



# Staff Report to Council

Parks, Recreation & Culture

FILE: 15-7710-01/24

**REPORT DATE:** April 16, 2024

**MEETING DATE:** April 30, 2024

**TO:** Mayor and Council

**FROM:** Carleen McDowell, Manager of Recreation and Culture

**SUBJECT:** Policy C073 Community Service Awards and Civic Recognition Policy Update

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**

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**RECOMMENDATION(S):**

THAT Council:

- A. Repeal Council Policy C002 Freedom of the City; AND
  - B. Approve amendments to Council Policy C073 Community Service Awards and Civic Recognition as presented at the April 30, 2024 Council meeting; OR
  - C. Other.
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**PURPOSE**

For Council to consider repealing Council Policy C002 Freedom of the City and to present proposed amendments to C073 Community Service Awards and Civic Recognition.

Information Report       Decision Report       Direction Report

**DISCUSSION**

**Background:**

The Freedom of the City Policy C002 was flagged for review by staff during the 2024 Business Planning Process. This policy provides guidelines related to the awarding of the honour to

distinguished individuals by Council and was last reviewed in May of 2015. Since that time, Council Policy C073 Community Service Awards and Civic Recognition was developed which establishes the community led process for the Community Service Awards and other ways for Council to provide recognition to notable community members.

**Relevant Policy, Bylaw or Legislation:**

To view the current Freedom of the City Policy C002, please visit [https://www.pittmeadows.ca/sites/default/files/docs/city-hall/policies/c002\\_freedom\\_of\\_the\\_city.pdf](https://www.pittmeadows.ca/sites/default/files/docs/city-hall/policies/c002_freedom_of_the_city.pdf)

The Freedom of the City policy was drafted under the guidance of the *Community Charter* Section 158.

To view the current Community Service Awards and Civic Recognition Policy C073 <https://www.pittmeadows.ca/city-hall/bylaws-policies/policies/c073>

**Analysis:**

**C002 Freedom of the City**

Freedom of the City was a historic award dating back to the Medieval times and was considered the highest honour a municipality could bestow upon an individual, military unit or nation. The *Community Charter* stipulates that any persons or military unit that is a conferred recipient of Freedom the City, is deemed to be an elector of the municipality and eligible to be registered as such and able to vote in an election for mayor or councillor. Secondly, if the person is a Canadian citizen, the individual would be deemed to be qualified to be nominated, elected or hold office on Council despite their current or future residency location. In 2012, the City conferred Freedom of the City to the Royal Westminster Regiment; this group is the only chronicled recipient of the Freedom of the City award in Pitt Meadows.

Considering the robust C073 Community Service Awards and Civic Recognition policy, it is staff's recommendation that Freedom of the City no longer be offered and that the Royal Westminster Regiment be recorded as a grandfathered recipient.

Each year after the Community Service Awards presentation, the Task Force and Staff Liaison meet to review the process. The Task Force met on March 5, 2024 and had a fulsome discussion about the nomination process, category descriptions, the event, and made some recommended changes to the Terms of Reference which informs the amendment of Council Policy C073.

### **C073 Community Service Awards and Civic Recognition**

This policy was amended to:

- Simplify wording in the Awards categories
  - Establish examples of types of contributions that could be applicable to all categories and put as a description at the beginning of award descriptions.
  - Ensuring clarity on Spirit of Pitt Meadows Award being for long term/lasting contributions, Good Neighbour is intended for local contributions, and the Community Service award could include contributions locally or abroad.
  - Extending the Age Category for the Youth awards to include young adults up to 25 years of age to encourage the younger generation to be recognized and to potentially increase numbers of nominations.
- Add information about the sunset policy Freedom of the City C002.

There are no other substantive changes to the content or intent of the Policy.

Further to the policy amendments there was a recommendation for the Terms of Reference to allow for City Staff to put forward nominations for consideration by the citizen led taskforce. City Staff are often in contact with various user groups and community members that would be a strong candidate for the Awards program. The Terms of Reference are approved by Chief Administrative Officer and therefore not attached to this report.

### **COUNCIL STRATEGIC PLAN ALIGNMENT**

- Principled Governance     Balanced Economic Prosperity     Infrastructure  
 Community Spirit & Wellbeing     Corporate Pride     Public Safety  
 Not Applicable

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### **WORKPLAN IMPLICATIONS**

- Already accounted for in department workplan / no adjustments required  
 Emergent issue / will require deferral of other priority(ies)  
 Other

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### **FINANCIAL IMPLICATIONS**

- None     Budget Previously Approved     Referral to Business Planning  
 Other
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**PUBLIC PARTICIPATION**

Inform     Consult     Involve     Collaborate     Empower

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**KATZIE FIRST NATION CONSIDERATIONS**

Referral     Yes     No     Other

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**SIGN-OFFS**

**Written by:**

Carleen McDowell,  
Manager of Recreation and Culture

**Reviewed by:**

Diane Chamberlain,  
Director of Parks, Recreation and Culture

Tanya Barr,  
Deputy Corporate Officer

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**ATTACHMENT(S):**

- A. C073 Community Service Awards and Civic Recognition – Proposed amendments