

Civic & Community Awards Steering Committee

AGENDA



Wednesday, October 26, 2016
12:00 pm
Parkinson Recreation Centre
1800 Parkinson Way, Kelowna, BC

	Pages
1. Call to Order	
2. Confirmation of Minutes	3 - 5
Approve Minutes of the Meeting of May 18, 2016.	
3. New Business	
Presented by City Staff, Amber Gilbert	
3.1 Introduction of City Staff	
Mariko Siggers, Community & Neighbourhood Services Manager; Lisa Reuther, Communications Coordinator; Sandi Horning, FOI-Legislative Coordinator	
3.2 Appoint Steering Committee Chair for the 42nd Annual Award Season	
Michael Loewen (currently Interim Chair)	
3.3 Appoint Nominating Committee Chair	
Dawn Wilkinson	
3.4 Confirm Nominating Committee Members	
Take recommendations from Steering Committee for new contacts	
3.5 Review Key Dates & Timelines for 42nd Annual Award Season	6 - 6
(Updated date for Mayor's Reception & Awards Gala)	
3.6 Nomination Period Promotion	
City Council date to announce Nomination Period. In-kind Media Sponsors to confirm.	
3.7 Review confirmed 42nd Annual Award Category Sponsors.	
3.8 RFQ for Audio Visual production for the Awards night out to tender.	

4. Old Business

4.1 Review Award Criteria for Volunteer Organization of the Year

Clarification to allow non-registered not-for-profits to be eligible for nomination.

Action from May: Deferred from May 18, 2016 Meeting. The Steering Committee will review the criteria for the Volunteer Organization of the year and update/clarify the wording for the next award season.

4.2 Discuss Creation of a Formal Policy

Committee's "historical" practice of not allowing a person or organization to be nominated if they have won in the past 10 years.

Action from May: Deferred from the May 18, 2016 Meeting. The Steering Committee will review and clarify the criteria around nominating past winners for all categories in the next meeting.

5. Next Meeting Date

Proposed Date: Wednesday, February 22, 2017

6. Termination of Meeting



Civic & Community Awards Steering Committee

Minutes

Date:	Wednesday, May 18, 2016
Location:	Ramada Kelowna Hotel & Conference Centre 2170 Harvey Avenue, Kelowna, BC
Members Present	Councillor Maxine DeHart, Michael Loewen, Dawn Wilkinson, Recreation Technician, Amber Gilbert
Members Absent	Cheryl Miller, Wayne Moore, Caroline Grover, Ellen Boelcke
Staff Present	Community & Neighbourhood Services Manager, Louise Roberts Council Recording Secretary, Arlene McClelland

1. Call to Order

The Chair called the meeting to order at 12:06 p.m.

2. Confirmation of Minutes

Moved by Dawn Wilkinson/Seconded by Michael Loewen

THAT the Minutes of the February 17, 2016 Civic & Community Awards Steering Committee meeting be adopted.

Carried

3. New Business

3.1 Review Event Feedback from Committee Members

Discussion:

- Members believed the quality food and pictorial representation created a warm and welcoming atmosphere.
- Members enjoyed the senior's opening performance; liked the seniors at the beginning of the event representing a lifetime of volunteering followed by the acknowledgement of the youth; believed it was an appropriate Segway.
- Members recommended focusing on local groups and citizens who volunteer to perform as opposed to professionals to stay consistent with the event.
- Members suggested implementing a diversity piece with different cultures.
- Members commented that they were very pleased with the Anita Tozer recipient and believed it was well deserved.
- Members overall had positive feedback on the 2016 Awards event.

Staff:

- Received several positive comments regarding the event.
- Had a briefing with the Divisional Director, Active Living & Culture and determined the goal is to attain a 2-hour program as opposed to a 2 ½ hour program.

- Discussed historical videos being displayed on video as guests head into the theatre or displayed on screens in the main lobby but will be removed from the video content at next year's event.

Action:

- Staff Liaison will prepare event summary based on feedback and recommendations.
- Staff to ensure the standard of practice for all sponsors are consistent.
- Staff will engage the Purchasing Department in a formal RFQ for a 5-year Audio/Video contract for next year's event.
- Staff will ensure historical videos are not lost but demonstrated pre-event.
- Staff to include in opening speech remarks pertaining to guests honouring all recipients by remaining in their seats until all awards have been presented.

3.2 Awards Night Next Year

Staff:

- Advised that the next Awards Evening is scheduled for Thursday, April 27, 2017 at the Kelowna Community Theatre.
- The Mayor's Reception date to be determined and will be provided at the October Committee meeting.

3.3 Elect New Chair for Steering Committee

Moved by Dawn Wilkinson/Seconded by Louise Roberts

THAT Michael Loewen be appointed Interim Chair of the Civic Awards Committee.

Carried

Staff Liaison:

- Advised that the Divisional Director, Jim Gabriel will be the City lead on the Civic Awards until Louise Robert's position has been filled.

4. Old Business

4.1 Award Criteria Review

Action

- Members to review eligibility criteria for next year's non registered not-for-profits applications.

Moved by Michael Loewen/Seconded by Dawn Wilkinson

THAT the Civic Awards Committee clarify the Award Criteria for Volunteer Organization of the Year at the October, 2016 meeting.

Carried

4.2 Nomination Criteria

Moved by Dawn Wilkinson/Seconded by Michael Loewen

THAT the Civic Awards Committee determine criteria for past award winners at the October, 2016 meeting.

Carried

5. **Next Meeting Date**

Wednesday, October 26, 2016

6. **Termination of Meeting**

The Chair declared the meeting terminated at 12:45 p.m.

/acm

Louise Roberts, Chair

DRAFT

Key Dates / Timeline

2016/17 42ND ANNUAL CIVIC AND COMMUNITY AWARDS

- Sept - Nov: Sponsorship / Promotion / Nominating Committee meets Nov. 3
- *Oct. 26 - Steering Committee meeting
- Dec. 5 to Feb. 17 Nomination Period is open
- *Dec. 5 - Media Release and presentation to City Council members.**
- Jan.2 - Steering Committee, email update to committee regarding nominations, confirm selection committee members.
- Jan. 3 - Nominating Committee Meeting
- Jan. 18th - PSA reminder to get nominations in
- Feb. 6 - Steering Committee email up-date about nomination #'s
- Feb. 17 - Nomination Deadline!
- Follow up with PacificSport, ARTSCO, OCSAA
- *Feb. 22 - Steering Committee meeting - review nomination submissions.
- Feb.23 - Nominating Committee Vetting meeting and wrap up
- Feb. 27 - Sport Award nominations to Wayne
- Feb. 27- Arts Awards nominations to Katie Brennan at ARTSCO
- Feb. 27 - Deadline for Augie Ciancone finalists from OCSAA
- Feb. 24 to Mar 1 - Orientation with new Selection Committee members
- Mar. 8 - Selection committees meets to pick finalists & award recipients
- Mar. 10- Finalists/Award recipient names are due
- Sport Awards (Wayne Moore)
 - Anita Tozer Memorial Award (City Council)
 - Art Award Finalists / Recipient names (Katie Brennan)
 - Champion for Environment
- Mar. 13 - 17 - Contact finalists with event details, get mailout ready.
- Mar. - Steering Committee email to review finalist names / get council report ready with Louise.
- Mar. 13 - nomination forms and biography info to our writer (Glenna Turnbull)
- *Mar. 20 - City Council presentation to announce Finalists**
- Mar.20 - Media Release / Ticket sales start
- Mar. 22- 31 - Proposed time to book head shots.
- Mar.28 - Deadline for all photos from finalists to be in to AV company/videographer
- April 7 - All biographies due back to Amber
- April 10 - May 3- building the Audio Visual presentation
- April 30 - Mayor's Reception** - Laurel Packing House, 3 - 5 pm
- Week of May 1: Viewing of Audio Visual presentation
- *Wednesday May 10, 2017: Civic and Community Awards Night**
(Kelowna Community Theatre)
Doors open at 5:45 pm - Award show starts at 7:00 pm