



Community Service Awards Task Force Meeting
AGENDA

Thursday, January 30, 2025, 3:00 PM
Video Conference

We acknowledge with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ǰičǎý (Katzie) First Nation who were stewards of this land since time immemorial.

Pages

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF AGENDA

Approval of the January 30, 2025 Community Service Awards Task Force meeting agenda.

4. ADOPTION OF MINUTES

Approval of the following Community Service Awards Task Force meeting minutes:

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|-----|---|----|
| 4.1 | March 5, 2024, Community Service Awards Task Force Meeting | 3 |
| 4.2 | October 17, 2024, Special (Pre-Closed) Community Service Awards Task Force Meeting | 12 |

5. NEW BUSINESS

5.1 **Review of Nomination, Award Categories, & Deliberation Process**

Task Force members to participate in a review of the nomination process, award categories, and Task Force deliberation procedures.

5.2 **Debrief of Community Service Awards Luncheon**

Task Force members to participate in a roundtable discussion and provide feedback on the 2024 Community Service Awards Luncheon and the awards presentations.

5.3 **2025 Committee Calendar** 14

C. McDowell, Manager of Recreation & Culture, to share the 2025 Committee Calendar.

5.4 **2025 Committee Recruitment Campaign & Membership Expiration**

T. McCaw, Administrative Services Supervisor, to provide a brief update on the

2025 Committee Recruitment Campaign.

6. ROUNDTABLE
7. ADJOURNMENT

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Community Service Awards Task Force

March 5, 2024, 3:00 PM

Video Conference

Voting Members: M. Bakstad
L. Bissett
H. Campbell
G. Conn

Staff: C. McDowell, Manager of Recreation & Culture

Recording Clerk: V. Reid, Committee Clerk II

1. CALL TO ORDER

C. McDowell, Manager of Recreation & Culture, acknowledged that the meeting was held on the traditional territory of the icy (Katzie) First Nation.

The meeting was called to order at 3:06 p.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Task Force to approve the March 5, 2024 Community Service Awards Task Force agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Committee to approve the minutes from the November 20, 2023 (Pre-Closed) Community Service Awards Task Force meeting as circulated.

5. NEW BUSINESS

5.1 Debrief 2023 Process

C. McDowell, Manager of Recreation & Culture, provided an overview of the 2023 Community Service Awards process. Task Force members participated in a roundtable discussion with the following themes noted:

- **Nominations:**

- It was suggested that in an effort to reach a larger target of local youth, that the Committee reach out to Pitt Meadows Senior Secondary administration as well as to high school students to recruit members to the task force as well as advertise the nomination process for the Community Service Awards;
- It was requested that CSA nomination information is presented to all City Committees in an effort to better promote the awards;
- Staff will continue to pre-screen nominations to ensure citizens nominated are in good standing with the City and that initial criteria is met prior to consideration;
- For 2023, nomination packages were provided to Task Force members in advance and the Task Force agreed this was immensely advantageous to allow for a throughout review prior to coming together for group evaluations.

- **Notifications:**

- It is preferred that any and all phone calls to nominees be conducted by the same Task Force member to allow for continuity in questioning;
- It was mentioned that one member of the Task Force will be selected on a rotational basis to attend the Closed Council meeting to present the winners to Council.

5.2 Debrief Awards Event

C. McDowell, Manager of Recreation & Culture, provided an overview of the awards event for the 2023 Community Service Awards recipients. Task Force members participated in a roundtable discussion with the following main themes noted:

- **Private Event Jan 24, 2024:**
 - A private luncheon was held on January 24, 2024 to award 2023 winners for the Pitt Meadows Community Service Awards; this event differed from previous years where the announcements took place at Christmas in Pitt Meadows in a public forum;
 - Members of the CSA Task Force gave high praise and shared positive feedback for the private event and suggested to continue in this format for upcoming awards;
 - The Swan-e-Set Bay Resort & Country Club was acknowledged as a beautiful venue to honour and recognize winners, their nominators and guests;
 - It was noted that the location and caliber of the venue matched the importance of the event and elevated the experience for award winners and guests.
 - It was suggested that there may be an opportunity to allow winners to bring more than one guest for the next event;
 - C. McDowell will inquire as to the budget for two (2) guests per winner, plus the nominator.
 - There was discussion on the timing of the event and it was noted that the luncheon time worked well for most guests, City Staff and Mayor and Council;
 - It was agreed to keep the event at mid-day, during the week, however there may be some benefit in releasing the date further in advance to notify winners.
- **Award Presentation Flow at Event:**
 - The presentations overall were very well done, however the presentation flow could be improved slightly:
 - Suggestions include asking the Mayor to first introduce the recipient; next asking the recipient to come to the podium; next asking the recipient if they would like to say a few words; concluding with photos to wrap up the category;

- It was also suggested that designated CSA TF presenters/announcers arrive 15 minutes early to run through and familiarize themselves with the setting.

5.3 Terms of Reference (TOR) Review

C. McDowell, Manager of Recreation & Culture, provided an overview of the Terms of Reference (TOR). Task Force members participated in a roundtable discussion providing feedback and recommendations on updates to the TOR. The main themes and highlights included:

- There was discussion regarding the Community Service Award categories and the Task Force recommended amending the language to better define the requirements when considering nominees. The recommended edits are attached and form part of the minutes as Attachment 1.
- There was discussion about permitting City Staff to submit nominations for the Task Force's consideration as they are often in contact with individuals and groups that may not be recognized otherwise.

MOTION:

It was **MOVED** and **SECONDED** THAT the Community Service Awards Task Force recommend to the Chief Administrative Officer that the language for the Community Service Awards categories be amended as captured and revisions be reflected on the Terms of Reference.

CARRIED

5.4 Council Presentation by Committee Members

C. McDowell, Manager of Recreation & Culture, provided an overview of the Council presentation by Task Force members. Task Force members participated in a roundtable discussion with the following themes noted:

- Any Committee member is eligible to present to Council and to contact C. McDowell to express interest;

- Suggestion to implement a rotational schedule of all Committee members for Council presentations.

5.5 Policy Review

C. McDowell, Manager of Recreation & Culture, provided an overview of Council Policy C073 - Community Service Awards and Civic Recognition. Task Force members participated in a roundtable discussion providing feedback and recommendations.

- Any recommended changes suggested by the CSA Task Force will be reviewed by the CAO and brought forward to Council for approval. If approved, the changes will then be incorporated into the Policy.

6. ROUNDTABLE

The Task Force participated in a roundtable discussion, there were no formal motions or recommendations put forward.

7. ADJOURNMENT

The meeting was adjourned at 4:17 p.m.

Certified as correct:

Vanessa Reid, Committee Clerk II

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Special (Pre-Closed) Community Service Awards Task Force

November 20, 2023, 4:15 PM

Video Conference

Voting Members: M. Bakstad
L. Bissett
H. Campbell

Regrets: G. Conn

Staff: C. McDowell, Manager of Recreation & Culture (Chair)

Recording Clerk: K. Hills, Committee Clerk II
T. McCaw, Acting Deputy Corporate Officer

1. CALL TO ORDER

C. McDowell, Manager of Recreation & Culture, acknowledged that the meeting was held on the traditional territory of the ǫícǫ́y (Katzie) First Nation.

The meeting was called to order at 4:15.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Task Force to approve the agenda for the November 20, 2023 Special (Pre-Closed) Community Service Awards Task Force meeting as circulated.

4. **ADOPTION OF MINUTES**

There was general consent amongst the Task Force to approve the minutes of the October 17, 2023 Special (Pre-Closed) Community Service Awards Task Force meeting.

5. **NOTICE OF SPECIAL (CLOSED) MEETING**

It was **MOVED** and **SECONDED** THAT the Community Service Awards Task Force meeting immediately following this meeting be closed to the public as the subject matter being considered relates to personal information about an identifiable person who is being considered for a municipal award, as per section 90.1 (b) of the Community Charter.

CARRIED

6. **ADJOURNMENT**

The meeting was adjourned at 4:19 PM

Certified as correct:

Tatiana McCaw,
Acting Deputy Corporate Officer

Updated language to the Community Service Awards program – **Attachment 1.**

The Annual Community Service Awards Program was established in 2019 to recognize and honour outstanding contributions and achievements of groups, organizations and individuals in Pitt Meadows. The award program recognizes recipient’s contributions in various areas including volunteerism; coaching; arts and cultural contributions; teaching; environmental and humanitarian champions; advocates for community inclusion; significant acts of philanthropy or heroism; or other noteworthy endeavors in the following six categories.

i. Against the Odds Achievement-

To recognize individuals who successfully overcome extraordinary obstacles; being resilient in difficult times and situations, and showing perseverance during exceptional circumstances.

v. Business of the Year –

To recognize local businesses that, on a regular basis, contribute to the overall quality of life in Pitt Meadows through endeavors that support community service, programs or events, and/or foster positive relationships with volunteer groups or activities.

iii. Community Service Youth (25 years and under)

For demonstrating exemplary leadership in community service. This award is intended to recognize the positive contributions of young members of the community, who have provided outstanding service to the community without regard for their own personal gain. Such an award is to establish an example for others of a young age to follow. Each year, the City awards two bursaries each valued at \$500.00;

11. Community Service-

To recognize exemplary leadership and outstanding community service provided without regard for personal gain that impacts the community and beyond.

iv. Good Neighbour Award –

For an individual, who has contributed to their Neighbourhood community through a **single act of kindness**, or multiple good deeds Benefitting many people. This is a resident who makes their **local** neighbourhood a better place to live.

vi. Spirit of Pitt Meadows -

Recognizing the contributions of one individual for their overall outstanding community service, dedication and commitment to improving the quality of life for the citizens of Pitt Meadows. This individual had dedicated **many years** of service to the community, has made a lasting difference through their service.

The Annual Community Service Awards Program was established in 2019 to recognize and honour outstanding contributions and achievements of groups, organizations and individuals in Pitt Meadows. The award program recognizes recipient's contributions in various areas including volunteerism; coaching; arts and cultural contributions; teaching; environmental and humanitarian champions; advocate for community inclusion; significant acts of philanthropy or heroism; or other noteworthy endeavors in the following six categories.

i. Against the Odds Achievement- To recognize individuals who successfully overcome extraordinary obstacles; being resilient in difficult times and situations, and showing perseverance during exceptional circumstances.

v. Business of the Year - To recognize local businesses that, on a regular basis, contribute to the overall quality of life in Pitt Meadows through endeavors that support community service, programs or events, and/or foster positive relationships with volunteer groups or activities.

iii. Community Service Youth (18-25 years and under) - For demonstrating exemplary leadership in community service. This award is intended to recognize the positive contributions of young members of the community, who have provided outstanding service to the community without regard for their own personal gain. Such an award is to establish an example for others of a young age to follow. Each year, the City awards bursaries each valued at \$500.00; ~~ideally one award for each category of 5-12-year olds and 13-18 years old with authorization to award two in one category based on submitted nominations.~~

ii. Community Service- To recognize exemplary leadership and outstanding community service provided without regard for personal gain that impacts the community and beyond.

iv. Good Neighbour Award - For an individual, who has contributed to their Neighbourhood community through a **single act of kindness**, or multiple good deeds Benefitting many people. This is a resident who ~~is an unsung hero and~~ makes their **local** neighbourhood a better place to live.

vi. Spirit of Pitt Meadows - Recognizing the contributions of one individual for their overall outstanding community service, dedication and commitment to improving the quality of life for the citizens of Pitt Meadows. This individual had dedicated **many years** of service to the community, has made a **lasting** difference through ~~volunteerism and/or philanthropy, their service.~~

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Special (Pre-Closed) Minutes of the Community Service Awards Task Force

October 17, 2024, 3:00 PM

Meadows Room

12007 Harris Road, Pitt Meadows, BC V3Y 2B5

Voting Members: M. Bakstad
L. Bissett
G. Conn
K. Sullivan (*School District 42*) - Alternate

Regrets: H. Campbell (*School District 42*)

Staff: C. McDowell, Manager of Recreation & Culture (Chair)

Recording Clerk: T. McCaw, Administrative Services Supervisor

1. CALL TO ORDER

C. McDowell, Manager of Recreation & Culture, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of ᑭᓴᓴᑦ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 3:01 PM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the agenda for the October 17, 2024, Special (Pre-Closed) Community Service Awards Task Force meeting be approved.

CARRIED

4. NOTICE OF SPECIAL (CLOSED) MEETING

It was **MOVED** and **SECONDED** THAT the Community Service Awards Task Force meeting immediately following this meeting be closed to the public as the subject matter being considered relates to personal information about an identifiable person who is being considered for a municipal award, as per section 90.1 (b) of the Community Charter.

CARRIED

5. ADJOURNMENT

The meeting was adjourned at 3:02 PM.

Certified as correct:

Tatiana McCaw,
Administrative Services Supervisor

2025 Committee Calendar

JANUARY						
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DECEMBER						
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 Community Service Awards Task Force (CSA TF) 3:00 PM

 UBCM – September 22-26

 SD42 Spring Break March 17- 28

 FCM Convention – May 29 – June 1

 Statutory Holiday - City Hall Closed

* all committee meetings are **tentative** until the meeting agenda is posted online *