



COMMUNITY RECOGNITION COMMITTEE MEETING

TUESDAY, OCTOBER 16, 2012  
BOARD ROOM  
175 INGRAM STREET, DUNCAN, BC

1:30 PM

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AGENDA

PAGES

1. APPROVAL OF AGENDA:
2. ADOPTION OF MINUTES: 1-2
3. BUSINESS ARISING FROM THE MINUTES:
4. DELEGATIONS:
5. REPORTS:  
R1 Summary of Examples 3-11  
Re: Recognition Committee
6. CORRESPONDENCE:
7. UNFINISHED BUSINESS:
8. NEW BUSINESS:  
NB1 Next Steps
9. QUESTION PERIOD:
10. CLOSED SESSION:  
Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.
11. ADJOURNMENT:

The next Community Recognition Committee Meeting will be held at the call of the Chair, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director G. Giles, Chair  
Director P. Weaver, Vice Chair  
Director R. Hutchins  
Director M. Dorey  
Director L. Iannidinardo

**EMAIL CONTACT:****From:** Allison Nelson**Sent:** Monday, June 18, 2012 9:29 AM**To:** Alberni Clayoquot Regional District; Bulkley Nechako Regional District; Capital Regional District; Cariboo Regional District; Central Coast Regional District; Central Kootenay Regional District; Central Okanagan Regional District; Columbia Shuswap Regional District; Comox Valley Regional District; East Kootenay Regional District; Fraser Fort George Regional District; Fraser Valley Regional District; Kitimat-Stikine Regional District; Kootenay Boundary Regional District; Metro Vancouver; Mount Waddington Regional District; North Okanagan Regional District; Northern Rockies Regional District; Okanagan Similkameen Regional District; Peace River Regional District; Powell River Regional District; Regional District of Nanaimo; Skeena-Queen Charlotte Regional District; Squamish-Lillooet Regional District; Strathcona Regional District; Sunshine Coast Regional District; Thompson-Nicola Regional District**Subject:** Recognition Committee

The Cowichan Valley Regional District is curious if any other Regional District currently has a program or process in place that recognizes individuals within their community for outstanding achievements to the community either through volunteerism, sport or other.

If you would let me know what it is you have in place, I would greatly appreciate it.

Thank you,

Allison Nelson

Executive Assistant

Cowichan Valley Regional District

175 Ingram Street, Duncan, BC V9L 1N8

email: [anelson@cvrd.bc.ca](mailto:anelson@cvrd.bc.ca)

Tel: 250.746.2502 / Toll Free: 1.800.665.3955 / Fax: 250.746.2513

**Replies received through email:****Subject:** Recognition Committee

- 1) Hello Allison: We try to have a volunteer/committee/commission appreciation event. In the past we have had luncheons, BBQ's and this year maybe an open house in our office with refreshments. We do not single out any one for special recognition but our Chair usually makes a short speech thanking everyone.

Cheers

Wendy Kingsley

Administrative Assistant

Central Coast Regional District

PO Box 186

626 Cliff St.,

Bella Coola, BC V0T 1C0

Ph 250 799-5291

Fx 250 982-5750

[www.ccrd-bc.ca](http://www.ccrd-bc.ca)

2) Hi Allison

RDNO has the Environmental Leadership Awards which are awarded annually to individuals and organizations who are leaders in Environmental Stewardship. For information on the award categories etc please see <http://www.rdno.ca/index.php/services/engineering/solid-waste/education-awareness/environmental-leadership-awards/>.

Thanks

Anna Page  
Sustainability Coordinator  
(Tues-Fri)  
Regional District of North Okanagan  
9848 Aberdeen Road, Coldstream, BC. V1B 2K9  
[anna.page@rdno.ca](mailto:anna.page@rdno.ca)  
DD: (250) 550 3789  
Mobile: (250) 306 0047

3) info [<mailto:info@slrd.bc.ca>] (Squamish-Lillooet Regional District)

Generally done through the various chambers of commerce and/or community associations.

4) From: Elaine Kumar [<mailto:ekumar@rdkb.com>]

Regional District of Kootenay Boundary does not.

Elaine Kumar

## CITY OF DUNCAN:

November 28, 1983

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### PERPETUAL TROPHY FOR EXCELLENCE & SPORTSMANSHIP

THAT as policy, City Council make the final decision regarding the awarding of the City of Duncan Perpetual Trophy based on recommendations from the Citizen, Cowichan Leader, Radio CKAY SUN FM and Shaw Cable (local newspapers and radio & tv stations).

Amended February 26, 2007

### SCROLL OF HONOUR

1. To be hung in the Council foyer.
2. Scroll to be easily removable from frame so that new names can be easily added in Old English Script.
3. Scroll to allow for fifty (50) names.

### CRITERIA

1. The importance of the Scroll will be reflected by its guidelines.
2. Council will be the decision making body.
3. Nominations received at large..
4. Decisions made in a Closed Council meeting.
5. The maximum number of annual nominee additions shall be two and agreement of five of the seven members of Council is required.
6. To Qualify Candidates should:
  - a. have given valuable service to the people of the City of Duncan
  - b. this services should be of a voluntary nature and should not be self-seeking.
  - c. The service must be an individual effort, not a group project.
  - d. The service to the community should be of a least 15 years standing.
  - e. Elected officials in office would be debarred from nominations.

The "Scroll of Honour" to have any value, would be just one step below the Freeman of the City Award, and would not debar a candidate from becoming a Freeman at a later dated.

October 4, 2011

«Name»  
«Address»  
«City»  
«Postal Code»

Dear «To»

**Re:City of Duncan Perpetual Arts Trophy  
Sponsored by the Cowichan News Leader/Pictorial**

Please be advised that through a generous donation of the Cowichan News Leader/Pictorial, the City of Duncan is presenting a Perpetual Arts Trophy again this year at the Annual Meeting of City Council. This year the meeting will be held on Monday, December 5, 2011.

This trophy will be presented to an individual from the Cowichan Valley showing outstanding achievement in the arts field.

City Council will receive input and recommendations for a recipient of this award. Would you please provide a recommendation(s) in this regard prior to November 2, 2011.

Thank you.

Sincerely,

Lynn Ketch  
Director of Corporate Services

**TOWN OF LAKE COWICHAN**

**COUNCIL POLICY**



**DATE APPROVED:**

**APPROVED BY:**

**SUBJECT: Policy on Wall of Fame Recognition**

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**PURPOSE**

This Wall of Fame Community Recognition initiative has been established to honour individuals in the Cowichan Lake deserving of their contributions to either Sports or Heritage activities or both. Current or former residents of the Cowichan Lake area (includes Lake Cowichan, Mesachie Lake, Honeymoon Bay, Caycuse and Youbou) who have demonstrated excellence or distinction in the field of sports or through community leadership, volunteer services, culture and the arts which are deemed to be of great importance to the community are eligible for consideration for this award.

The Sports Wall of Fame will be located at the entrance to the Cowichan Lake Sports Arena. The Heritage Wall of Fame will be located at the Vancouver Island Regional Library branch at Lake Cowichan, BC.

This policy establishes guidelines for the selection of individuals to be recognized as well as criteria that will guide members of the Selection Committee in recommending names for approval by Municipal Council.

**CRITERIA**

The following criteria shall be used in selecting individuals for the Sports or the Heritage honour:

1. The (10) or more years of significant community service contributions;
2. Had a significant impact on the continuation and/or enhancement of established community programmes;
3. Had a positive impact on the lives of Cowichan Lake citizens;
4. Candidate may be living or deceased.

**PROCEDURE FOR NOMINATING AND SELECTING INDIVIDUALS TO BE HONOURED**

1. Nominations shall be made in writing on pre-approved nomination forms that must be submitted to the Municipal Office.
2. In some instances, it may be appropriate to actively solicit public suggestions for council initiated submissions.
3. All submittals, whether from an individual or an organization, must include the name and address of the submitter. No anonymous submittals will be accepted.
4. The Chief Administrative Officer is responsible for conveying the nominations to the Selection Committee. The Administrator's office will assure that adequate time is allowed for the Selection Committee to evaluate the recommended names.



Community Recognition Policy and Procedures

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5. The Selection Committee will be formed on an ad hoc basis by the Mayor and shall include two representatives of Municipal Council, and one representative from the general community who has contributed volunteer work to the community. A staff member from the Administrator's office will provide staff assistance to the Committee but will be a non-voting member.
6. The Selection Committee will consider the criteria outlined above, the written nominations, and form a recommendation to Council citing the notable achievements and contributions of the individual.
7. Except for the initial inception of the Wall of Fame, no more than three (3) individuals may be inducted into the Wall of Fame in any one year.
8. The recommendation(s) received from the Selection Committee shall be placed on Council agenda, in camera, for final approval, which shall be by Council Resolution.
9. There shall be no publicity as to the proposed nominees or voting at any time. The only name(s) released to the public shall be those selected for the Wall of Fame.
10. Nominees who are eligible for selection but were not selected will be kept on file for future consideration for a period of three (3) years if the nominator requests to carry the file forward for the next year. All nomination forms, applicable documentation, and/or photos will become the property of the Town of Lake Cowichan and will not be returned to the Nominator.

**TIMELINE FOR SUBMITTING NOMINATIONS**

- Closing date for nominations is January 31<sup>st</sup> each year;
- Nominations reviewed by Selection Committee by February 28<sup>th</sup> each year;
- Recommendation of recipient/s to Municipal Council for approval March of each year;
- Recipient and family members will be invited to the day established for recognition of inductees which may be during the Heritage Days' event.

**RECOGNITION**

Once approved by Council, inductees will receive recognition on the Wall of Fame consisting of a photograph of the honoree along with a plaque outlining their contributions.

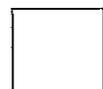
The honoree(s) will be publicly recognized at the annual Heritage Days' event or appropriate time set by Council.

**EXCLUSIONS**

Current members of Municipal Council or Council appointed Boards or Committees are not eligible for nomination.

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Joseph A. Fernandez  
Chief Administrative Officer  
Town of Lake Cowichan



# TOWN OF LAKE COWICHAN NOMINATION FORM

## AWARD CATEGORY (Please Check One)

**SPORTS WALL OF FAME**

**HERITAGE WALL OF FAME**

**1. NOMINEE**

NAME (MR / MRS / MS / MISS / DR.)

HOME ADDRESS

CITY / TOWN / PROVINCE / POSTAL CODE

TELEPHONE | EMAIL

ORGANIZATION (IF APPLICABLE)

ORGANIZATION ADDRESS (IF APPLICABLE) CITY / TOWN / PROVINCE / POSTAL CODE

**2. NOMINATOR**

NAME (MR / MRS / MS / MISS / DR.)

ADDRESS

CITY / TOWN / PROVINCE / POSTAL CODE

DAYTIME TELEPHONE | EVENING TELEPHONE

EMAIL | ORGANIZATION (IF APPLICABLE)

Please provide your relationship to the nominee and also indicate how long you have known the nominee.

I have included all the nomination material required for a completed nomination package.

DATE | SIGNATURE OF NOMINATOR

List the individuals who are providing a letter of support for the nomination.

**3. LETTER OF SUPPORT**

NAME (MR / MRS / MS / MISS / DR.)

TITLE AND ORGANIZATION (IF APPLICABLE)

ADDRESS

CITY / TOWN / PROVINCE / POSTAL CODE

TELEPHONE | EMAIL

Please provide your relationship to the nominee and also indicate how long you have known the nominee in your letter of support.

**4. SECOND LETTER OF SUPPORT**

NAME (MR / MRS / MS / MISS / DR.)

TITLE AND ORGANIZATION (IF APPLICABLE)

ADDRESS

CITY / TOWN / PROVINCE / POSTAL CODE

TELEPHONE | EMAIL

Please provide your relationship to the nominee and also indicate how long you have known the nominee in your letter of support.

Nomination deadline: January 31<sup>st</sup> of each year.

**YOUR COMPLETED NOMINATION PACKAGE MUST INCLUDE:**

1. Completed Nomination Form
2. Three letters: (maximum 500 words each)
  - A letter from the nominator giving the reasons for nomination.
  - Two letters of support for the nominee from other individuals or organizations that describe the value and impact of the contributions of the individual.
3. Brief biographical overview of the nominee as it relates to the nomination.
4. Optional: up to five pages of additional material about your nominee.

**MAILING INFORMATION:**

Mail or Courier completed nomination package to:

Wall of Fame Awards  
 Town of Lake Cowichan  
 Box 860, 39 South Shore Road  
 Lake Cowichan, BC V0R 2G0

For more information, please contact

Tel: 250-749-6681

Email: [ifernandez@lakecowichan.ca](mailto:ifernandez@lakecowichan.ca)

Website: [www.town.lakecowichan.bc.ca](http://www.town.lakecowichan.bc.ca)

Please note that it is the responsibility of the nominator to ensure that the nomination package is complete, with supporting letters and submitted by the due date. All material received will be kept confidential.

- You can nominate any current or former resident of the Cowichan Lake area (Lake Cowichan, Mesachie Lake, Honeymoon Bay, Caycuse and Youbou) for the **Sports Wall of Fame** who has demonstrated outstanding achievement, excellence or distinction in the field of sports.
- You can nominate any current or former resident of the Cowichan Lake area (Lake Cowichan, Mesachie Lake, Honeymoon Bay, Caycuse and Youbou) for the **Heritage Wall of Fame**. The nominee has to have demonstrated outstanding achievement, excellence or distinction in community leadership, volunteer services, culture, the arts, the possibilities are endless.

We have a lot of terrific people and athletes in the Cowichan Lake area and each year, there are many more nominees than there are places for this recognition. If we do not choose your nominee, you can request to carry the file forward for the next year. The nomination package as submitted will then be carried forward for three (3) years unless new material is submitted.



TOWN OF LAKE COWICHAN

# REGIONAL DISTRICT OF NANAIMO

## POLICY

SUBJECT: <i>Performance Recognition</i> <i>(Recreation and Parks)</i>	POLICY NO:
	CROSS REF.:
EFFECTIVE DATE:	APPROVED BY:
REVISION DATE:	PAGE: 1 of 1

### PURPOSE

To establish a policy for the recognition of individuals or groups who have achieved a gold medal or first place standing in a provincial, inter-provincial, national or international sport or arts competition.

### POLICY

Performance Recognition is given to:

1. Gold medalists in a recognized sport at a provincial, inter-provincial, national or international championship.
2. Gold medalist or highest standing in visual or performing arts in a provincial, inter-provincial, national or international competition.
3. Residents of the Regional District of Nanaimo, City of Parksville or Town of Qualicum Beach.
4. Amateur athletes, performers and artists.

Nominations must be made in writing using the applicable nomination form, providing details of the recipient and the competition.

Eligible recipients will be recognized by the District 69 Recreation Commission during a regular meeting or at a special meeting.



Performance Recognition Program  
Nomination Form

Nominee's Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Sport or artistic endeavour \_\_\_\_\_

Name of club/association represented \_\_\_\_\_

Circle the appropriate level of competition/championship/arts festival:

Provincial      Inter-Provincial      National      International

Name of competition/championship/arts festival \_\_\_\_\_

Place/ rank/ standing achieved \_\_\_\_\_

Date of competition/championship/arts festival \_\_\_\_\_

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Nominated by \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Date Submitted \_\_\_\_\_