



Civic & Community Awards Steering Committee Minutes

Date:	Wednesday, May 16, 2018 – 12 pm
Location:	Ramada Kelowna Hotel & Conference Centre, 2170 Harvey Ave, Kelowna, BC
Committee Members Present:	Councillor Maxine DeHart, Michael Loewen, Wayne Moore, Ellen Boelcke, Marika Luczi, Dan Rogers and Don Ferguson
Committee Members Absent:	Dawn Wilkinson
Staff Present:	Recreation Technician, Amber Gilbert; Divisional Director for Active Living & Culture Jim Gabriel, Community and Neighborhood Services Manager, Mariko Siggers.

1. Call to Order

The Committee Chair Michael Loewen called the meeting to order at 12:05 p.m.

2. Confirmation of Minutes

Moved by Ellen Boelcke / Seconded by Wayne Moore

THAT the Minutes of the February 14, 2018 meeting of the Civic & Community Awards Steering Committee be adopted.

3. New Business

3.1 Feedback from committee members about the Mayor's Reception and Awards night.

Discussion:

- City staff liaison reviewed the feedback she received from the MC's. All was very positive (despite some issues with the AV techs), regarding the seamless script and transition from each category. One thing noted was that the AV techs didn't run a full rehearsal thru all of the award categories like in past years, which could account for the disconnect in timing for cueing up the "audio" component of the videos.

- The music after the winner was announced and the transition thru getting the photo taken on stage before making an acceptance speech was better this year – no dead air.
- The technical issues that were experienced could be solved by having either a head set between the city staff and the techs, or actually stand back stage (over the techs shoulder) to make sure they are following the script, and cue up the audio in time with the MC's announcing the award category.
- Lots of great comments with the committee about the Mayor's Reception – love the vibe of the event as a pre-lude to the big awards night. Food was good, wine was good – live entertainment from the Stages Quartet from KSS.
- It would be really good to check and see what other cities are doing for an awards program or recognition. One committee member has a contact for Prince George, as a place to start.

Action – staff liaison will find out what other cities are doing for community recognition awards, as well as types of categories.

- A concern was raised by Councillor DeHart about the "optics" of having someone win in two categories. This doesn't happen very often, but has been the case for the past two years in a row. The committee had lots of discussion around this. There are separate selection committees in place for different category groupings – and sharing info about winners across to other committees will ultimately have a very negative impact on the transparency of the selection process. The only other option would be to change the nomination rules to only allow someone to be nominated in one category each year. No decision made about this at this point.
- We need to consider "diversity" when promoting the nomination period – and reaching out to different "groups" to promote the nomination period.
- As a committee we need to "Re-Visit" the purpose of the City of Kelowna awards program, and consider ways we can re-refresh or modernize the whole event – while still meeting that purpose.
- Does there need to be Winners in each category? Should it be more of a celebration to recognize outstanding contributions and achievements in our city – with up-to 3 "Honourees" in each category?

3.2 City Staff liaison reviews the follow up steps with finalists and sponsors.

All finalists are sent the link to the video clips prepared for the awards night, so that they can share with family and friends who were not able to attend.

Last year's recipients are being contacted about if they want the Stuart park plate as a keep sake.

Meetings and thank-you gifts being handed out to Selection Committee chairs, and the MC's Pat Kennedy and Chanine Carr, for their time a support this awards season.

Sponsor recognition gifts are being ordered.

3.3 Proposed up-dates to award categories for 2018

- Councillor DeHart expressed the need for the committee to review the award criteria for the Anita Tozer Memorial Award. The current criteria wording is unclear to city council. Historically

the award has been thought of as a “lifetime achievement” award, and not just recognizing an extraordinary event or contribution from the past year.

Action:

The city staff liaison will re-visit the criteria for the Anita Tozer Memorial Award, review the history of the award, and bring forward some suggestions to the committee to make a decision on.

- The city staff liaison shared an email she received from a member of the community, expressing concern that many of the Civic and Community Award Categories are currently Gender specific, i.e. Man of the Year or Woman of the Year / Young Female Volunteer and Young Male Volunteer. The committee had good discussion about up-dating our award categories to all be gender neutral – since the criteria is focused on the contribution or achievement and not a specific gender.

Action:

Staff liaison will set a sub-committee meeting with Neighborhood Services Manager and Divisional Director for Active Living and Culture to review current categories. Any proposed changes would need to be presented to city council for final decision.

4. Old Business

4.1 The Criteria review for the Volunteer Organization of the year award category.

- Tabled until Oct meeting, invite Central Okanagan Foundation representative to be involved in the criteria review.

5. Next Meeting Date

The next meeting date is proposed for Wednesday, Oct. 3, 2018, 4pm – location TBD

6. Termination of Meeting

Chair Michael Loewen, declared the end of meeting at 1:25 p.m.

Michael Loewen, Chair

/slh