

# Civic & Community Awards Steering Committee

## AGENDA



Tuesday, January 7, 2020

12:00 pm

Parkinson Recreation Centre

Gala Boardroom

1800 Parkinson Way, Kelowna, BC

Pages

**1. Call to Order**

**2. Confirmation of Minutes**

3 - 5

Approve Minutes of the Meeting of November 19, 2019.

**3. Old Business**

**3.1 Review Key Dates and Timeline for 45th Annual Award Season**

- Nomination deadline February 14<sup>th</sup>, 2020
- Finalist announcement to Council Monday March 16<sup>th</sup>, 2020
- Sunday April 19<sup>th</sup>, 2020 - Mayor's Reception at the Coast Capri Hotel
- Wednesday April 29<sup>th</sup>, 2020 - Civic & Community Awards Night at the Rotary Centre for the Arts

**4. New Business**

**4.1 Review of Nomination Period**

- Advertising + promotions
- Nominating committee membership
- Review of committee working document

**4.2 Review of Budget and Sponsorship Commitments**

**4.3 Event Logistics**

- A/V + stage setup
- Food and Beverage
- Recipient Trophies
- Ticket price

- 45<sup>th</sup> Annual Commemorative Features

**5. Upcoming Meeting Date**

Thursday, February 20<sup>th</sup> at Parkinson Recreation Centre at 12:00 p.m.

Set post event debrief meeting for May 2020

**6. Termination of Meeting**



## Civic & Community Awards Steering Committee Minutes

Date: Tuesday, November 19, 2019  
 Time: 12:00 pm  
 Location: Layer Cake Mountain  
 1435 Water Street

Members Present Councillor Ryan Donn\*, Ellen Boelcke, Bob Burge\*\*, Lorraine Ewonus-Ellert, Wayne Moore and Adam Schubel

Members Absent Karen Graham, Dan Rogers

Staff Present Community Development Coordinator, Melina Moran; Community & Neighbourhood Service Manager, Mariko Siggers; Divisional Director, Active Living & Culture, Jim Gabriel; Legislative Coordinator (Confidential), Clint McKenzie

\* Denotes partial attendance

\*\* Attended via telephone

### 1. Call to Order and Roundtable Introductions

Staff called the meeting to order at 12:04 pm

### 2. Confirmation of Minutes

Moved By Ellen Boelcke/Seconded By Wayne Moore

THAT the Minutes of the April 26, 2019 Civic & Community Awards Steering Committee meeting be adopted.

Carried

### 3. Old Business

#### 3.1 Award Category Updates

Staff:

- Presented a PowerPoint providing an overview of the updates to the award categories:
  - Council approval of gender-neutral categories – Young Citizen and Citizen of the Year.
  - Corporate Community Award was updated to one category.
  - Champion for the Environment category was created versus having both an individual and corporate category.
- Responded to questions from the Committee.
- Provided background on corporate nominations and the matrix scale that will be incorporated to ensure comparable representation.
- Discussion ensued regarding encouraging a good representation of female and male nominations for the new categories.

Councillor Donn joined the meeting at 12:19 pm.

-Staff reviewed the components of a nomination package.

- The award category changes will result in categories going from a maximum of 17 to 13 and finalists from a maximum of 51 to 39.

#### **4. New Business**

##### **4.1 Review of updated Terms of Reference and new Council Policy**

Staff:

- Reviewed with the Committee the updated Terms of Reference and the new Council Policy.
- The naming of awards in memory and the criteria required were reviewed. They are a decision of Council.
- Signing of the Terms of Reference was requested from each Committee member.
- The four subcommittees were reviewed.
- The supporting organizations with awards were reviewed – the Okanagan Central Schools Athletic Association and the Art Council of the Central Okanagan.

Councillor Donn thanked staff in developing the framework as the revised Terms of Reference and the new Council Policy will greatly assist in making sure there is a broad connection between the Committee, the awards and the community.

##### **4.2 Appoint Steering Committee Chair and Vice Chair**

Moved By Wayne Moore/Seconded By Adam Schubel

THAT Ellen Boelcke be nominated as Chair.

Carried

Moved By Wayne Moore/Seconded By Bob Burge

THAT Lorraine Ewonus-Ellert be nominated as Vice-Chair.

Carried

##### **4.3 Appoint Sports Committee Liaison**

Moved By Ellen Boelcke/Seconded By Bob Burge

THAT Wayne Moore be nominated as Sports Committee Liaison.

Carried

##### **4.4 Appoint Nominating Committee Liaison**

Moved by Adam Schubel/Seconded By Ellen Boelcke

THAT Karen Graham be nominated as Nomination Committee Liaison;

AND THAT Adam Schubel be nominated as Alternate for the Nomination Committee Liaison.

Carried

#### 4.5 Award Program Overview

- Staff provided an overview of the Awards program.
- The Committee supported activities being planned for the 45<sup>th</sup> milestone awards in 2020 including a commemorative video and photo history display during the events.
- Discussion of the event ensued including:
  - feedback on length of videos for upcoming year
  - selection of Master(s) of Ceremonies
  - venue - Rotary Centre for the Arts
  - food and beverage
  - reception during awards night
  - recipient trophies vs. plaques
  - sponsorship update – the majority will be back onboard
- Responded to questions from the Committee.

#### 4.6 Review Key Dates & Timeline for 45<sup>th</sup> Annual Award Season

Staff reviewed key dates including:

- Sunday, April 19, 2020
  - o selected for the Mayor's Reception - Location TBC
- Wednesday, April 29, 2020
  - o booked for the Civic & Community Awards Night at the Rotary Centre for the Arts

#### 5. Upcoming Meeting Dates

- The week of January 6-13<sup>th</sup> 2020 was chosen for the next Committee meeting date. A Doodle poll will be sent out by staff to confirm the exact date.
- Dec 9, 2019 will be the announcement of the nomination period in Council and the Chair was requested to attend.
- The week of February 17<sup>th</sup> was chosen for the Steering Committee to review the nominations received.

#### 6. Termination of Meeting

The Chair declared the meeting terminated at 1:11 pm.

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Ellen Boelcke, Chair