

Civic & Community Awards Steering Committee

AGENDA



Wednesday, March 31, 2021

12:00 pm

Virtual Meeting - Teams

Pages

1. **Call to Order**
2. **Confirmation of Minutes** 2 - 3
Approve Minutes of the Meeting of February 17, 2021.
3. **Old Business**
 - 3.1. **Review Finalists Received**
Thank-you to the Selection Committees!
4. **New Business**
 - 4.1. **Review social media campaign for award delivery**
 - Timeline of video releases and video content
 - Timeline of award recipients being named in Council Chambers
5. **Next Meeting Date**
April 5th - Post awards delivery debrief
6. **Termination of Meeting**



Civic & Community Awards Steering Committee Minutes

Date: Wednesday, February 17, 2021
 Time: 12:00 pm
 Location: Virtual Meeting - Teams

Members Present Ellen Boelcke (Chair), Wayne Moore, Dan Rogers, Bob Burge, Lorrain Ewonus-Ellert, Councillor Ryan Donn

Members Absent Karen Graham, Adam Schubel

Staff Present Karley Glackmeyer, Recreation Technician; Mariko Siggers, Community & Neighbourhood Services Manager; Jim Gabriel, Divisional Director, Active Living & Culture; Clint McKenzie, Legislative Coordinator (Confidential)

1. Call to Order

The Chair called the meeting to order at 12:07 p.m.

2. Confirmation of Minutes

Moved by Bob Burge/Seconded by Wayne Moore

THAT the Minutes of the November 25th Agriculture Advisory Committee meeting be adopted.

Carried

3. Old Business

3.1 Review Key Dates and Timeline for 46th Annual Award Season

Staff:

- Provided an overview of key dates to the season.
- Youth nominations were extended to February 19th as one application was received to date.
- Outreach to school district including the District Superintendent has taken place.
- Reviewed the timeline to Council.
- Responded to questions from the Committee.
- Provided an overview of the social media campaign in April.

3.2 Review Sponsorship Commitments

Staff:

- Reviewed the commitments from sponsors.
- Scholarship from UBCO is continuing.
- Thomas Bud is also reconfirmed for scholarship for the Young Citizen of the Year.

- Reconfirmed the dates for the awarding of nominations to the finalists being added to the agenda and being announced to Council.
- An important dates email will be provided to Committee members.

4. New Business

4.1 Review Nominations Received

Staff provided a presentation and outlined the nominations received to date.

- Discussion ensued from the Committee regarding the nominations.

Staff responded to questions from the Committee.

The Committee reviewed the Coach/Administration category.

Staff confirmed that City staff are eligible for nomination of a Civic and Community Award.

Staff thanked the Nominating Committee for their assistance, Wayne Moore and Dorothee Birker.

The Committee reviewed nominees being nominated more than once over a number of years.

The Chair expressed on the number of Volunteer organizations that were nominated.

4.2 Review of Evaluation Matrix/Scoring Rubrics

The Committee reviewed the Nominee evaluation matrix.

Reviewed the length of content submitted by applicants.

Staff responded to questions from the Committee.

The concept of the Mayor's Reception was reviewed. The opportunity to have a reception later in 2021 was discussed.

Staff confirmed that there were no Teams submitted for nomination.

The Chair confirmed that Committee will support the social campaign wherever possible.

5. Next Meeting Date

The next meeting date is scheduled for March 31, 2021.

6. Termination of Meeting

The Chair declared the meeting terminated at 12:50 p.m.

Ellen Boelcke, Chair