

Date: May 6, 2025

To: **Select Committee on Citizen Recognition Program**

Name and title: Debbie Heywood, Staff Liaison to Select Committee on Citizen Recognition Program

Subject: Update on Citizen Recognition Program

Attachment(s): None

## Recommendation(s):

That the Select Committee on Citizen Recognition Program RECEIVES FOR INFORMATION the report dated May 6, 2025, from the Staff Liaison to Select Committee on Citizen Recognition Program, titled "Update on Citizen Recognition Program".

## Purpose:

To inform the Committee on Citizen Recognition Program updates.

## Discussion:

At the April Committee meeting, Administration was requested to return with information regarding the following items:

- Options for the keeping of records/achieve of recipients into the program
- Cost of a legacy piece, such as planting trees or placing a bench,
- Sample timeline of program
- Estimated costs on different event options

Administration has made some progress on these items for the Committee to discuss and will continue to gather additional information.

- Records/archive of the recipients can be housed on the website. Optional partners to for a public display could be:
  - Exploration Place
  - UNBC
  - Heritage Committee further recommendations
- Legacy Award
  - Tree - Each year Park staff plant dozens of large caliper trees in very specific locations that have been identified through an internal process to maximize the benefits associated with increasing tree canopy coverage while adding to the aesthetics of the urban forest. Cost: \$1,500
  - Bench - Placement of a bench would be determined on operational need. There is no need for more benches or picnic tables in Lheidli T'enneh Memorial Park, Nechako Riverside Park, Cottonwood Island Park, Connaught Hill Park, Rainbow Park, Ferguson

Lake Park, Hazelton Park or Paddlewheel Park. Installation would take place between June and October. Cost: \$2,500

- Option to invite Parks to next meeting
- Timeline based on Program being implemented by a third-party organization
  - Program Framework Finalized End of Q3 2025
  - Program Launch January 1, 2026
  - Nomination Period January 1 – March 31, 2026
  - Adjudication Period April 2026
  - Award Ceremony May 2026
  - Legacy (Tree Planting/Bench) and Recognition June – September 2026
- Sample budgets for some event options:

Casual Event (based on 500 attendees)	
	Estimated
Entertainment	\$ 2,500.00
AV	\$ 5,000.00
Swag	\$ 400.00
Food and Facility Rental	\$ 7,500.00
Award	\$ 5,000.00
<b>Total</b>	<b>\$ 20,400.00</b>

Formal Event (based on 200 attendees)	
	Estimated
Entertainment	\$ 2,500.00
AV	\$ 7,500.00
Swag	\$ 400.00
Food and Facility Rental	\$ 15,000.00
Award	\$ 5,000.00
<b>Total</b>	<b>\$ 30,400.00</b>

### Strategic Priorities:

City Government and Infrastructure Priorities: Engage the community in exploring expectations, needs and priorities – identify, develop, resource, and implement a range of one-way and two-way engagement methods to connect with the community.

### Summary and conclusion:

The information provided is to assist the Select Committee on Citizen Recognition Program in creating.

### Respectfully submitted:

Debbie Heywood, Staff Liaison to Select Committee on Citizen Recognition Program

Meeting date: 2025/05/16