

COUNCIL POLICY C073

01 - Administration

## Community Service Awards and Civic Recognition

Effective Date: June 23, 2015

Last Revised: January 25, 2022

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### PART 1 – INTRODUCTION

#### Policy Statement

1. The City of Pitt Meadows (the “City”) encourages, supports and recognizes community groups, teams, organizations or individuals who have contributed to the betterment of Pitt Meadows through accomplishments or contributions that significantly enhance quality of life and community spirit in Pitt Meadows.

#### Purpose

2. This policy establishes criteria for individuals, groups or organizations to receive formal recognition from the City for their commitment and contributions to Pitt Meadows.

#### Scope

3. Examples of individuals, groups or organizations that may be recognized under this policy include: residents, local service clubs, businesses, community groups, sports teams, arts and culture groups, environmental stewards, humanitarian champions, academic institutions, community inclusion groups or advocates, community services, neighbourhood groups, and individuals that provide a benefit to Pitt Meadows through contributions, achievements, actions, accomplishments and/or exemplary community service.
4. Award recipients must be residents of Pitt Meadows or businesses that operate within the City.
5. This policy outlines the process for two separate recognition processes:
  - a. Annual Community Service Awards Program. A community-led process that allows peers to recognize and celebrate their fellow citizens; and

- b. Civic Recognition. A Council-led process that allows Council to recognize and celebrate citizens for their contributions to the City of Pitt Meadows.

#### Exclusions

6. Volunteer Appreciation Events/Awards are not covered under this policy.
7. This policy is separate from other awards hosted by other community groups or protective service agencies (e.g. business awards, bravery awards, etc.). Nothing in this policy precludes the City from recognizing the winners of other awards through the processes outlined in this policy.

## PART 2 - ANNUAL COMMUNITY SERVICE AWARDS PROGRAM

#### Awards - Purpose

8. The City seeks to recognize noteworthy contributions and achievements of groups, organizations and individuals that provide a benefit to our communities by conferring annual "Community Service Awards". The City will facilitate a community-led process that allows peers to recognize and celebrate their fellow citizens.

#### Awards - Categories

9. The categories and descriptions of the Annual Community Service Awards are as follows:
  - a. Against the Odds Achievement. To recognize individuals who achieve excellence despite the special challenges they face.
  - b. Community Service. To recognize exemplary leadership and outstanding community service provided without regard for personal gain. This award encompasses: coaching; volunteerism; arts and cultural contributions; teaching; environmental and humanitarian champions; significant acts of philanthropy or heroism; advocates for community inclusion; and other noteworthy endeavours.
  - c. Community Service **Child/Youth Under 18 years** 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. Each year, the City awards two bursaries each

valued at \$500; ideally one award for each age category of 5 to 12 year olds and 13 to 18 year olds with authorization to award two in one category based on submitted nominations.

- d. Good Neighbour Award. For an individual who has contributed to their neighbourhood community through a single act of kindness, or multiple good deeds benefiting many people. This is a resident that is an unsung hero and makes their local neighbourhood a better place to live.
- e. Business of the Year. To recognize a local business that, on a regular basis, contributes to the overall quality of life in Pitt Meadows through endeavours that support community service, programs or events, and/or fosters positive relationships with volunteer groups or activities.
- f. Spirit of Pitt Meadows Award - recognizing Outstanding Resident of the Year. To recognize 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 has dedicated many years of service to the community; volunteerism will leave a lasting legacy, and provides informal leadership resulting in the betterment of the City.

## Awards - Roles and Responsibilities

### 10. The City will:

- a. establish a Community Service Awards Task Force (the "Task Force"), comprised of Pitt Meadows residents and/or business owners, to review all award nominations and select the annual award winners;
- b. establish a Terms of Reference for the Task Force, including award eligibility, nomination criteria, and selection criteria;
- c. coordinate the annual nomination process, including a public communications strategy;
- d. provide funding for the program through the Council Community Relations budget;
- e. print or prepare the annual Community Service Award certificates for presentation to the winners;
- f. maintain an official record of all award recipients; and

- g. recognize the annual winners on the City's website or through other media publications.
11. The Community Service Awards Task Force will:
- a. review award nomination packages;
  - b. select the annual recipients of the Community Service Awards;
  - c. inform Council of decisions through a delegation and **memo** at a closed council meeting; and
  - d. participate in the annual awards celebration where the winners are announced publically and presented with their awards.
12. Award nominators will:
- a. nominate residents or local businesses for the annual awards;
  - b. consider the nominee's significant achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contributions; and
  - c. provide details on their nomination form regarding the scope and impact of the nominee's actions on the community.

#### Awards – Other Provisions

13. Nominations:
- a. may be made by any individual, group or organization;
  - b. may be submitted online, mailed, or dropped off in person at City Hall;
  - c. must include accurate contact information for the nominator and nominee; anonymous nominations, or nominations without valid contact information for both the nominator and nominee will not be accepted;
  - d. must include information about the nominee and why they are a good candidate for a Community Service Award;
  - e. may be re-submitted in subsequent years should the nominee not be chosen for an award; alternatively, the Chief Administrative Officer may re-

submit unsuccessful nomination packages to the Community Awards Task Force for consideration in subsequent years.

14. Previous recipients of the award categories may receive the award in the future; however, the accomplishments of that person or organization that were considered for the original award may not be considered for future awards.
15. Only one award will be granted per category each year with the exception of the Child/Youth award as there are two age categories.
16. The awards will be presented to the award winners at an annual award event organized by the City.
17. The Awards Task Force is not obligated to choose a winner for each category each year if they do not feel there is a suitable recipient for a particular category.

### PART 3 - CIVIC RECOGNITION PROGRAM

#### Civic Recognition - Purpose

18. The Civic Recognition Program is a Council led process that allows the Mayor and Council to recognize and celebrate Pitt Meadows citizens and organizations for their contributions, noteworthy deeds, or significant achievements.

#### Civic Recognition - Components

19. The three components to the Civic Recognition Program are as follows
  - a. Letters of Recognition:
    - i. At the Mayor's discretion, the Mayor may send a congratulatory letter to an individual or organization to acknowledge a key achievement. Examples include milestone birthdays or anniversaries, community contributions, national or international recognition, or other accomplishments deemed worthy of recognition.
    - ii. Letters of recognition may be requested or recommended throughout the year by any individual, group or organization, including a Staff member or Council member, and are subject to the approval of the Mayor.

b. Celebrate Pitt Meadows:

- i. Council may publically recognize an individual, group or organization for an outstanding achievement or community contribution during the 'Celebrate Pitt Meadows' section of a Regular Council Meeting.
- ii. Recognition may include a public statement by the Mayor, presentation of a certificate, award or other gift, and a photo opportunity with Council.
- iii. Nominations may be made throughout the year by any individual, group or organization, including a Staff member or Council member.
- iv. Nominations are subject to the approval of the Mayor or a majority vote of Council.

c. Recognition of Former Council Members:

- i. Council may acknowledge and honour past or present Council members upon their death for their civic and personal contributions to the community.
- ii. Should Staff be notified of the passing of a former or current Council member:
  1. Mayor and Council will be informed of the member's passing;
  2. Flowers and a card will be sent from Council to the member's family;
  3. The Mayor will send a letter of condolence to the family on behalf of Council;
  4. Council will acknowledge the member at a public Council meeting and formally recognize their contributions to the community;
  5. If available in City archives, a photograph of the member will be printed with the City logo or crest and will be provided to the family;
  6. Flags may be lowered in certain circumstances as prescribed by the City's Flag Policy C001;
  7. Additional measures may be considered depending on the circumstances, and with the unanimous vote of Council.

- iii. Council may recognize a former member of Council during their lifetime.
  1. This level of civic recognition is reserved for past Council members who are in good standing with the City, embrace and reflect the City's values, and have made a unique and extraordinary contribution to the community.
  2. Such recognition will be dealt with on a case by case basis, with the level of recognition and specific details to be approved by a unanimous vote of Council.
  3. This level of recognition is not available for current Council members.

#### Civic Recognition – Other Provisions

20. Administrative Services will coordinate and manage the administrative details of the Civic Recognition Program, and coordinate with other departments as required.
21. The Corporate Officer, or designate, will maintain a record on all council members including photographs and notes on committee work and Councillor Initiatives to inform recognition opportunities in the future.
22. Expenses associated with the Civic Recognition Program will be funded through Council's Community Relations budget.

#### PART 4 - RELATED POLICIES

23. City policies related to this policy include:
  - a. Media and Public Relations Communications Policy – Council Policy C063
  - b. City Committees Policy C102
  - c. Flag Policy C001