



## 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