

Staff Report 2024-0378

Meeting Date: July 9, 2024

Subject: Community Recognition Task Force

Submitted By: Ryan Giles, Supervisor, Community Supports and Events,
Community and Human Services

RECOMMENDATION

That a Community Recognition Task Force be formed to manage, review, and select residents for the Volunteer Service Awards, Citizen Achievement Awards, and Walk of Fame Award; and

That the Volunteer Service and Citizen Achievement Awards be rebranded to the 'Caledon Civic Awards Program' and be awarded on the Main Stage as part of Caledon's marquee annual event in June, Caledon Day; and

That one recipient be awarded the Walk of Fame during each Term of Council; and

That a confidential report be provided to council in Q1 2025 with the Community Recognition Task Force recommendations for the 2025 Volunteer Service and Citizen Achievement Awards.

REPORT HIGHLIGHTS

- The Community Recognition Task Force be comprised of five (5) volunteers from the public with experience supporting and growing Caledon as a community.
- The Community Recognition Task Force will manage and review nominations from the public and will select award winners which will be presented to Council for approval through a confidential report.
- Residents be Awarded for Caledon Civic Awards Program (Volunteer Service and Citizen Achievements) on the main stage at Caledon Day, including the Citizen of the Year award.
- Walk of Fame recognition event will be hosted once per Council term in the third year of the term.

DISCUSSION

Background

The town previously held a Community Recognition night in April (during National Volunteer Week) to honor citizens for their volunteer service and civic awards. Volunteers were nominated through a call-out to the community and were selected by staff and presented to Council in a confidential report for approval.



This process was paused for two years during COVID and since then staff have noted a decrease in volunteer engagement and lack of interest in the event. As a result, staff re-evaluated the volunteer recognition and benchmarked with other municipalities as part of the Events Framework that was approved by council on June 25, 2024.

Through benchmarking and research staff determined that staff alone should not decide what volunteers are recognized; and that citizen recognition should be valued by the municipality and celebrated in a way that optimizes community exposure and celebrates the important contributions of volunteers.

Community Recognition Task Force

The consideration and recognition of community volunteers is a process that should include staff as well as members of the community; a task force will ensure this is accomplished.

The Community Recognition Task Force will be comprised of five community volunteers with experience supporting initiatives in Caledon which will include a Chair and four members; a member may not serve on the Committee beyond the Term of Council.

The committee will review and evaluate all nominees using identified criteria and will reserve the right to reject nominations based on poor moral, criminal, or ethical grounds.

The categories of the Caledon Civic Awards Program include:

1. Volunteer Service Awards
 - a. Community and Social Services
 - b. Sports and Recreation
 - c. Environmental Leadership
 - d. Arts and Culture
2. Citizen Achievement Awards
 - a. Sports Achievement
 - b. Arts and Culture
 - c. Citizen of the Year

The nomination criteria include:

- 1) **Volunteer Service Awards** recognize Caledon residents whose efforts have made significant impact towards the development and advancement of recreational sports, arts and culture, environmental leadership or community and social services.

- 2) **Citizen Achievement Awards** are designed to recognize Caledon residents who have competed or been recognized at the Provincial, National or International levels in the areas of sport and arts and culture. This category includes the Distinguished Citizen Award and the Community Champion Award.
- 3) **Walk of Fame** nominee must be a Canadian citizen. The nominee has made a significant contribution to the quality of life, not only in Caledon but has also received national and international recognition for his or her contribution in one or more of the following categories:
- *Arts and Culture* - Individual achievements that have been recognized by an organization or an individual who participates by chairing, organizing, instructing or promoting non-profit arts and culture groups.
 - *Philanthropic and Humanitarian Causes* - a person who works with local organizations such as meals on wheels, service clubs, seniors' clubs, registered social service agencies, home and school associations and health care, or on a national/international level with organizations such as "Doctors without borders" and UNICEF.
 - *Environment* - An individual who develops innovative program(s) or initiatives that address environmental issues which have local, regional and/or global effects; or who has implemented change at the local, national/international level that has had a positive effect on the environment.
 - Other contributions may be considered as submitted.

To increase the importance of the Walk of Fame and the value that it provides to Caledon residents it is recommended that only one individual be awarded this significant accomplishment during each term of council, in the third year.

Celebration at Caledon Day

To highlight the significance of volunteer contributions the event will become part of the main stage at Caledon Day providing a forum that optimizes community exposure and celebrates the important contributions of volunteers.

Residents be Awarded for Caledon Civic Awards Program (Volunteer Service and Citizen Achievements) on, including the Citizen of the Year award.

Next Steps

The selection of the five members of the Community Recognition Task Force will begin with a call out to the community using communication tools including newspaper ads, social media, invitations to submit to all known agencies, community, and affiliated groups of the Town of Caledon.

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The selection process for the committee will be managed by staff in the Community and Human Services Department. Nominations for the committee will begin in August 2024. The committee will be selected and established by October 2024.

Following the establishment of the Community Recognition Task Force by October 2024, nominations for the Town of Caledon's 2025 Civic Awards Program will open in November 2024. The Community Recognition Task Force will review all nomination and select the award winners for the 2025 Civic Awards Program. A confidential report will be provided to Council in Q1 of 2025, which will allow staff the time to contact award winners and make arrangements for an awards ceremony at Caledon Day on June 14, 2025.

The Walk of Fame Program nominations will open in Q1 2025. The Community Recognition Task Force will review all nominations and select the award winner for the Walk of Fame. A confidential report will be provided to Council in Q2 of 2025, with the recognition event taking place in Fall of 2025.

FINANCIAL IMPLICATIONS

Costs associated with the Volunteer Service, Citizen Achievement Awards and Walk of Fame are included in the Community and Human Services annual Operating Budget.

COUNCIL WORK PLAN

Strategic Plan 2023-2035

This report is directly related to the following priority in Caledon's 2023-2035 Strategic Plan:

Community Vitality and Livability

ATTACHMENTS

Schedule A – Community Recognition Task Force Terms of Reference