

## **RECOGNITION FOR CITIZENS WHO HAVE SERVED ON VARIOUS BOARDS, COMMISSIONS AND COMMITTEES**

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### **EXECUTIVE SUMMARY**

Recognizing citizens who have served on various Boards, Commissions and Committees provides an appropriate avenue to acknowledge the valuable public volunteer contributions and impact on the community as well as provide Council with an opportunity to interact with these citizens.

### **CITY CLERK'S RECOMMENDATION(S)**

That the Legislative Governance Task Force recommend:

1. That Council receive this report for information.
2. That Council consider:
  - a. A 2016 Boards, Commissions and Committees Member Recognition Event for outgoing citizen members who have served on various Boards, Commissions and Committees for at least one year;
  - b. A budget of up to \$5,000, funded from the Boards, Commissions and Committees Review Project be allocated; and
  - c. The City Clerk to report back to Council through the Legislative Governance Task Force with recommendations on the recognition process and event by Q1, 2017.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At their 2016 April 5 Meeting, the Legislative Governance Task Force directed the City Clerk to investigate options for recognizing citizen volunteers that serve on Council's Boards, Commissions and Committees.

### **BACKGROUND**

A recognition event was previously held every three years for all of Council's Boards, Commissions and Committee volunteer citizens who had served during those three years, consisting of up to seven hundred attendees. The former event was significant to organize and fund, taking considerable time and resource commitment. Over the years, attendance decreased and it was difficult to connect with past members and approximately ten plus years ago the event was discontinued due to decreased attendance and the cost and resources required to organize the event. As well, it was felt that the event was too large to be deemed successful as an effective volunteer recognition method.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

Based on the past history, it is important that a recognition event be timely, meaningful and personal. It should also provide an opportunity for citizen volunteers to have their work appreciated, and for them to socialize and exchange ideas and experiences with fellow citizen volunteers. A recognition event could be scheduled on the day of a Regular Council Meeting, after the Annual Organizational Meeting in October in order to account for all outgoing citizen volunteers. Sufficient time must also be provided to allow for invitations to be sent and responses received.

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In order to keep the costs as low as possible, the event could take place at a City facility, without charge of rental fees. The Calgary Power Reception Hall is an ideal venue as it is close to the Council Chamber and there is no rental charge. The new Calgary Power Reception Hall will accommodate up to 110 people and will be available in time for an event to be held in conjunction with the 2016 December 19 Regular Meeting of Council.

There are currently 361 Boards, Commissions and Committee citizen volunteers. In order to keep the event at a manageable number and control costs, it is recommended that outgoing members be recognized and include those who in 2016 have served at least one year. In 2015, there were 77 outgoing citizen volunteers. These consisted of members who either were ineligible to serve again, did not re-apply, were not reappointed, or resigned during the year.

A possible scenario of the event is contained in the Attachment.

### **Stakeholder Engagement, Research and Communication**

The Administration Services and Citizen Recognitions & Protocol Sections of the City Clerk's Business Unit were engaged and provided information on past history of the recognition event and future planning.

### **Strategic Alignment**

Recognizing Council's Boards, Commissions and Committees' citizen volunteers aligns with Council's priority of a well-run city: "Regularly collaborate and engage citizens to encourage participation in City decision making." and "We work with our government partners to ensure we have the tools we need" (*Action Plan 2015-2018*).

### **Social, Environmental, Economic (External)**

Volunteering on one of The City's Boards, Commissions and Committees provides citizen members the opportunity to:

- provide a meaningful contribution to the community;
- share their knowledge, skills and abilities as well as develop skills and gain experience;
- meet new people and get connected in the community; and
- learn more about how The City of Calgary works.

Volunteer members serving on Council's Boards, Commissions and Committees provide their expertise and guidance to City Council on important diverse civic issues and assist in the facilitation of programs and services. This benefits the City by making good use of a precious commodity.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

The Council-hosted 2016 Boards, Commissions and Committees Recognition Event will be funded from the Innovation Fund – Boards, Commissions and Committees Review Project in the amount of up to \$5,000. The 2016 event will be evaluated and findings and recommendations will be presented in the Q1, 2017 Boards, Commissions and Committees Review update report with regards to future events and funding.

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**Current and Future Capital Budget:**  
None

**Risk Assessment**  
None

**REASON(S) FOR RECOMMENDATION(S):**

Recognizing citizen volunteers who serve on Council's Boards, Commissions and Committees provides an avenue to acknowledge the volunteers' contributions and impact to the community as well as provide Council an opportunity to interact with their citizen volunteers.

**ATTACHMENT(S)**  
Example of Recognition Event Schedule