflict. If a conflict is implied, then the member must 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 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.

9.0 Reporting to Council

The Steering Committee will meet at least 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-late March.

The Committee will provide a status report to Council at the conclusion of the 4-year term. 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.

10.0 Budget

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

11.0 Staff Support

The Director of Active Living & Culture will assign an administrative liaison to the Committee.

The staff liaison will 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 will provide meeting management and recording support for the Committee.

Support functions include the following:

- organizing and preparing the meeting agendas, in conjunction with the Chair & staff liaison;
- receiving and organizing all related presentation materials and/or correspondence prior to the meeting date for inclusion in the agenda package;
- distributing the agenda packages to committee members;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison;
- maintaining the records of the Committee, including posting and retaining minutes for the public record;
- circulating agendas and minutes electronically to all members of Council; and
- providing an annual check-in with the Committee, including meeting management training as necessary.