

Report to Council



Date: November 4th, 2019

To: Council

From: City Manager

Subject: Civic & Community Awards Council Policy

Department: Active Living & Culture

Recommendation:

THAT Council receives, for information, the report from Active Living & Culture, dated November 4th, 2019, that introduces the Council Policy and Steering Committee Terms of Reference for the Annual Civic & Community Awards;

AND THAT Council endorse the Civic & Community Award Council Policy No. 382 as outlined in the report dated November 4th, 2019;

AND THAT Council endorse the Civic & Community Award Steering Committee Terms of Reference as outlined in the report dated November 4th, 2019;

AND FURTHER THAT Council rescind Policy No. 256 regarding Naming of Awards "In Memory" and include this information in Policy No. 382.

Purpose:

To obtain Council's approval on the Civic & Community Awards Council Policy and revised Steering Committee Terms of Reference to guide the delivery of the annual awards program.

Background:

The Civic & Community Awards program recognizes the outstanding achievements and contributions made in the city of Kelowna each year. The program includes 13 awards that honour volunteers, artists, athletes, environmentalists and businesses. Up to three finalists are selected in each category, with one recipient being announced during the awards ceremony.

At the AM Council meeting on October 7, 2019, Council received a report outlining changes to some award categories as well the key components of a Council Policy which would govern the Civic & Community Awards program. This report introduces the new Council Policy and accompanying Terms of Reference for the steering committee.

Discussion:

As discussed at the October 7, 2019 Council meeting, the Civic & Community Awards will become more inclusive and streamlined by combining some of the existing categories. The revised award categories include establishing gender neutral awards for the citizen volunteer categories and simplifying categories where confusion surrounded the nomination process. Below is a list of the updated categories:

- Young Citizen of the Year (one award)
- Fred Macklin and Sarah Donalda-Treadgold Memorial Citizen of the Year (one award)
- Champion for the Environment (one award)
- Corporate Community of the Year (one award)

All other categories will remain the same for the 2019 awards season.

Through the establishment of a Council Policy to guide the Annual Civic & Community Awards program, key criteria for the program will be set. This ensures that the awards are delivered as per the direction of Council and can be changed with Council approval. The policy will guide staff and the steering committee in recognizing outstanding contributions to the city of Kelowna. The process of naming Civic Awards "In Memory" is included in this new policy; therefore, Council Policy No. 256 can be rescinded. The Civic & Community Awards Council Policy (Attachment 1), establishes the following key areas:

- Award categories with general description of the award's intent
- Authority to amend award categories
- General program guidelines and award eligibility criteria
- Process for naming of awards "in memory" (rescind policy No. 256)

The criteria listed within the policy is current practice with no revisions suggested.

The Civic & Community Awards Steering Committee is established through an advisory committee of Council to oversee the annual awards program. The committee's role is detailed in the attached Terms of Reference (Attachment 2). The revised Terms of Reference captures the current practice within the following sections: scope of work, membership, appointment term and committee processes.

Following Council approval, staff will revise the nomination forms for each award to reflect the category changes. The nomination period opens on December 9th, 2019.

Conclusion:

The introduction of the Civic & Community Awards Council Policy No. 382 will help streamline the awards management process and clarify the scope and roles of the steering committee and Council. Documenting current practice in a formal policy and within the Terms of Reference will ensure the program operates and abides by the guidelines set forth by Council.

Internal Circulation:

Active Living & Culture; Communications & Information Services.

Considerations applicable to this report:

Existing Policy: Council Policy 256

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by: M. Moran, Recreation Technician

Approved for inclusion:

JG

Attachments: 2019-11-04 Presentation – Civic & Community Awards Program
2019-11-04 Attachment 1 – Civic & Community Awards Program Council Policy No. 382
2019-11-04 Attachment 2 – Civic & Community Awards Terms of Reference
2019-11-04 Attachment 3 – Council Policy No. 256

cc: C. Weadon, Divisional Director, Communication & Information Services
J. Gabriel, Divisional Director, Active Living & Culture