

## AWARDS AND RECOGNITION ADVISORY COMMITTEE

### 1. PURPOSE

The purpose of the Awards and Recognition Advisory Committee is to review nominations and provide recommendations of the annual recipient of the Order of Abbotsford to Council, and to provide recommendations to Council for nominations for the Order of British Columbia and British Columbia Community Achievement Award.

### 2. AUTHORITY

*Community Charter, Abbotsford City Council.*

### 3. MANDATE

The mandate of the Awards and Recognition Advisory Committee is to:

- a) evaluate nominations and makes recommendations to Council for the annual recipient for the Order of Abbotsford, in accordance with the City's Civic Awards and Recognition Policy;
- b) submit nominations for Council endorsement for nominees for the Order of British Columbia;
- c) submit nominations for Council endorsement for nominees for the British Columbia Community Achievement Award; and
- d) explore opportunities for sponsorships and partnerships to support recognition events and awards.

### 4. MEMBERSHIP

1. Appointments, and removal, of members to the Awards and Recognition Advisory 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 Awards and Recognition Advisory Committee will be comprised of seven (7) voting members appointed by Council:
  - a) one (1) member of Council, and an alternate;
  - b) one (1) member from the Abbotsford Chamber of Commerce;
  - c) one (1) member from the Abbotsford Community Foundation;
  - d) one (1) member from the Fraser Valley Indo-Canadian Business Association;
  - e) one (1) member from the Archway Community Services; and
  - f) two (2) members at large.



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4. The Chair of the Awards and Recognition Advisory Committee will be the appointed Council representative.
5. The staff liaisons to the Awards and Recognition Advisory Committee will consist of the following:
  - a) General Manager, Finance and Corporate Services, or their designate; and
  - b) General Manager, Parks, Recreation and Culture, or their designate.
6. From time to time, other City staff members may be required to attend to provide technical advice and assistance.

## 5. RELATED PROCEDURES, GUIDELINES AND PUBLICATIONS

1. The Awards and Recognition Advisory Committee will operate in accordance with the *Community Charter*, the City's 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. Meetings will normally be held bi-monthly, beginning in February of each calendar year, excluding August, December and January, or at the call of the Chair.
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 *Community Charter* and the City's Committee Protocol Policy.
5. The Committee will report to Council, in accordance with the City's Committee Protocol Policy.