

ABBOTSFORD

Terms of Reference

CRAC

Page 1 of 2

CHAPTER: COUNCIL

SECTION: COMMITTEES, COMMISSIONS AND BOARDS

SUBJECT: CIVIC RECOGNITION ADVISORY COMMITTEE

APPROVED BY: COUNCIL

EFFECTIVE DATE: 2016-07-11

REVISION DATE:

PURPOSE

The purpose of the Civic Recognition Advisory Committee is to review Nomination Packages and provide recommendations of suggested recipients to Council.

AUTHORITY

Community Charter, Council

MANDATE.

The Civic Recognition Advisory Committee ("Committee") is primarily responsible for ensuring that there are a suitable number of nominations to choose from, with the Council and the public also having the ability to make nominations for the Order of Abbotsford Award.

The Committee evaluates nominations and makes recommendations to Council. Meetings are held at a Special Meeting of Council and recommendations remain confidential until Council has announced the recipient.

Council evaluates and selects the award recipient, at a Special Meeting of Council, from the list of nominations evaluated and recommended by the Civic Recognition Advisory Committee.

In addition, the Committee will explore opportunities for sponsorships and partnerships to support recognition events and awards.

MEMBERSHIP

1. Appointments, and removal, of members to the Committee will be made in accordance with the City's Committee Protocol Policy.
2. Terms of appointments will be in accordance with the City's Committee Protocol Policy.
3. The Committee will be composed of up to five (5) voting members appointed by Council, as follows:
 - (a) Two (2) representatives from Council;
 - (b) One (1) member at large, and
 - (c) Two (2) representatives from any two (2) of the current City Advisory Committees.
4. The Chair of the Committee will be one (1) of the appointed Council representative.
5. The staff liaisons to the Committee will consist of the:
 - (a) Director, Legislative Services/City Clerk or designate; and
 - (b) Executive Coordinator to City Manager or designate.
6. The Director, Legislative Services/City Clerk or designate; and/or Executive Coordinator or designate, will normally be in attendance at all meetings to provide technical advice and staff assistance. Other City staff may be required to attend specific meetings, also as non-voting members.

POLICY

1. The Civic Recognition Advisory Committee will operate in accordance with the *Community Charter*, Council Procedure Bylaw, the City's Committee Protocol Policy, and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
2. The Civic Recognition Advisory Committee will, at its organizational meeting each year, determine its meeting dates, time and location and will meet at minimum twice per year
3. Quorum will be determined in accordance with the City's Committee Protocol Policy. Vacancies (but not absences) are excluded when counting the voting members in order to establish the quorum.
4. Committee members must avoid conflicts of interest, in accordance with the City's Committee Protocol Policy.