



City of Pitt Meadows

Terms of Reference

Community Service Awards Task Force

CHIEF ADMINISTRATIVE OFFICER REVIEW / APPROVAL:

1) Establishment & Quorum

- a) The Task Force was established by Council resolution on April 30, 2019 and is given authority through the City Committees Policy C102 and the Community Service Awards and Civic Recognition Policy C073.
- b) **Quorum** is established as more than 50% of voting members.

2) Mandate

- a) The mandate of the Task Force is to:
 - i. Review all approved nominations for the annual Community Service Awards;
 - ii. Select the annual recipients of the Community Service Awards;
 - iii. Inform Council of the Task Force's decisions through an annual delegation and a memo to a closed council meeting prior to the annual awards celebration; and
 - iv. Participate in the annual awards celebration where the winners are announced to the public and presented with their awards.

3) Membership

a) Voting Members

- i. The Committee will be comprised of **up to five (5) voting members**, who:
 - (1) Are residents or business owners in Pitt Meadows.

b) Non-Voting Members

- i. The Committee may include the following **non-voting members**:
 - (1) One (1) Staff Liaison, who will Chair all meetings;
 - (2) One (1) Committee Clerk; and
 - (3) Other staff resources as appointed and deemed advantageous by the CAO.

4) Term

- a) Appointments to the Committee will be for a three (3) year term, unless otherwise determined by the CAO.

5) Budget

- a) There is no budget assigned to the Community Service Awards Task Force.

6) Awards Categories

- a) The Annual Community Service Awards Program was established in 2019 to recognize and honour outstanding contributions and achievements of groups, organizations and individuals in Pitt Meadows. The award program recognizes recipient's contributions in various areas including volunteerism; coaching; arts and cultural contributions; teaching; environmental and humanitarian champions; advocates for community inclusion; significant acts of philanthropy or heroism; or other noteworthy endeavors in the following six categories.
- i. **Against the Odds Achievement** – To recognize individuals who successfully overcome extraordinary obstacles; being resilient in difficult times and situations, and showing perseverance during exceptional circumstances.
 - ii. **Business of the Year** – To recognize local businesses that, on a regular basis, contribute to the overall quality of life in Pitt Meadows through endeavors that support community service, programs or events, and/or foster positive relationships with volunteer groups or activities.
 - iii. **Community Service Youth (25 years and under)** – For demonstrating exemplary leadership in community service. This award is intended to recognize the positive contributions of young members of the community, who have provided outstanding service to the community without regard for their own personal gain. Such an award is to establish an example for others of a young age to follow. Each year, the City may award two bursaries each valued at \$500.00.
 - iv. **Community Service** – To recognize exemplary leadership and outstanding community service provided without regard for personal gain that impacts the community and beyond.
 - v. **Good Neighbour Award** – For an individual, who has contributed to their neighbourhood community through a single act of kindness, or multiple good deeds benefitting many people. This is a resident who and makes their local neighbourhood a better place to live.
 - vi. **Outstanding Resident of the Year** – Recognizing the contributions of one individual for their overall outstanding community service, dedication and commitment to improving the quality of life for the citizens of Pitt Meadows. This individual had dedicated many years of service to the community, has made a lasting difference through their service.

7) Roles & Responsibilities of the Task Force

- a) Task Force members will:
- i) Make known any personal relationships, social connections, or familial relationships with any award nominees that may constitute a conflict of interest;
 - ii) Review all approved nomination packages;
 - iii) Appoint representatives from the Task Force to follow up with nominators for additional information as required;

- iv) Consider past recipients to ensure that, over the course of several years, a range of ages, genders, and types of service are recognized;
- v) Assess each nominee using the following criteria:
 - (1) Significant contributions and achievements over the past year that set them apart;
 - (2) Ongoing contributions to, and positive impact on, the community;
 - (3) Length of service;
 - (4) Demonstration of civic mindedness;
 - (5) Serves as a positive role model;
 - (6) Diversity of service; and
 - (7) Exemplary leadership.

8) Award Eligibility and Selection Criteria

- a) The following criteria apply to the nomination process:
 - i. Nominations by immediate family members and self-nominations will not be accepted;
 - ii. Nominations by or for current members of City Council will not be accepted;
 - iii. Nominations by or for current members of the Task Force will not be accepted;
 - iv. Nominations for current City employees will not be accepted; City Staff are permitted to nominate individuals; Nominations for past City employees and members of Council will not be accepted for projects or achievements during employment or term of Council; and
 - v. Volunteer contributions will be considered from organizations outside of Pitt Meadows, as long as they provide services to Pitt Meadows residents.
- b) To be eligible for an award, the nominee must be:
 - i. A resident of Pitt Meadows or, in the case of a business, operating from a Pitt Meadows location; and
 - ii. A positive role model for the community and in good standing with the City.
- c) All nomination packages receive cursory review by the Staff Liaison, in consultation with the CAO, for initial approval before referral to the Task Force for deliberations. A nomination package is considered approved when it is:
 - i. Submitted in accordance with sections 8(a) and (b);
 - ii. Submitted before the advertised deadline for nominations;
 - iii. Completed in its entirety; and
 - iv. In alignment with the general category purpose, criteria, and guidelines.
- d) Exceptions to these criteria may exist and will be reviewed by the CAO, on a per case basis, through communications from the Staff Liaison as required.