

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

February 7, 2025, 3:00 PM

Video Conference

Voting Members: L. Bissett
H. Campbell – School District 42 Representative
G. Conn

Regrets: M. Bakstad
K. Sullivan – School District 42 Representative (Alternate)

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 ᑭᓴᓴᓴ (Katzie) First Nation who were stewards of this land since time immemorial.

The meeting was called to order at 3:05 PM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Task Force to approve the February 7, 2025 Community Service Awards Task Force agenda.

4. ADOPTION OF MINUTES

There was general consent amongst the Task Force to approve the minutes from the following Community Service Awards Task Force meetings as circulated.

4.1 March 5, 2024, Community Service Awards Task Force Meeting

4.2 October 17, 2024, Special (Pre-Closed) Community Service Awards Task Force Meeting

4.3 January 30, 2025 Community Service Awards Task Force Meeting

5. NEW BUSINESS

5.1 Review of Nomination, Award Categories, & Deliberation Process

Task Force members participated in a review of the nomination process, award categories, and Task Force deliberation procedures; some of the highlights included:

- Discussions were held around the deliberation process for the Business of the Year award;
- Support was given for the amount of time given to review the application packages prior to the deliberation meeting;
- The request was made for meetings to be held in the Rivers Room in the future due to access to the large white board;
- Support was given to have the flexibility to move nominations into categories that are better suited for the nominee;
- A suggestion was made for members to attend the first meeting with a preliminary list of strongest nominations and prepared to speak on each;
- A recommendation was made for Task Force members to share information on nominees should they have more than detailed in the application;
- The application form was discussed and a recommendation was made to reduce the minimum number of words required for each question as well as reduce the number of questions required for each application; and
- Consent by the nominee to be confirmed for all applications prior to the Task Force reviewing the application.

5.2 Debrief of Community Service Awards Luncheon

Task Force members participated in a roundtable discussion to provide feedback on the 2024 Community Service Awards luncheon and presentations.

Committee members participated in a discussion, some of the highlights included:

- Task Force members expressed their support for the chosen venue and were pleased with the food that was served for lunch;
- Support was given for the changes made to the number of speakers this year which flowed better than previous years;
- A suggestion was made to reconsider the seating layout for next year, as the large, bright windows behind the speakers and award recipients posed challenges for the photographer;
- The new glass awards for award recipients were well received; and
- It was noted that paper certificates were unnecessary if recipients already receive both a congratulatory letter from the Mayor and a glass award.

5.3 2025 Committee Calendar

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

Task Force members did not engage in any further comments or discussions on this agenda item.

5.4 2025 Committee Recruitment Campaign & Membership Expiration

T. McCaw, Administrative Services Supervisor, provided a verbal overview on the 2025 Committee Recruitment Campaign highlighting applications will be accepted online or in person at City Hall from January 27th - February 23rd with openings on seven (7) different City committees.

Committee members participated in a discussion, some of the highlights included:

- A question was raised around which specific committees the City was recruiting for.

6. ROUNDTABLE

The Task Force members did not participate in a roundtable discussion, there were no formal motions or recommendations put forward.

7. ADJOURNMENT

The meeting was adjourned at 3:43 PM.

Certified as correct:

Tatiana McCaw, Administrative
Services Supervisor