



## 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

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Louise Roberts, Chair