

NO: R124

COUNCIL DATE: July 27, 2020

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **July 23, 2020**

FROM: **General Manager, Corporate Services**

FILE: **0540-20**

SUBJECT: **Surrey Good Citizen of the Year – Policy Review**

RECOMMENDATION

The Corporate Services Department recommends that Council:

1. Receive this report for information;
2. Approve the amended Surrey Good Citizen of the Year Policy No. D-4;
3. Authorize staff to initiate the process to solicit nominations for the award in 2020; and
4. Authorize staff to recognize volunteers of City Committees, Commissions and Boards for their service in 2020.

INTENT

The purpose of this report is to seek Council approval of the amended Surrey Good Citizen of the Year Policy (“the Policy”), attached as Appendix “I”, to authorize staff to initiate the process to solicit nominations for the 2020 award; and to recognize volunteers of City Committees, Commissions and Boards for their service in 2020.

BACKGROUND

The Surrey Good Citizen of the Year Award (the “Award”) is presented on an annual basis to a Surrey resident who has provided outstanding service for the betterment of the community. The recipient of the Award is chosen by Council from a list of nominees submitted to the City by the community. The Policy was adopted by Council on March 17, 1980 and revised on January 28, 1991. Given that the current Policy, attached as Appendix “II”, does not contain a robust set of criteria for the selection of the Award recipient staff is proposing amendments to the Policy as contained in this report.

It should be noted that, in addition to the Surrey Good Citizen of the Year Award, the City also acknowledges citizen contribution toward the betterment of the community through a number of recognition initiatives including the following:

- Civic Distinction Awards Program
- The City Facilitated Annual Awards
- Council Appointed Awards

High-level details surrounding each of the above recognition initiatives is included in Appendix “III”.

The intent of this report is to solely focus on the proposed policy changes to the Surrey Good Citizen of the Year Award.

DISCUSSION

As noted above, the current Policy (attached as Appendix “II”) outlines that the honour will be awarded to a Surrey citizen who has provided outstanding service for the betterment of the community. The current process is that nominations are reviewed by Council with a decision made by Council resolution.

As part of the Policy review, staff has consulted other organizations to determine what policies, practices and procedures are being used to administer a significant service award and this feedback was considered when drafting the revised policy. The proposed amendments to the Policy are contained in Appendix “I”.

Summary of Recommendations

A summary of recommended changes to the Policy is as follows:

- That the recipient has contributed at least 15 years of service in an exceptional manner;
- That the recipients over time represent the diversity and demographics of Surrey;
- That elected officials currently holding office not be considered for this award;
- That any person that is not politically active, including former elected officials, may be considered for this award; and
- That the solicitations for nominations be conducted as outlined in the policy.

Criteria – Years of Service and Level of Contribution

When considering the criteria set out by other organizations, the following attributes are highlighted:

- Long term contributions;
- Having received national or international acclaim;
- Bringing distinction to themselves and the City;
- Exceptional contributions in leadership, participation and active citizenship; and
- Resident or business owner in the municipality.

In addition, some organizations expressly state that an application for the same individual in consecutive years will not be considered and that a significant change in the body of work must have taken place in order to be reconsidered. There may also be consideration for qualifying a minimum number of years of service.

Staff propose that years of service be qualified in the Policy by including criteria that requires a person to have at least 15 years of exceptional contributions in the City of Surrey and be a resident or business owner in the City of Surrey for this period of time. Further, that volunteer contributions to be recognized must have had a positive influence in the City of Surrey and its residents.

Criteria – Demographic Representation

The amendments include criteria that encourages nominations that are representative of the community; including residents, business owners, and the current demographics of the community in order to, over time, generate a list of recipients that reflect the diversity that makes up the City of Surrey.

Criteria – Political Activity

Staff propose that amendments to the Policy reflect that any person that is not politically active, including former elected officials, may be considered for this award.

Solicitation for Nominations

Most organizations are soliciting nominations on a yearly basis and use various methods to generate nominations. This includes newspaper ads, social media, posters in facilities, the City's website, and word of mouth. The nomination period usually runs for approximately 6 weeks. This is consistent with the City's current approach.

Volunteer Appreciation Reception

The Volunteer Appreciation Reception ("VAR") is a reception event that is hosted yearly to recognize the volunteer members who serve on City Committees, Commissions and Boards. In 2019, the VAR took place at the Civic Hotel Banquet Room on June 18, 2019 with over 100 people in attendance. While there are still limitations during the COVID-19 pandemic with respect to the limitation on gatherings of not more than 50 people, it is recommended that Council express their gratitude to the volunteer members for their service on a Council Committee, Commission or Board without holding an in-person reception event for 2020.

SUSTAINABILITY CONSIDERATIONS

The Surrey Good Citizen Award supports the objectives of the City's Sustainability Charter 2.0. In particular, it supports the Sustainability Charter 2.0 theme of Inclusion. Specifically, the Surrey Good Citizen Award supports the following Desired Outcomes ("DO"):

- Community Pride & Engagement DO21: All residents have opportunities to be meaningfully engaged in civic issues to and to contribute to community life; and
- Community Pride and Engagement DO23: Numerous active local clubs, groups and agencies contribute to the community's well-being.

CONCLUSION

Based on the above discussion, it is recommended that Council approve the amended Surrey Good Citizen of the Year Policy, authorize staff to initiate the process to solicit nominations for the award and authorize staff, on behalf of Council, to recognize volunteers of City Committees, Commissions and Boards.

Rob Costanzo
General Manager, Corporate Services

Appendix "I": Proposed Amendments to Surrey Good Citizen of the Year Policy No. D-4
Appendix "II": Current Surrey Good Citizen of the Year Policy No. D-4
Appendix "III": City of Surrey Recognition Initiatives

[https://surreybc.sharepoint.com/sites/corporateservicesadmin/corporate reports final/07-27-2020/good citizen of the year award policy review.docx](https://surreybc.sharepoint.com/sites/corporateservicesadmin/corporate%20reports%20final/07-27-2020/good%20citizen%20of%20the%20year%20award%20policy%20review.docx)
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CITY POLICY

No. D-4
DRAFT

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 17 MARCH 1980 PAGE 4	DATE:	28 JAN 1991
	HISTORY:	17 MARCH 1980

TITLE: SURREY GOOD CITIZEN OF THE YEAR AWARD

1. This Policy shall be reviewed on a yearly basis prior to soliciting for nominations.
2. Nominations will be solicited through social media, the City's website, and word of mouth, for a period not less than 6 weeks.
3. Nominations should be submitted to the Legislative Services Department and will be accepted from individuals and organizations.
4. Selection criteria includes that:
 - The individual is a current resident or business owner during the years of service under consideration;
 - The honour be awarded to an individual who has given outstanding service for for at least 15 years;
 - Volunteer contributions have had a positive influence in the City of Surrey and to its residents;
 - That elected officials currently holding office, not be considered for this award;
 - That any person that is not politically active including former elected officials may be considered for this award.
5. When selecting a recipient of the award Council will also consider the diversity and demographics in the City and look to ensure that the award recipients reflective of this over time.
6. The nominations of each candidate shall be reviewed by Council and a simple majority vote is required to select a recipient of the Surrey Good Citizen of the Year Award.



CITY POLICY

No. D-4

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 17 MARCH 1980 PAGE 4	DATE:	28 JAN 1991
	HISTORY:	17 MARCH 1980

TITLE: SURREY GOOD CITIZEN OF THE YEAR

1. This honour shall be awarded on an annual basis to a man or woman who has given outstanding service for the betterment of the community.
2. Any private individual or service group is invited to submit nominations to the Mayor's office.
3. The resumes of each candidate shall be reviewed by Council and a majority vote by the Council members shall determine the "Surrey Good Citizen of the Year."

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

Civic Distinction Awards Program

On October 7, 2019, Council supported the direction of Corporate Report No. R197; 2019, entitled “Enhancing and Renaming the City Awards Program as the Civic Distinction Awards Program” which directed staff to initiate planning and implementation of the next Civic Distinction Awards Program ceremony scheduled for October 2020. The report outlined that the ceremony takes place every three years and included recommendations for changes to the program. There were changes to the awards in order to streamline existing award categories, the program was renamed to enhance communication and branding and the awards will now be presented every four years instead of three years.

The Civic Distinction Awards Program includes the following awards:

- Beautiful City Award
- Green City Award
- Heart in the City Award
- Heritage in the City Award
- Sport Tourism in the City Award
- New City Design Award
- Mayor’s Choice Award

City Facilitated Annual Awards

The following awards facilitated by the City are coordinated outside of the Civic Distinction Awards Program and include Surrey Civic Treasure Award, SASSY (Service Above Self Surrey Youth) Awards (in partnership with the Semiahmoo Rotary Club), and Outdoor Sport Volunteer Appreciation Awards.

Council Appointed Awards

Further to the Surrey Good Citizen of the Year Award, there are four additional awards directed by Council policy that bestow an honour on a citizen, as outlined below:

- Freeman of the Municipality – Policy D-2, established in 1980 and updated in 1991

This honour is restricted to only very exceptional cases, and in order to maintain this award at the high level it deserves, it will require that Council take a very strict position of reserving the honour for only those specific cases of exceedingly high merit.

- Annual Award for Bravery – Policy D-3, established in 1980 and updated in 1991

This honour may be bestowed to any Surrey resident performing an act of bravery either within or outside of the municipality.

- Municipal Merit Book – Policy D-5, established in 1980 and updated in 1991

This honour may be bestowed to citizens of Surrey who have brought distinction to themselves and the Municipality by outstanding services in a broad area of endeavours, and would be the more appropriate honour to be given in most cases of awards recognizing outstanding merit in such areas as fine arts, business, community efforts, education, labour, legal professions, medical professions, the press, scientific research and engineering and sports.

- Municipal Recognition Award – Policy D-6, established in 1978 and updated in 1991

This honour may be bestowed to Surrey citizens who receive national or international honours or perform noteworthy deeds.



CITY POLICY

No. D-2

REFERENCE:

REGULAR COUNCIL MINUTES
17 MARCH 1980
PAGE 4

APPROVED BY:

CITY COUNCIL

DATE:

28 JAN 1991

HISTORY:

17 MARCH 1980

TITLE: FREEMAN OF MUNICIPALITY

1. Under Section 279 of the Municipal Act, Council has the power to confer freedom of the Municipality upon distinguished persons.
2. This honour shall be restricted to only very exceptional cases, and in order to maintain this award at the high level it deserves, it will require the Council of the day to take a very strict position of reserving the honour for only those particular cases of exceedingly high merit.
3. In the case of granting the Freeman honour, each presentation shall have a special and separate ceremony.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.



CITY POLICY

No. D-3

REFERENCE:

REGULAR COUNCIL MINUTES
17 MARCH 1980
PAGE 4

APPROVED BY:

CITY COUNCIL

DATE:

28 JAN 1991

HISTORY:

17 MARCH 1980

TITLE: ANNUAL AWARD FOR BRAVERY (Pierlet Award)

The Council shall make an award in memory of R. Pierlet of the R.C.M.P. and the award shall be made to any Surrey resident performing an act of bravery either within or outside of the Municipality.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.



CITY POLICY

No. D-5

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 17 MARCH 1980 PAGE 4	DATE:	28 JAN 1991
	HISTORY:	17 MARCH 1980

TITLE: MUNICIPAL MERIT BOOK

1. This honour shall be bestowed on citizens of Surrey who have brought distinction to themselves and the Municipality by outstanding services in a broad area of endeavours, and would be the more appropriate honour to be given in most cases of awards recognizing outstanding merit.
2. The purpose of this book is to constitute an award of honour to Surrey Citizens who have brought distinction to the Municipality by outstanding achievement in some line of endeavour such as fine arts, business and commerce, community efforts, education, labour, legal and medical professions, the press, scientific research and engineering, sports, or some other worthy activity.
3. The Surrey Municipal Merit Book shall be kept during office hours in the office of the Mayor who shall be responsible for the observance of these or any other rules passed by the Municipal Council.
4. No entry shall be made in the book save on the resolution of the Municipal Council passed by a unanimous vote of all members of the Council present.
5. Upon entry being made in the book honouring any person, there shall be included a statement of the reasons why this Municipality has thought fit to bestow this honour together with such other information regarding him as may be considered worthy of recording.
6. A gold civic recognition medal or scroll shall be granted to any person whose name is entered therein.
7. Upon any entry being made in the book honouring any person, a copy of such entry shall be circulated to the members of Council.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

8. The Municipal Merit Book shall be considered for most of the highly honoured cases for citizens and servants of the Municipality who have brought distinction to themselves and the Municipality for outstanding service in a field or fields of endeavour.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.



CITY POLICY

No. D-6

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 9 JAN 1978 PAGE 34	DATE:	28 JAN 1991
	HISTORY:	9 JANUARY 1978

TITLE: MUNICIPAL RECOGNITION AWARD

1. This award shall allow Municipal recognition to be given to Surrey citizens who receive National or International honours or perform noteworthy deeds. The type of award, i.e. medal, scroll and the method of presentation shall vary with the degree of importance attached to the particular occasion and circumstances.
2. The Municipal Recognition Award, in the form of medals or by other suitable means, shall be given to individuals, teams or groups, who achieve National or International honours, or perform a noteworthy deed. This award shall be conferred only upon affirmation by a majority vote of Council.
3. The Municipal Recognition Award shall be considered for many areas of endeavour. The honour shall be tailored to the circumstances in each case.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.