

Civic & Community Awards Steering Committee

AGENDA



Wednesday, February 14, 2018

12:00 pm

Kelowna Boardroom, Third Floor

City Hall, 1435 Water Street

	Pages
1. Call to Order	
2. Confirmation of Minutes	3 - 6
Approve Minutes of the Meeting of October 25, 2017	
3. New Business	
3.1 Review Nominations for the 43rd Annual Awards	
3.2 Review final Draft Terms of Reference for Selection Committees	7 - 9
3.3 Appoint Chair for "Volunteer" Selection Committee	
Michael Loewen's name has been put forward.	
3.4 Approve Selection Committee, confirmed members	
<ul style="list-style-type: none">• Volunteer Selection Committee• Sports Selection Committee• Environment Selection Committee• Update - Arts Selection Committee	
3.5 Review dates that the Selection meetings are being held	
3.6 Finalist Announcement at Council on Monday, March 5, 2018	
3.7 Tickets go on sale - Through Kelowna Tickets this year	
4. Old Business	
4.1 AV Contract - Quotes received and decision made	
4.2 Obtaining Catering Quotes	

4.3 Winery for Mayor's Reception - recommendations

4.4 Entertainment for Awards Night

4.5 Other Production Details

5. Next Meeting Date

Proposed Date - Wednesday, May 16, 2018

6. Termination of Meeting



Civic & Community Awards Steering Committee

Minutes

Date: Wednesday, October 25, 2017
 Location: Parkinson Recreation Centre
 1800 Parkinson Way, Kelowna, BC

Committee Members Present: Michael Loewen (Chair), Wayne Moore, Dawn Wilkinson, Marika Luczi, Dan Rogers and Councillor, Maxine DeHart

Committee Members Absent: Ellen Boelcke and Don Ferguson

Staff Present: Recreation Technician, Amber Gilbert

1. Call to Order

The Chair called the meeting to order at 7:06 p.m.

2. Confirmation of Minutes

Moved by Wayne Moore/Seconded by Dawn Wilkinson

THAT the Minutes of the June 8, 2017 meeting of the Civic & Community Awards Steering Committee be adopted.

Carried

3. New Business

3.1 Introduction of new faces at the table

Staff:

- New Committee Member at Large, Marika Luczi, was introduced to the Committee Members.

3.2 Open seats - ARTSCO, Kelowna Chamber

Staff:

- The Kelowna Chamber of Commerce's representative, Dan Rogers, was introduced to the Committee Members.
- It was noted that Don Ferguson is the new representative for the Arts Council of the Central Okanagan, but was unable to attend this meeting.

3.3 Appoint Steering Committee Chair, Michael Loewen

Moved by Wayne Moore/Seconded by Marika Luczi

THAT Michael Loewen be appointed Chair of the Civic & Community Awards Steering Committee for the 43rd Annual Award Season.

Carried

3.4 Appoint Sports Committee Chair, Wayne Moore

Moved by Dawn Wilkinson/Seconded by Marika Luczi

THAT Wayne Moore be appointed Chair of the Sports Sub-Committee for the Civic & Community Awards Steering Committee for the 43rd Annual Awards Season.

Carried

3.5 Appoint Nominating Committee Chair, Dawn Wilkinson

Moved by Dan Rogers/Seconded by Wayne Moore

THAT Dawn Wilkinson be appointed Chair of the Nominating Sub-Committee of the Civic & Community Awards Steering Committee for the 43rd Annual Awards Season.

Carried

3.6 Confirm Nominating Committee Members for this year

Committee/Staff Discussion:

- The Committee Members had a discussion about representatives on the Nominating Sub-Committee for various sectors of the community. It was suggested that it would be good for the Nominating Sub-Committee to have a representative from the "tech" community.

Action:

- The staff liaison will contact Accelerate Okanagan to invite a representative to be on the Nominating Sub-Committee.
- The staff liaison will also seek additional support from the Corporate sector.

Staff:

- The following Nominating Sub-Committee members have been confirmed:
 - Chair, Dawn Wilkinson (Volunteer sector);
 - Anna Jackson (Arts community);
 - Luke Campbell (School District No. 23);
 - Christian Brandt (Environment); and
 - Drew Vincent (Okanagan Young Professionals).

3.7 Review Key Dates and Timeline for 43rd Annual Award Season

Staff:

- Reviewed the key dates and timelines and commented on the critical dates.
- Confirmed that the Mayor's Reception will be held at the Laurel Packinghouse on April 15, 2018. The Awards Night is April 26, 2018 at the Kelowna Community Theatre.

3.8 Nomination Period Announcement at City Council - November 6

Committee/Staff Discussion:

- Discussed the possibility of doing a Memo to Council instead of the formal presentation to announce the start of the nomination period.
- This suggestion was strongly opposed as historically the Committee's practice has been to formally open the nomination period during a City of Kelowna Council Meeting.
- Making a physical announcement at a Council Meeting helps to highlight the nomination period for the media as well as provided an opportunity to reach a broader audience through the live stream.

4. Old Business

4.1 Review Award Criteria for Athlete of the Year Category

Committee/Staff Discussion:

- Although the situation that happened with the Female Athlete of the Year category last year was a "one-off", and the likelihood of a repeat is low, the Committee Members concluded that the criteria for Male and Female Athlete of the Year should be re-visited by the Sports Sub-Committee to better define "brings recognition to Kelowna" and include that the nominees must have grown up and lived in Kelowna for a period of XX years to be eligible for the Award.

4.2 Review Award Criteria for Corporate Community of the Year

Committee/Staff Discussion:

- Based on the recommendation from the Nominating Sub-Committee last Spring, the category split for Corporate Community of the Year should be adjusted from "Small to Medium Business (under 50 employees), and Large Business (50+ employees)" to "Small Business (under 25 employees) and Medium to Large Businesses (25+ employees)".

4.3 Sponsorship Follow Up for the 43rd Annual Awards Season

Staff:

- Revised the list of Category Sponsors that have already been confirmed:

- Central Okanagan Foundation - Volunteer Organization of the Year;
 - Grant Thornton - Bryan Couling Memorial Athletic Team of the Year;
 - FortisBC - Man/Woman of the Year;
 - Prospera Credit Union - Changed to Mayor's Reception Sponsor;
 - Kelowna Community Resources - Corporate Community of the Year.
- Still waiting to hear from:
 - Best Western Plus - Champion of the Environment;
 - YMCA of Okanagan - Young Male and Female Volunteer of the Year.
 - Categories still open for sponsorship:
 - Male and Female Athlete of the Year;
 - Bob Giordano Memorial Award;
 - Honour and Teen Honour in the Arts Award.

4.4 Terms of Reference for Selection Committees

Staff:

- Brought forward a draft Terms of Reference to be used for the Selection Sub-Committees with regards to policies and best practices when reviewing, judging and making selections for the Award categories.

Committee Members:

- Reviewed the proposed Terms of Reference and made a couple of additions/corrections.

Staff:

- The Terms of Reference will be ready for this Awards Season for use by all the Selection Sub-Committee Members moving forward in preparation for the selection meetings.

5. Next Meeting Date

The next meeting date is proposed for 12:00 pm on Wednesday, February 14, 2018.

6. Termination of Meeting

The Chair declared the meeting terminated at 8:10 p.m.

Michael Loewen, Chair

/ag/slh

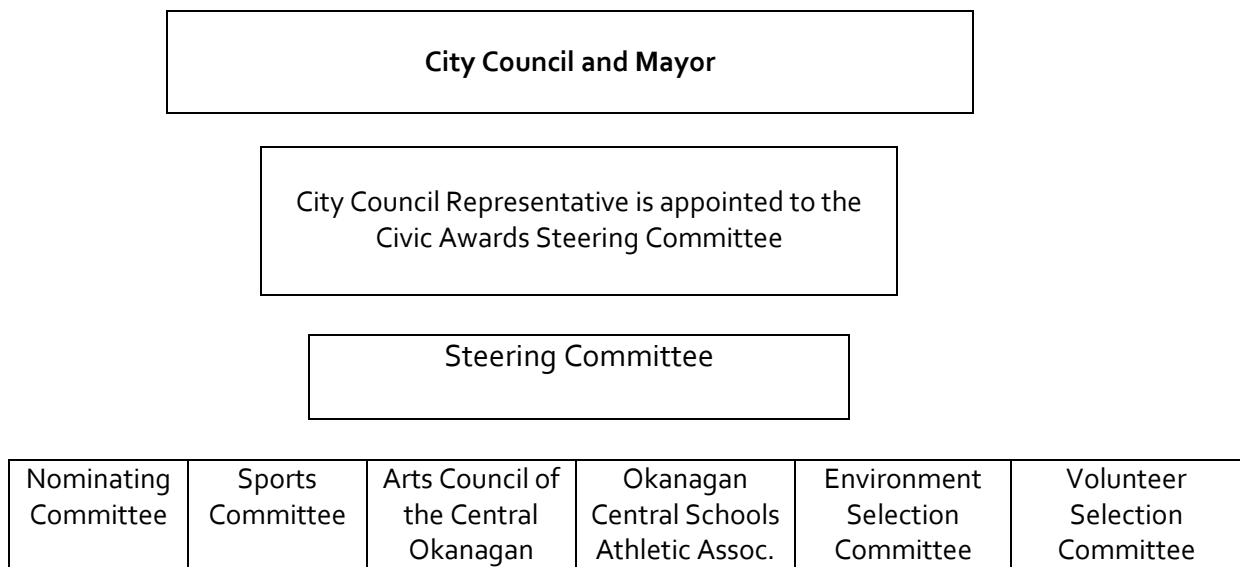


The Civic & Community Awards – Selection Committee

Terms of Reference

Introduction

Overall Committee Structure



The Steering Committee

The Civic and Community Awards Steering Committee is an Advisory Committee of Council who oversees the city of Kelowna’s annual awards program to recognize outstanding contributions and achievements in our city. The Steering Committee has three sub-committees and two supporting organizations that assist with the nominations and selection aspect of the awards.

The three sub-committees are:

- Nominating Committee – Nominating Committee Chair sits on the Steering Committee
- Sports Committee – Sports Committee Chair sits on the Steering Committee
- Volunteer Selection Committee / Environment Selection Committee

The two supporting organizations are:

- Okanagan Central Schools Athletic Association (Nomination and Selection of the Augie Ciancone Memorial Awards)
- Arts Council of the Central Okanagan (ARTSCO) – Selection of the Honour in the Arts Awards

Selection Committees

The Civic & Community Awards program has Three "Selection" committees to oversee the judging process for specific award category groups. These are divided as such:

1. Volunteer Selection Committee (Young Male and Female Volunteer of the year, Man and Woman of the Year, Corporate Community of the Year, Volunteer Organization of the year)
2. Sports Selection Committee (Bob Giordano Memorial Award, Male and Female Athlete of the Year, and the Bryan Couling Memorial Athletic Team of the Year)
3. Environment Selection Committee (Individual and Business Champion for the Environment)

1. Volunteer Selection Committee

Membership (up to 9 voting members)

This Selection Committees consists of a chair person (appointed by the Steering Committee), up to two youth representatives, the incoming president from the Kelowna Chamber of Commerce, the previous year's recipients for man and women of the year, up to three members representing various community sectors, and approved by the Steering Committee (possibly returning from the previous year).

2. Sports Selection Committee

Membership (up to 9 voting members)

The Sports Committee is made up of representation from the media and sports community, confirmed each year by the Sports Committee Chair and approved by the Steering Committee.

3. Environment Selection Committee

Membership (up to 5 voting members)

One representative from the Regional District, one from the city's sustainability department, and at least one representative from the environment community at large – can be a past award recipient. Approved each year by the Steering Committee.

Mandate for all Selection Committees:

The mandate of the committee is to select up to three finalists for each category and out of those three, select one award recipient. No members from the Nominating Committee will participate on the Selection Committee. In the event a committee member is nominated for an award, they will be expected to withdraw from participation on the committee.

Functions:

Each committee member, on one of these committees is responsible for the following:

- Read and sign this Terms of Reference to indicate their agreement that they will carry out their role in accordance with the direction provided herein;
- Review and familiarize themselves with the award criteria prior to reading the nominations.
- Read all nomination forms and prepare scoring prior to the selection committee meeting.
- Make scoring decisions based on the information provided in the nomination form, and how it pertains to the award criteria.
- Ensure that all nominations reviewed are treated in a fair and equal manner.
- Declare any conflict of interest and follow the conflict of interest directions in these instructions.

- Work collaboratively and respectfully with other members of the committee in a roundtable setting, to achieve a consensus about finalists and recipients for the award categories.
- Respect the confidential nature of this judging process, and any discussions and decisions that are made at the selection table.

City Staff Role:

- Help recruit and provide an orientation for all new committee members.
- Coordinate and set the Selection Committee meeting dates.
- Prepare and deliver nomination packages to each committee member.
- Attend the Selection Committee meetings to advise in a non-voting capacity, and assist with inquiries from committee members.
- Upon completion of the Selection Committee meetings, inform successful and unsuccessful nominees of the selection outcome. And make preparation for the awards celebration where the 3 finalists in each category are recognized and the award recipient is announced.

Conflict of Interest

To preserve confidence in the integrity and impartiality of the selection process, committee members must avoid any actual perceived conflict of interest.

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200. Members who have a personal, professional and/or pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member’s declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting in respect of the matter.

Confidentiality

Committee members will keep confidential any information received by them during the judging process, including:

- Information contained in the nomination or support materials
- Discussion taking place during roundtable meeting.
- Selection results, including unsuccessful nominations.

Committee members continue to be bound by confidentiality after the selection process, up until the award celebration evening, and the recipients are made public.

Signature of Selection Committee Member

Date signed