
REPORT TO COUNCIL

DATE: April 28, 2017

REPORT NO.: 17-068

SUBMITTED BY: Brenda Ginter
Director of Corporate Administration

FILE NO.: Policy

SUBJECT: Recognition Awards Policy Update

PURPOSE

To provide Council with an update to the Recognition Awards Policy.

SUMMARY/BACKGROUND

Council had requested staff to provide an amendment to the Recognition Awards Policy that would clarify Council's intent when recognizing the outstanding contributions of an individual. The revised policy clarifies that Council's intent is not to recognize the contributions of an individual that are an expectation of his/her employer, but instead to recognize efforts that are made outside the parameters of their paid employment.

Council also indicated the desire to withhold the naming of City facilities in certain circumstances to allow for revenue generating opportunities, therefore wording has been proposed to capture this as well.

Administration is also suggesting a small change to the policy to clarify that the selection committee selects award recipients 'on an annual basis as required' instead of 'each year'. This policy is not meant to solicit nominations on an annual basis, but to consider nominations if and when they are received. The last nomination for a recognition award was received in late 2015 and considered by Council in early 2016.

The proposed revisions are shown in the attached policy as highlighted in yellow. The Selection Committee's rating sheet is attached to this report for Council's information only.

ALTERNATIVES

1. Council may propose additional amendments to the policy, may approve it as presented or may refer the policy back to staff for further review.

IMPLICATIONS

(1) Social

This policy provides Council with the ability to recognize individuals or families who have significantly contributed to the development of

Dawson Creek.

(2) Environmental N/A

(3) Personnel The last nomination for recognition was considered in 2016. In the event a new nomination is received, staff will contact past Selection Committee members and if fewer than 4 are able to assist with the review, staff will advertise for new members to fill the committee.

(4) Financial N/A

(5) Risk Assessment Compliance: Policy.
Risk Impact: Low.
Internal Control Process: The Policy Manual will be updated online and the link will be distributed to all applicable personnel. A historical record is also kept of all policy versions.

GUIDING PRINCIPLES

Trust and Integrity – We will have a reputation for acting with integrity and will earn the trust of our stakeholders by pledging to align our actions with the guiding principles that support our vision and modeling competence and anchoring behaviour on enduring values.

STRATEGIC PRIORITIES N/A

IMPLEMENTATION/COMMUNICATION

Upon Council approval, the Policy will be included on the City’s website for a 30 day review. If no comments are received during the review period, Administration staff will update the policy manual accordingly.

RECOMMENDATION

That Report No. 17-068 from the Director of Corporate Administration re: Recognition Awards Policy Update be received; further, that the proposed revision to the Recognition Awards Policy be approved pending the required 30 day review, which will clarify that recognition of individuals is intended for significant contributions to the community outside the parameters of paid employment.

Respectfully submitted,

ORIGINAL SIGNED BY

Brenda Ginter
Director of Corporate Administration

BG/eg

Attachments: - Recognition Awards Policy
- Recognition Awards Rating Sheet

APPROVED FOR AGENDA BY CAO