

1. Purpose

The Town of Tecumseh Awards will be presented biennially as a means of celebrating citizen and community efforts. The Awards will be selected and presented based upon the review and related recommendations of the nomination applications received by the Legislative & Clerk Services Department. The purpose of the Awards Review Committee is to review, evaluate and make recommendations on the nominations submitted for the four (4) Town Awards and to provide Council with recommendations on the recipient(s) for each award.

This Committee aligns with the following Strategic Priority identified in the 2023-2026 Strategic Plan:

- **Service Experience:** Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

The Committee shall conduct itself in an advisory capacity to Council. Committee recommendations on favoured recipients will be considered by Council, however, ultimately the awards are at the discretion of Council. The Committee will meet to review, discuss and consider the nominations submitted every 2 years, with meetings generally held in the Spring.

2. Scope

The Town of Tecumseh Awards will be presented by Council biennially as a means of celebrating citizen and community efforts. Awards adjudication will be based upon nominations received, with recommendations provided to Council for consideration. Awards will be presented at a Regular Council meeting in June to acknowledge the recipients.

The mandate of the Award Review Committee is to:

- Act in an advisory capacity by considering and evaluating Nomination Applications related to the Town awards ;
- Make recommendations on recipient(s) for each award;
- Act as an advocate for the Town's Awards and generally champion the Town Awards program, through various types of public engagement.

- Provide feedback to Administration on the Town Awards program and review process, as requested.

3. Membership

The Awards Review Committee will be comprised of:

- Five (5) appointed members of the local community who are residents, business owners, have experience or prior experience in the non-profit sector or are community volunteers that are over the age of 18 years who wish to serve and are prepared to commit the time required for this committee. Members may not be an employee of the Town or a sitting member of Town Council.
- The call for applications and appointments for this Committee shall adhere to the Town's Committee/Board Application and Appointment Policy No. 4.
- In making appointments to this Committee, Council may give consideration to appointing members who are representative of each of the five (5) wards in Tecumseh. The term of membership will coincide with the current term of Council.

4. Remuneration.

Remuneration for Committee members consists of \$100 per meeting stipend.

5. Meeting and Reporting

The Awards Review Committee will be administered through the Legislative & Clerk Services Department.

This Committee will generally have one to two meetings to complete its mandate for each Awards cycle.

The scheduling of a meeting will be coordinated through the Legislative & Clerk Services Department. Meeting notice, circulation of agendas and minutes, and meeting procedures will adhere to the Town's Procedural By-law.

Committee meetings shall have recorded minutes and be circulated on the Regular Council Agenda. An administrative report with the committee's recommendations on award recipients will be provided to Council so that Council may vote on the recommendations.

All Award Review Committee meetings shall be held in public open session. However a Committee meeting may be closed to the public or proceed into

closed session if the subject matter being considered is one of the exceptions permitted by Section 239(2) and (3) of the *Municipal Act, 2001*, as amended. To determine if an agenda item is to be discussed in closed session, consultation with the Clerk prior to the meeting is required.

6. Staff Resources

The Awards Review Committee will be administered through the Director Legislative Services & Clerk. The Legislative & Clerk Services Department will provide administrative assistance through the Deputy Clerk & Manager Legislative Services with the preparation of the Committee's agendas and minutes, and general record keeping.

7. Review of Terms of Reference

These terms of reference take effect as of April 9, 2024, and shall be reviewed and updated from time to time by the Committee on the advice of the Director Legislative Services & Clerk.