

Civic & Community Awards Steering Committee

AGENDA



Wednesday, February 22, 2017

12:00 pm

Parkinson Recreation Centre

1800 Parkinson Way, Kelowna, BC

Pages

1. Call to Order

2. Confirmation of Minutes

3 - 10

Approve Minutes of the Meetings of May 18, 2016 and October 26, 2016.

3. New Business

3.1 Review Nomination submissions for each category

Deadline for nominating was Friday February 17th

3.2 Appoint Selection Committee Chair

3.3 Confirm Selection Committee members for this year / for three committees

Review selection meeting dates and deadline for selections to be made.

3.4 Finalist Announcement at City Council Monday March 20

Appoint Steering Committee Representative to present the Powerpoint

3.5 Awards night production up-date

Ticket Sales - Begin March 20

4. Old Business

4.1 Sponsorship Follow Up, re: Open Categories

4.2 RFQ for Audio Visual

Purchasing Department advised - Not Required

4.3 Sub-Committee Report

Nominating – Dawn Wilkinson

Sports – Wayne Moore

Selection – already covered in Item 3.3

4.4 Critical Dates

Mayors Reception Sunday April 30 – Laurel Packing House

Awards Night Wednesday May 10 – Kelowna Community Theatre

5. Next Meeting Date

Proposed Date - Wednesday, May 17 or 24 (12:00 to 1:00)

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



Civic & Community Awards Steering Committee Minutes

Date: Wednesday, October 26, 2016
 Location: Parkinson Recreation Centre
 1800 Parkinson Way, Kelowna, BC

Committee Members Present: Councillor Maxine DeHart, Cheryl Miller, Wayne Moore and Ellen Boelcke

Committee Members Absent: Caroline Grover, Michael Loewen and Dawn Wilkinson

Staff Present: Divisional Director, Active Living & Culture, Jim Gabriel*; Recreation Technician, Amber Gilbert; Community & Neighbourhood Services Manager, Mariko Siggers; Communications Advisor, Lisa Ruether; and FOI-Legislative Coordinator, Sandi Horning

(* denotes partial attendance)

1. Call to Order

The Acting Chair called the meeting to order at 12:13 p.m.

2. Confirmation of Minutes

As the Committee Members in attendance were not present for the May 18, 2016 Committee Meeting, the confirmation of the May 18, 2016 Minutes has been deferred to the next meeting.

3. New Business

3.1 Introduction of City Staff

Introductions of City Staff and Committee Members were conducted.

3.2 Appoint Steering Committee Chair for the 42nd Annual Award Season

Moved by Wayne Moore/Seconded by Cheryl Miller

THAT Michael Loewen be appointed Chair of the Civic & Community Awards Steering Committee for the 42nd Annual Award Season pending his acceptance of the position.

Carried

3.3 Appoint Nominating Committee Chair

Moved by Cheryl Miller/Seconded by Wayne Moore

THAT Dawn Wilkinson be appointed Chair of the Nominating Committee for the 42nd Annual Award Season.

Carried

3.4 Confirm Nominating Committee Members

Committee/Staff Discussion:

- The Committee Members had a discussion regarding Committee Member, Carolyn Grover, and her potential return to the Committee.

Action:

- The staff liaison will contact Ms. Grover to inquire whether or not she will be returning to the Committee as the Kelowna Chamber of Commerce representative or if the Chamber will be appointing another representative.

Acting Chair:

- Provided an overview of the process for confirming the Nominating Committee.
- Advised that the following members of the Nominating Committee have been confirmed:
 - o Anna Jackson (Arts Community);
 - o Karen Hill (Corporate Community);
 - o Drew Vincent (Okanagan Young Professionals);
 - o Lucas Campbell, Vice-Principle at OKM
 - o Amanda Turner (United Way, Success by 6 Program).
- Advised that she is waiting to hear back from Rae Stewart at the Regional District as to who will be representing the Champion for the Environment.
- It was suggested that Dr. John Janmaat of UBC-O be approached to represent the Champion for the Environment.
- Responded to questions from the Committee Members.

Action:

- The staff liaison will contact Dr. Janmaat to inquire if he would be willing to be a part of the Nominating Committee.

3.5 Review Key Dates & Timelines for 42nd Annual Award Season

Acting Chair:

- Reviewed the key dates & timelines and commented on the new date for the Awards Night being May 10th as the previous date conflicted with the 2017 SILGA Convention.
- Confirmed that the Mayor's Reception will be held at the Laurel Packinghouse on April 30th.
- Noted the key dates for presentation to Kelowna City Council.

3.6 Nomination Period Promotion

Staff:

- Provided an overview of the promotion plan and advised that there will be a new look to the promotional material due to changes occurring at the City.

Acting Chair:

- Advised that the Nomination Forms are ready to go online.
- The deadline for nominations is February 17th and noted that the Committee Members should encourage members of the community to visit the City's website and consider nominating someone for an award.
- Responded to questions from the Committee Members.

Action:

- The staff liaison will provide Councillor DeHart with the updated names of the Steering Committee Members and the Nominating Committee Members for her newspaper column.

3.7 Review confirmed 42nd Annual Award Category Sponsors

Acting Chair:

- Reviewed the list of Category Sponsors that have already been confirmed:
 - o Best Western Plus - Champion of the Environment;
 - o Central Okanagan Foundation - Volunteer Organization of the Year;
 - o Grant Thornton - Bryan Couling Memorial Athletic Team of the Year;
 - o FortisBC - Man/Woman of the Year
 - o Prospera Credit Union - Honour in the Arts Awards;
 - o Kelowna YMCA - Young Female and Male Volunteer of the Year;
 - o Kelowna Community Resources - Corporate Community of the Year;
- The deadline for Category Sponsors is November 1, 2016.
- Still waiting for sponsors for:
 - o Male/Female Athlete of the Year; and
 - o The Bob Giordano Memorial Award.

Committee/Staff Discussion:

- The Committee Members suggested approaching Chevy Source for Sports to be Category Sponsor for Male/Female Athlete of the Year.
- The Committee Members also suggested approaching the Kelowna Rockets to see if the organization would be interested in being a Category Sponsor.
- It was noted that currently there is no local law firm who has come forward to be a Category Sponsor.

Acton:

- The staff liaison will contact Chevy Source for Sports and Fresh Air Experience to see if they would be interested in being a Category Sponsor.
- Committee Member, Wayne Moore, will approach the Kelowna Rockets GM to see if the organization would be interested in being a Category Sponsor.

3.8 RFQ for Audio Visual production for the Awards night out to tender

Acting Chair:

- Provided an update regarding the RFQ for Audio Visual.
- Working with Purchasing staff to get the RFQ out to tender.
- Responded to questions from the Committee Members.

Committee/Staff Discussion:

- The Committee Members expressed a concern with the location of the screen at the Kelowna Community Theatre.
- The staff liaison will be addressing the concerns as it was noted that all of the information needs to be on the center screen.
- The Committee Members had a discussion regarding last year's Award Ceremony and the issues that arose behind the scenes.

4. Old Business

4.1 Review Award Criteria for Volunteer Organization of the Year

Acting Chair:

- Provided background information regarding the review of the award criteria for Volunteer Organization of the Year.
- The Committee needs to clarify whether non-registered not-for-profits are to be eligible for nomination.

Committee/Staff Discussion:

- The Committee Members had a discussion regarding whether to allow non-registered non-for-profits to be nominated.
- The criteria for the award was reviewed and it was noted that it does not specifically note that the nominee be a registered charity.
- A Committee Member expressed a concern with the stability of organizations.

The Divisional Director, Active Living & Culture, Jim Gabriel, joined the meeting at 1:01 p.m.

Acting Chair:

- Provided an overview of how the Selection Committee determines the eligibility criteria for nomination.

Committee:

- Agreed that the process works and does not need to be changed.

Action:

- The staff liaison will provide the parameters to the Selection Committee on who meets the criteria.

4.2 Discuss Creation of a Formal Policy

Acting Chair:

- Provided background information regarding the historical practice not to nominate a person or organization if they have won in the past 10 years.

Committee:

- Discussed the creation of a formal policy and determined that no change was required.

4.3 Nomination Criteria for Athlete of the Year

Committee Member, Wayne Moore:

- Requested clarification regarding the nomination criteria for Athlete of the Year.
- Inquired if someone who was born in Kelowna, but no longer resides in Kelowna, would be eligible for nomination.

Committee/Staff Discussion:

- Had a discussion regarding the nomination criteria and suggested that parameters be set.

Action:

- The staff liaison will review the policy and criteria with the Divisional Director, Active Living & Culture and the Community & Neighbourhood Services Manager and report back to the Committee.

5. Next Meeting Date

The next meeting date is proposed for Wednesday, February 22, 2017.

6. Termination of Meeting

The Acting Chair declared the meeting terminated at 1:26 p.m.

Amber Gilbert, Acting Chair

/slh