

## **Civic Recognition Committee Terms of Reference**

NAME: Civic Recognition Committee  
(Citizen Committee)

REPORTS TO: Community & Corporate Services Committee

CLERK: City Clerk and Secretary to the City Clerk

ESTABLISHED/AMENDMENTS:	<b>By-law No.</b>	<b>Date</b>	<b>Report / Item No.</b>
	20-2001	February 8, 1965	Personnel Report 3-65

OTHER ITEMS OF  
REFERENCE:

### **1. BACKGROUND**

Previously, this committee also reviewed nominations for individual or team citations and arranged the presentation of these awards through the Mayor's Office. The following awards are presented at the annual recognition event:

- Sportsperson of the Year, The A.J. Dunn Award
- Athlete of the Year, The Post Award
- Junior Citizen of the Year, The B'Nai Brith Award
- Citizen of the Year
- Arts Person of the Year, the K.W. Irmisch Award
- Community Service Award, sponsored by Cogeco.

### **2. MANDATE**

To enhance awareness within Burlington about civic recognition awards and the contribution of City of Burlington volunteers

- By planning and implementing an annual civic recognition event within Burlington. Recommend criteria for council consideration related to awards to be presented. Review nominations for annual awards and select recipients.
- By coordinating annual recognition with the Inter Service Council, including the Citizen of the Year
- By maintaining an electronic Civic Recognition Awards Register on the City's web site
- By assisting City staff in developing content for the City's website related to volunteering with the City of Burlington.

To support effective volunteer recruitment and recognition, in keeping with Council-approved policies and in cooperation with the Clerks Department,

- By working with the assigned staff to meet the mandate of the committee, develop achievable annual action and communication plans and budgets and by addressing concerns together
- By participating in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities and keeping current about City of Burlington policies that may impact the committee
- By assisting staff to coordinate information sharing through existing newsletters, advertising, media releases and/or distributions
- By giving recommendations regarding Civic Recognition Awards to the Mayor's Office on occasion
- By assisting with a program that thanks the City's volunteers for their efforts in a consistent, yet flexible way, managing tracking of volunteers and their contributions, if required, preventing duplication
- By evaluating the City's recognition program once each Council term, asking for input from citizen committee volunteers who have contributed over the previous 3 years.

**SUNSET/REVIEW DATE:            December 1, 2006**

### **3. MEETINGS**

An annual schedule of meetings will be planned, generally held within City Hall and completed within two hours.

### **4. QUORUM**

A quorum is not required for Civic Recognition Committee meetings.

### **5. BUDGET CONSIDERATIONS**

The fiscal year of the Committee will be January 1 to December 31 annually. The City Clerk will submit a budget request, signed by the Chair, that reflects their upcoming year's operating and capital needs, in keeping with budget directions and timelines. The budget will be presented within the Local Boards and Committees budget submission, detailed within Cost Centre 113390.

All revenues and expenditures must be authorized through the City Clerk and processed in keeping with corporate policies. While fundraising is not expected of the Civic Recognition Committee, any fundraising undertaken must comply with corporate policies and any grant applications must be reviewed by the staff liaison prior to submission to the granting organization.

### **6. COMMUNICATIONS**

The Committee is expected to prepare an annual communications plan so that their staff liaison can work with corporate communications staff to meet the

committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, funded by the Civic Recognition Committee annual budget allocation.

## 7. COMMITTEE COMPOSITION

- 8 residents/taxpayers of Burlington, Ontario
- 1 Chair elected from within the membership described above
- 1 Vice-chair elected from within the membership described above
- 2 Representatives of the Inter Service Council

The award sponsors are welcome and will be advised of the meeting schedule if they would like to participate in the selection of the recipient of their award

- 1 Clerks Department representative, a non voting position

The Chair and Vice Chair are elected by the membership at the first meeting of each calendar year.

## 8. TERM OF OFFICE

**Members:** three years on a rotating basis, with one third of the members completing their term each year.

**Chair:** one year from date of election. Note that members considered for election as Chair, must have one year of experience as a Civic Recognition Committee member.

**Vice Chair:** one year from date of election.

If a member resigns before the completion of their term, a replacement may be appointed by a majority vote at their monthly meeting to finish the term. If the chair resigns before the completion of their term, the Vice Chair will complete the term left vacant and a new Vice Chair will be elected to complete the term left vacant.

Committee members will be selected through an application and interview process. The interview panel will include the Chair and up to two additional members of the Civic Recognition Committee. The City Clerk or designate may also be present during interviews.