

A BY-LAW TO AMEND BY-LAW NO. 008-2019 TO INCLUDE THE TERMS OF REFERENCE FOR THE CIVIC AWARDS ADVISORY COMMITTEE AND TO DISSOLVED AND REMOVE THE COMMUNITY CIVIC AWARDS AD HOC COMMITTEE.

WHEREAS Council of the Town of Cobourg authorized preparation of a by-law to amend the Terms of Reference By-law (008-2019), to include a Civic Awards Advisory Committee, and authorized the dissolving of the existing Community Civic Award Ad Hoc Committee at the Committee of the Whole Meeting held on September 3, 2019;

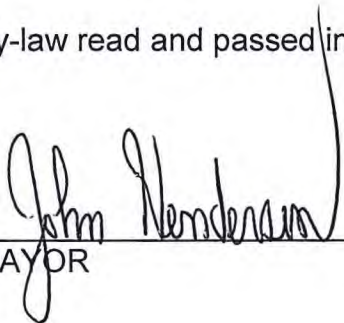
AND WHEREAS By-law No. 009-2019, being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the 'Procedural By-law', establishes the rules and procedures under which Council and Committees of Council are to function;

AND WHEREAS the Municipal Council of the Town of Cobourg adopted the 'Advisory Committee of Municipal Council Policies and Procedures';

NOW THEREFORE the Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** the Terms of Reference By-law (008-2019) be amended to include Schedule 'C' – 6 to Section 4 of the by-law to include the Terms of Reference for the Civic Awards Advisory Committee.
- 2. THAT** Schedule 'E' – 1 for the Community Civic Awards Ad Hoc Committee be removed from the Terms of Reference By-law (008-2019).
- 3. THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 9th day of September, 2019.


MAYOR


MUNICIPAL CLERK



Civic Awards Advisory Committee Terms of Reference

1.0 Authority

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes. The Town of Cobourg Municipal Council has deemed it advisable to establish a Civic Awards Advisory Committee.

In accordance with the Procedural By-law, the Civic Awards Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Duties

The purpose of the Civic Awards Advisory Committee is to oversee the annual Civic Awards Program that recognizes outstanding contributions and achievements in the Town of Cobourg. Its mandate shall be to:

- To provide advice to Council on the overarching framework of the Civic Awards Program;
- Proactively promote the Civic Awards Program;
- Recommend to Council a list of recipients for the annual awards;
- Preserve the integrity of the Civic Awards Program and ensure awards are recommended in a fair and consistent manner;
- Collaborate with Municipal Staff and Council in the planning and execution of Civic Awards Ceremonies.

To accomplish its mandate, the Civic Awards Advisory Committee shall be responsible for the following duties:

- Solicit nominees for civic award recognition;
- Collect and review all eligible nominations for awards submitted as part of the Civic Awards Program;
- Establish and oversee Sub-Committees to deal with special matters coming within the scope and jurisdiction of the Civic Awards Advisory Committee;
- Keep all nominees and selections confidential until such time that they are announced publicly;
- Manage and track all award recipients and their nominations;
- Create, manage and revise the Nomination Form to reflect current procedures of the Civic Awards Program;
- Make recommended updates to Council on the Town of Cobourg's Civic Awards Program – Standards and Procedures Manual, as needed, and to clarify and develop program category objectives and selection processes and to consider any additional award categories to the Program;
- Explore opportunities for sponsorships and partnerships to support the Civic Awards Program; and
- Other related Civic Award Program matters as referred to the Committee by Council.

3.0 Composition and Term of Appointments

The Civic Awards Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and the Mayor, as the Council representative.

Each voting member of the Civic Awards Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the Town of Cobourg. The members of the Committee shall work together to fulfill the mandate and duties of this Advisory Committee.

Citizen Members appointed by Council shall be appointed for a maximum term of four (4) years with the option of Council to appoint any citizen member for a further two (2) year term upon reapplication to the Committee.

Appointments of citizen Members to the Committee will be made by Council in the year directly following a municipal election to ensure continuity in the planning for the Civic Awards Program. All citizen member terms, regardless of when the appointment was made, shall expire on July 1st of every year following a municipal election.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

4.0 Reporting Structure

The Civic Awards Advisory Committee is an Advisory Committee of Council and shall report to the Municipal Council.

The Civic Awards Advisory Committee may make recommendations to the Municipal Council on all relevant business presented before it. Recommendations by the Committee are considered advice to Council only and any related recommendations must be approved by the Municipal Council before any action is taken unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

The Civic Awards Advisory Committee shall meet on an as required basis to be determined by the Committee.

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the *Municipal Act, 2001*, in which case the meeting may be closed.

The Civic Awards Advisory Committee may form Sub-Committees to deal with special matters coming within the scope and jurisdiction of the Civic Awards Advisory Committee, including a Selection Sub-Committee to consider all eligible nominations for award recipients.

All Sub-Committees created by the Civic Awards Advisory Committee must receive prior approval from Council and shall not be subject to the

requirement of having three (3) Members of Civic Awards Advisory Committee in the composition of the Sub-Committee.

All Committee members of the Civic Awards Advisory Committee, or its designated Sub-Committees have a duty to carry out their prescribed responsibilities in a manner that preserves the integrity of the Civic Awards Program by ensuring that awards are recommended to Council in a fair and impartial manner. As such, members must not engage in any activities and/or in decision making concerning any matters where they have a direct or indirect personal or financial interest.

When a member has a perceived pecuniary and/or conflict of interest on a Nomination for an award, he or she shall refrain from any discussions and votes brought forward by the Committee to Council for the award in which conflict exist.

6.0 Resources

Secretarial support will be provided by the Mayor's Office to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes. The Events Coordinator of the Community Services Division will also act as a Staff Liaison to assist in the organization and execution of the annual Civic Awards Ceremony.

The Communications Manager will prepare an annual Communications Plan so that the Advisory Committee can work to program deadlines. Graphics, editing, printing and advertising services are provided through corporate communications, funded by the Civic Awards Advisory Committee's annual budget allocation.

Additional Municipal Staff shall provide advisory support to the Committee, including background information and technical advice, to assist it with its role when, in the opinion of the Municipal Director, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.