

## **1. Overview**

The Citizen Recognition Program Committee consists of 3 Members of Council including the Mayor, whom will be the Chair of the Committee. The Committee meets, as required, during the months prior to the awards recognition event, which is held annually during the forth quarter. The Executive Assistant will be the staff liaison for the committee and will be responsible for agenda preparation and minute taking as well as arranging meetings.

Council evaluates and selects awards recipients in camera from the list of nominations evaluated and recommended by the Citizen Recognition Program Committee. Two awards will be present at a regularly scheduled Council meeting for both a Citizen of the Year and Youth Citizen of the Year recipient in October of each year. During a regular Municipal Election Year, the awards will be announced and presented during the September regular scheduled Council meeting. These date may be subject to change based on availability of award recipients.

## **2. Objectives/Responsibilities:**

- 2.1. The Citizen Recognition Program Committee is primarily responsible for ensuring that there are a suitable number of nominations to choose from, with the Council, Board/Committee Members, Township Staff and the public also having the ability to make nominations for the proposed awards.
- 2.2. The Committee will evaluate the nominations received and make Citizen Recognition Award recommendations to Council.
- 2.3. Meetings are held in camera and recommendations remain confidential until Council has announced the recipients.

## **3. Term & Duration**

- 3.1. The Term of the Committee shall be concurrent with the term of Council or until a successor(s) are appointed.
- 3.2. The Committee shall be established before December 31st in an election year and the appointments will stand until the day prior to the new term of Council commences per the *Municipal Elections Act*.
- 3.3. The establishment of the Committee and terms of reference shall continue as set out herein from Council term to Council term unless determined otherwise. However, the appointment of the members to the Committee shall be approved by each Council prior to December 31st in each election year.

## **4. Membership**

- 4.1. The Committee shall consist of:
  - The Mayor
  - Two (2) Members of Council

4.2. Secretary to Committee

- The Executive Assistant shall act as Secretary to the Committee. The responsibilities of this membership consists of agenda and meeting preparation, minute taking and record keeping.

**5. Selection Criteria**

5.1. Awards are given in recognition based off of the criteria outlined in the Citizen Recognition Program Policy.

5.2. Citizen Recognition Award nominees must be residents of West Lincoln.

5.3. Recipients can only be awarded once in their lifetime for the Citizen of the Year Award or Youth Citizen of the Year Award.

5.4. Nominees who receive salaries or wages for their efforts will generally not be eligible; however, special circumstances may be considered at the discretion of The Citizen Recognition Program Committee or Council.

5.5. *Citizen of the Year Award*

- 18 years of age and older
- Citizens who have completed special projects, voluntary in nature, that have brought forward citizen pride and commitment to the Community
- Citizens who have demonstrated a strong sense of volunteerism and citizen pride
- Citizens who have achieved Provincial, National or International recognition
- Citizens who have demonstrated overall positive achievement, impact and/or contributions to the community which may also focus on the Township's Strategic Plan

5.6. *Youth Citizen of the Year Award*

- 17 years of age and under
- Youth citizens who have completed special projects, voluntary in nature, that have brought forward citizen pride and commitment to the Community
- Youth citizens who have demonstrated a strong sense of volunteerism and citizen pride
- Youth citizens who have achieved Provincial, National or International recognition
- Youth citizens who have demonstrated overall positive achievement, impact and/or contributions to the community which may also focus on the Township's Strategic Plan

**6. Voting:**

6.1. QUORUM:

- A majority of The Citizen Recognition Program Committee shall constitute a quorum.

**6.2. DECISIONS:**

- Decisions of the Committee shall be made by consensus of the members present.
- The Chair shall call for a vote by show of hands.
- The Chair shall vote.
- A tie vote shall be considered a loss.

**7. Meetings:**

- 7.1. All meetings shall be at the call of the Chair and notice of all meetings shall be given by the Executive Assistant to all Committee members at least forty-eight (48) hours in advance of the meeting. The Chair can also cancel a meeting if required.