



Community Recognition Awards Advisory Committee

Terms of Reference

Revision Date: 2023-05-16

Effective Date: 2023-05-16

Next Revision Date: 2026

1.0 Introduction

The Municipal Act authorizes a municipal Council to establish or dissolve boards or Committees. The Council of the Township of Hamilton has established a Community Recognition Awards Advisory Committee.

2.0 Mandate

- To provide input and recommendations, and to complete applications or the nominations of individuals or groups of the Township who qualify for awards or recognition through any of the various recognition or awards programs offered locally, provincially, federally or privately through professional associations, non-profits, or private businesses / organizations.

3.0 Responsibilities of the Advisory Committee

- To keep abreast of the various recognition and awards programs and to nominate Township individuals or groups who meet the qualifications.
- To make recommendations to Council of nominated persons for awards.
- To make recommendations to Council for the creation of municipal civic awards, including developing selection criteria, categories, awards / honouraria.
- To assist with the organization of awards ceremonies.
- To promote recognition and award programs.

4.0 Composition of the Committee

The Committee will be appointed by Council, following a municipal election. The Committee shall be appointed to serve for the term of council and be composed of:

- Two (2) appointed members of Municipal Council



- Minimum of two (2) and maximum of three (3) members-at-large, who are qualified to be elected as members of Council. Members-at-large are appointed by Council.
- One (1) staff liaison (Municipal Clerk or designate) – no voting privileges.

5.0 Role of the Committee

The committee shall endeavour to meet six (6) times a year, with all meetings open to the public, except that legal, personnel and land acquisition/disposition matter may be discussed in-camera. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the chair in consultation with the staff liaison.

Membership on the committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- At the Committee's first meeting of the term, a Chair and Vice Chair will be selected. These offices will be reviewed mid-term.
- Attend regular scheduled meetings. Members are required to notify the Chair or staff liaison if they are unable to attend;
- Review all information supplied to them;
- Prepare information for use in the development of materials for the Committee;
- Promote the role of Committee;
- Offer input to committee reports to Council;
- The Committee shall keep in touch with other community groups that are interested in citizen recognition within the Township.

The Committee will review the Terms of Reference during the final year of its term, bringing forward any suggested changes to recommendations to Council for consideration.

6.0 Role of Staff

The Committee will receive administrative support from Township staff, including meeting preparation, recording and distributing minutes to committee members and Council, and communicating Committee recommendations to Council and other relevant stakeholders.



Staff will provide required support to the Committee for the purposes of providing background information associated with policy and process.

7.0 Role of Council

Council shall appoint the members-at-large and provide funds where applicable to an approved budget. The Council appointed representatives will represent the committee at Council to disburse information. Should an issue arise that cannot be resolved, the Chair shall contact the Municipal Clerk

8.0 Conflict of Interest

It is the individual responsibility of each Committee member to determine if there is a potential for pecuniary interest, to declare any conflicts and to refrain from discussion or voting on the matter. An example of pecuniary interest would be that a request from a user or other group comes forward and a Township Board / Advisory Committee member also holds a voting position on that group. The Municipal Conflict of Interest Act is available on-line at www.e-laws.gov.on.ca, or a copy can be obtained from the Township Office. It is not the responsibility of Township Staff to advise on matters of conflict, rather it is up to individual members to determine if a potential for conflict exists.

9.0 Meeting Protocol

- A majority of the members present constitutes a Quorum.
- Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to the Committee members and Council. Committee recommendations that require support and/or direction shall be presented to Council for consideration.
- An agenda will be prepared and distributed by staff to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.
- The Committee will make recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a resolution moved and seconded, with majority vote prevailing.
- The Township of Hamilton's Procedural By-law shall govern the proceedings and activities of the Committee.



10.0 Absenteeism

Unusual absenteeism will be addressed through the Mayor and Municipal Clerk, if necessary, for any member of the Committee. Consistent unexplained absenteeism could lead to the committee member being removed from the committee by Council.

11.0 Resignation

Any resignation of a member of the Committee shall be tendered to the Municipal Clerk in writing. The name of a replacement member shall be obtained through the public appointment process. When approved by Council, the new appointee shall serve the remainder of the vacant term.

12.0 Cross-Reference

- Council Report CD2022-23: Advisory Committees – 2022-2026 Term
- Council Report CD2022-28: Advisory Committees – 2022-2026 Term (Part Two)
- Council Resolution #2023-90: Re-naming the Committee (2023-05-16)

13.0 Revision History

Date	Changes
2012-03	Minor clerical.
2022-12-20	Minor clerical, roles/positions/responsibilities updated
2023-05-16	Committee name changed from “Nominations Advisory Committee” to “Community Recognition Awards Advisory Committee”