



Committee Report to Council

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

Date: October 23, 2025

To: **Mayor and Council.**

Name and title: Select Committee on Citizen Recognition Program

Subject: Proposed Citizen Recognition Program

Attachment(s):

1. Draft Proposed Program Framework
2. Draft Prince George Medal of Excellence and Good Citizenship Nomination Form
3. Draft Prince George Medal of Excellence and Good Citizenship Selection Criteria and Exclusions
4. Draft Prince George Medal of Excellence and Good Citizenship Terms of Reference

Recommendation(s):

1. That Council APPROVES the following documents as attached to the report dated October 23, 2025 from the Select Committee on Citizen Recognition Program titled "Proposed Draft Citizen Recognition Program":
 - a) the Program Framework;
 - b) the Prince George Medal of Excellence and Good Citizenship Nomination Form
 - c) the Prince George Medal of Excellence and Good Citizenship Selection Criteria and Exclusions; and
 - d) the Prince George Medal of Excellence and Good Citizenship Terms of Reference.
2. That Council AUTHORIZES an allocation of \$5000 from 2025 Council Contingency fund to support program implementation.
3. That Council DIRECTS Administration to include an annual contribution of \$10,000 in the 2026 Budget as a tax-levy-funded item to support the ongoing operation of the program.
4. That Council DISSOLVES the "Select Committee on Citizen Recognition Program" as it has fulfilled the mandate set out in its Terms of Reference.

Purpose:

For Council decision on the components of the Citizen Recognition Program.

Discussion:

The Select Committee on Citizen Recognition has been meeting monthly since March and has completed a framework for the new Citizen Recognition Program. This award, the Prince George Medal of Excellence and Good Citizenship, will recognize up to three individuals annually for exceptional contributions to the Prince George community in areas such as leadership, innovation, impact, courage, and generosity. The program will be managed by the Prince George Community Foundation, including nomination intake, adjudication, and coordination with the proposed recipients approved by Council. The Community Foundation will market the program along with support from the City's Communications Department. Nominations are expected to begin January 2026 with the award presentation mid-spring.

Each recipient will be awarded with a custom-designed medal with ribbon in Prince George flag colours, a matching lapel pin, and legacy garden component. The City will provide a donation of \$1,000 per recipient to the David Douglas Botanical Garden Society in honour of each recipient for a portion of the Garden, along with a commemorative plaque for that location. A recognition event will celebrate the recipients at a special Council meeting where they will receive the medal, lapel pin, and a certificate with the garden location, with a reception to follow. In addition, a plaque will also be placed in City Hall, and the City website will include permanent civic honours with the recipient's photo, biography, and achievements.

Financial Considerations:

An initial start-up budget of up to \$5,000 will be needed to design, procure and install assets, with an ongoing yearly budget of up to \$10,000 to cover all aspects of the program. It is recommended that the initial funding come from Council Contingency with ongoing funding built into the annual municipal budget as a tax-levy funded item.

Item	Cost/year
Medals, lapel pins, certificates, frames	\$300
Community Foundation Nomination Management	\$500
David Douglas Botanical Garden Society Donation	\$3,000
Plaque nameplates at Botanical Society	\$50
Plaque nameplates at City Hall	\$50
Reception (rentals, A/V, décor, food, drinks, etc.)	\$4,500
Total yearly costs	\$8,400
Item	Initial Cost
Lapel pin design charge	\$100
Medal design and custom drape	\$500
Indoor plaque (48 names)	\$500
Outdoor plaque	\$2,000
Installation of outdoor plaque	\$1,000
Total initial costs	\$4,100
Year 1 total costs	\$12,500

Strategic Priorities:

Social Health and Well-Being:

Maximize the quality of life for all residents

Summary and conclusion:

The Select Committee on Citizen Recognition proposes a new Citizen Recognition Program, managed by the Prince George Community Foundation and in collaboration with the Prince George David Douglas Botanical Garden Society. Council is asked to approve the full set of draft documents including the framework, nomination form, selection criteria, and budget in order to begin the Program in January 2026.

Respectfully submitted:

Councillor Susan Scott, Chair
Select Committee on Citizen Recognition Program

Meeting date: 2025/11/03