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.

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Michael Loewen, Chair

/ag/slh