

November 26, 2020

Report To: Mayor & Council

From: Citizen of the Year Committee

SUBJECT: Approval of "Terms of Reference" for the Citizen of the Year Committee

At the November 25th, 2020 Citizen of the Year Committee meeting, a discussion was held for the purpose of having Council consider reviving a previously established policy from 1995 that addressed the recognition of youth in the Town of Fort Frances as follows:

WHEREAS by resolution passed November 14, 1995, Council approved a policy governing public recognition by Council; and

WHEREAS included in said policy is a provision that recognition of youth achievement is to be done on recommendation by the Citizen of the Year Committee; and

WHEREAS the present mandate of the Citizen of the Year Committee must be broadened to include recognition of youth achievement.

This policy and covering by-law appear to have fallen from the table, and with the change to the current Boards and Committees By-Law, the Committee felt it prudent to re-establish the policy. On the advice of the Clerk, the Committee has drafted a new Terms of Reference to cover the Citizen of the Year recognition with the inclusion of a youth achievement recognition. Please find the Terms of Reference attached as recommended.

TERM OF REFERENCE

CITIZEN OF THE YEAR COMMITTEE

PURPOSE AND CRITERIA

To provide recommendation to Council on all matters pertaining to a yearly recognition and award of a Citizen of the Year and an Outstanding Youth Citizen in the Town of Fort Frances.

Nominees must be a citizen of the Town of Fort Frances.

Nominations should be based but not limited to excellence as follows:

Nominees have contributed to their community. Nominees may have performed acts of heroism or bravery. They may be nominated for making life better for others and excellence in personal achievements.

Nominations for eligible nominees will recognize:

- 1) Citizen of the Year – Nominees will be 19 years and over; or
- 2) Outstanding Youth Citizen – Nominees will be 18 years and younger.

Nominees may not self-nominate.

Nominators will be encouraged to provide a meaningful description of the nominees, and the impact of the contribution to assist with the recommendation process.

COMMITTEE STRUCTURE

The composition of the Committee will consist of the following:

- Three (3) Members of Council and (3) Citizens as selected by Mayor and approved by Council.
- Additional members of Administration as requested by Committee.
- The Deputy Clerk will collect and prepare all nominations for consideration by the Committee and shall serve as the recording secretary.

The term for the Committee appointees is for four (4) years commencing December 1st in the first year of the appointed Council's four-year term. Incumbent Members shall continue as participating members of the committee until their successors are appointed.

PROCEDURE

- Advertising for nominations will commence January 1st of each year and run intermittently during the year. This may be reviewed annually as directed by the Committee. Advertising should include newspaper, radio, and social media.
- A fillable application will be made available to nominators, and copies may also be picked up at the front desk of the Civic Centre, emailed and faxed upon request. A covering letter including criteria will be included with applications.
- The Committee will meet at minimum twice yearly to review nominations or any matters that arise. Any decisions arrived at shall be by majority consensus.
- Every attempt will be made to schedule meetings so that all members can attend, whether virtually or in person. The meeting to consider nominations by the Committee should be scheduled as close to the end of October/beginning of November as possible.
- A report to Council recommending approval of nominations in both categories as established, shall be prepared, and be placed on Council's agenda as an "In-Camera" matter, at a November meeting for Council's approval. The "In-Camera" resolution shall approve the ***"report as presented"***.
- Mayor will contact nominees to confirm their acceptance. Invitations for attendance of the approved recipients in both categories (once approved by Council) will be extended for the first Council meeting in December.
- A formal resolution recognizing the recipients by name, presentation of awards and verbal statement acknowledging their contributions shall be prepared and presented at the public portion of Council's meeting, during the first meeting in December.

RECOMMENDATION

That the Citizen of the Year Committee now hereby recommends that Council approve the new Terms of Reference for The Citizen of the Year as presented, and further that an appropriate by-law be prepared