

STAFF REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: November 19, 2024

TO: MAYOR AND COUNCIL

NAME AND TITLE: Ethan Anderson, Manager of Legislative Services/Corporate Officer

SUBJECT: Establishing the Select Committee on Citizen Recognition Program

ATTACHMENT(S):

1. Draft Terms of Reference for the Select Committee on Citizen Recognition Program
2. Notice of Motion Considered at the November 18, 2024 regular council meeting

RECOMMENDATION(S):

That Council:

1. APPROVES the Terms of Reference for the Select Committee on Citizen Recognition Program as attached to the report dated November 19, 2024 from the Manager of Legislative Services titled "Select Committee on Citizen Recognition Program;
2. NOMINATES and APPOINTS four (4) members of Council to the Select Committee on Citizen Recognition Program; and
3. DIRECTS Administration to conduct a recruitment process inviting applications from members of the public for Council's consideration to appoint up to three (3) individuals to the Select Committee on Citizen Recognition Program.

PURPOSE:

For Council's approval of the Select Committee on Citizen Recognition Program Terms of Reference.

BACKGROUND:

At the regular Council meeting on November 18, 2024, Council established a select committee to develop a citizen recognition program. The committee is expected to submit a report to Council by the end of Q3 2025 (September 30, 2025), with the program launching in 2026.

The proposed citizen recognition program aims to honor individuals who have made significant contributions to the community in a variety of areas. The terms and criteria of the program will define the framework for these recognitions.

DISCUSSION:

Administration has drafted the Terms of Reference to guide the Committee's work, based on the criteria set out in the Notice of Motion attached to this report.

If Council approves the Terms of Reference, Council will need to nominate and appoint four members of Council and direct Administration to recruit three volunteers from the public for committee positions.

Administration will conduct a recruitment campaign from January 16, 2025 to February 20, 2025. Appointments will be made at the closed Council meeting on March 10, 2025. Following these appointments, Administration expects the inaugural meeting of the Committee to take place during the last week of March and monthly thereafter.

The Committee chair is typically chosen at the inaugural meeting of the committee through a nomination and vote process.

SUMMARY AND CONCLUSION:

Administration recommends that Council consider and approve the actions described in the recommendation section.

RESPECTFULLY SUBMITTED:

Ethan Anderson, Manager of Legislative Services/Corporate Officer

PREPARED BY: Leslie Kellett, Deputy Corporate Officer

APPROVED:

Walter Babicz, City Manager

Meeting Date: 2025/01/13