



SELECT COMMITTEE TERMS OF REFERENCE

1. GENERAL INFORMATION

Committee Name:	Select Committee on Citizen Recognition Program
Duration:	Term Ending September 30, 2025
Meeting Frequency:	To Be Determined
<p>The Select Committee on Citizen Recognition Program is a select committee of Council established in accordance with the <i>Community Charter</i> and “<i>City of Prince George Council Procedures Bylaw No. 8388, 2011.</i>”</p>	

2. PURPOSE AND MANDATE

The Select Committee on Citizen Recognition Program (hereafter referred to as the “Committee”) is to advise Mayor and Council of the City of Prince George (hereafter referred to as “Council”) and City Staff on the development of the framework and plan for an annual City of Prince George citizen recognition program that will recognize and celebrate individuals of all ages (excluding current City employees and serving members of Council) who have made significant contributions to the community in areas including, but not limited to, arts, sports, volunteerism, philanthropy, social service, and/or heroism.

The Committee will provide a report to Council prior to the end of its term with recommendations including the consideration of:

- the objectives, purpose, and scope of the recognition program;
- the number of annual recipients of the program;
- the manner by which nominations may be made;
- whether nominees may be posthumously awarded and the requirements of such;
- the criteria and scoring matrix, if applicable, by which award nominees will be evaluated and selected;
- the physical attributes of the award;
- options to create long-standing, meaningful, and impactful recognition of the award;
- how the award will be presented (e.g.: event, private ceremony, Council meeting, etc.); and
- budget and resource implications associated with managing the award process (i.e.: “in house” vs. 3rd-party organization), purchasing the award, and organizing/hosting the award presentation event(s).

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Committee will be composed of a maximum of seven (7) members appointed by Council as follows:

3.1.1 Council Members (Voting Members)

The Committee will include four (4) members of Council appointed by Council.

3.1.2 Public Members (Voting Members)

The Committee will include up to three (3) members of the public appointed by Council, through a public recruitment campaign, whose demonstrated experience and qualifications align with the purpose and mandate of the Committee.

3.1.3 Staff and Council Members (Non-Voting Members)

Staff Liaison

City staff member(s) shall be appointed by the City Manager to serve as Staff Liaison(s), who along with other city staff may attend meetings of the Committee in a resource capacity.

Legislative Services

The Corporate Officer will appoint a legislative support person to the Committee who will serve in an administrative support role.

Council

All members of Council are ex-officio members of the Committee and may attend meetings and participate in debate.

3.1.4 Committee Chair

The committee shall appoint a Chair from one of the four appointed members of Council who will be responsible for conducting the meetings of the Committee in accordance with the *City of Prince George Council Procedures Bylaw No. 8388, 2011* and the *Committees, Commissions, and Boards Procedures Manual*.

3.2 Length of Term	Appointed members will serve a term beginning upon appointment and ending on or before September 30, 2025.
4. OTHER GOVERNANCE	
4.1 Eligibility and Selection	Eligibility and selection for membership on committees will be accepted in accordance with the <i>City of Prince George Committees, Commissions and Boards Procedures Manual</i> .
4.2 Decisions of the Committee	All acts and matters that come before the Committee must be done and decided by a majority of the members present at a duly constituted meeting with quorum present.
4.3 Budget	The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and ensure that such allocation directly relates to the mandate of the Committee.
4.4 Governance	In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the <i>City of Prince George Council Procedures Bylaw No. 8388, 2011</i> and the <i>City of Prince George Committees, Commissions and Boards Procedures Manual</i> . In case of conflict between the provisions of these <i>Terms of Reference</i> and the <i>Procedures Manual</i> , the provisions of the <i>Procedures Manual</i> shall prevail.