



**Community Spirit Awards
Selection Committee
Terms of Reference**

**Approved by Council on:
November 20, 2023**

1. Mandate

The mandate of the Community Spirit Award Selection Committee (CSA Selection Committee) is to administer the Community Spirit Awards annually to recognize and celebrate Oakville residents' leadership, dedication and involvement in the community.

Deliverables

The Community Spirit Award Selection Committee accomplishes its mandate and goal by overseeing the administration of the Community Spirit Awards program including the review of nominations and selection of award recipients.

Alignment with the town's strategic priority

The Community Spirit Awards aligns with the town's strategic priority to enhance community belonging.

2. Type of Committee

Committee of Council

3. Membership, roles and responsibilities, qualifications

Committee composition

The CSA Selection Committee shall be comprised of the Mayor, who shall serve as Chair, two Members of Council and a minimum of four and maximum of six members from the Oakville community appointed by Council.

CSA Selection citizen members will serve a minimum of two (2) years, but no more than a four (4) year term.

If there is a Councillor vacancy on the CSA Selection Committee, Council will appoint another Member of Council to join.

If there is a citizen committee member vacancy, the vacancy will be presented to Council for consideration to fill or leave vacant for the duration of the term.

CSA Selection Committee members must commit to attending the nomination review meeting (approximately five hours) to review nominations and select recipients (meeting usually held in May) as well as time to review and evaluate all nominations individually prior the review meeting.

CSA Selection Committee members may be asked to attend additional meetings if necessary to review selection criteria or provide input to the awards program.

Staff representatives support the committee, but do not form part of the committee.

Role	Members
Committee Chair	Mayor
Vice Chair	To be elected by committee members
Councillor(s)	2 Members of Council appointed by Council annually
Committee member(s)	4 - 6 Residents-at-large appointed by Council for the term of Council
Support staff (Non-voting members)	Community Spirit Awards Staff Team
Departmental representatives	Town staff as required

Roles and responsibilities

- Endorse the annual Community Spirit Awards program and event in order to celebrate community champions who positively contribute to the quality of life of Oakville residents.
- Attend meetings and review materials in advance
- Provide unbiased input on the selection of award recipients
- Encouraged to attend the annual Community Spirit Awards event

Qualifications

- Must be a resident of the Town of Oakville
- Not a volunteer or paid staff person of an organization that may be seen as biased or in conflict with possible nominations
- Must not have been convicted of a criminal offence in which a pardon has not been granted.

Term

Membership is to align with the term of Council. Committee members may be permitted to serve additional terms at the discretion of Council.

A member may resign from the committee at any time by advising of their intention in writing to the Town Clerk.

Should a Committee member not fulfill his/her duties, the member may be asked to resign before the term has been completed.

Interpretation

The Chair and staff shall be responsible for interpreting and administering the rules associated with the committee's Terms of Reference and procedural matters in accordance with the Town of Oakville Procedure By-law.

The CSA Awards Selection Committee cannot pass a motion to suspend the rules pertaining to this document

4. Meetings

The CSA Awards Selection Committee meetings will be booked as required to address the mandate of the committee. Meetings will be organized and administered by the Clerk's Department. Meetings will typically take place weekdays between 9 am – 4 pm.

Meetings may be hosted virtually or in-person at a town facility. All meetings shall be open to the public unless the subject matter being considered meets the requirements of the Town of Oakville Procedure By-law permitting a meeting or part of a meeting to be closed to the public.

Quorum

Quorum will consist of a majority of the committee members.

The meeting will be called to order at the time fixed for the holding of the meeting or as soon thereafter as quorum is present. If there is no quorum present within 30 minutes of the scheduled time for the meeting, the meeting will stand adjourned until the date and time of the next regular meeting, and the names of those present shall be recorded by the clerk.

Where a member has resigned or has been removed from the committee, quorum will be adjusted temporarily to reflect the decrease in voting membership and will return to regular quorum requirements when the vacancy is filled by Town Council.

5. Budget and Resources

Committees are not given a budget. The Community Spirit Awards program is funded through the annual budget and does not include any expenses for the committee.

The staff CSA Organizing Committee includes active representation from each commission to manage the category that best supports their business goals and

objectives and will provide advisory support to the committee including background information, resources and advice to assist the CSA Selection Committee in its role.

Clerk's staff will provide administrative support to the committee through taking minutes of meetings, distribution of agenda and general administrative coordination of meetings.

6. Code of Conduct

The town is committed to fostering an environment where there is Respect for yourself; Respect for others; and Responsibility for your actions. All volunteers, delegates and staff will be guided by town policies and procedures including, but not limited to, the Employee Code of Conduct and Respectful Conduct Policy. These policies ensure that all volunteers, delegates and staff are treated with respect and dignity and can be found on oakville.ca.

9. Declaration of Pecuniary Interest

A member shall declare a direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*, and

- a. Prior to any consideration of the matter at a meeting, shall disclose the interest and the general nature thereof verbally and by filing a written statement of the interest with the Clerk at the meeting or as soon as possible afterwards;
- b. Shall not take part in the discussion of, or vote on any motion in respect of the matter;
- c. During or after the meeting, shall not attempt in any way to influence the voting on any such motion; and
- d. Shall be included in the minutes.

A copy of each written statement shall be kept in a registry which will be available for public inspection.

Where the interest of a member of the committee has not been disclosed as required above, by reason of his/her absence from the meeting the member shall disclose his/her interest at the first subsequent meeting thereafter.

10. Definitions

- a) **Declaration of Pecuniary Interest:** a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*.

11. Background

The Community Spirit Awards program began in 2002