



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: December 1, 2006  
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Meeting Date: January 18, 2007

TO: Standing Committee on City Services and Budgets

FROM: City Clerk

SUBJECT: Annual Event Guidelines - Honours/Awards and National/International Events

#### RECOMMENDATION

- A. That the following events be designated as City Honour and Award Events and that these events be recognized annually by the City as set out in the City Honour and Award Events Guidelines contained in the body of this report.
- i. Cultural Harmony Awards
  - ii. Mayor's Environmental Awards
  - iii. Vancouver Book Awards
  - iv. Vancouver Citizen's Peace Awards
  - v. Vancouver Youth Awards
  - vi. Civic Merit Awards
  - vii. Freedom of the City Awards
  - viii. Accessibility Award
- B. That the following events be designated as National and International Events and that these events be recognized annually by the City as set out in the National and International Events Guidelines contained in the body of this report.
- i. Lunar New Year
  - ii. International Women's Day
  - iii. International Day for the Elimination of Racial Discrimination
  - iv. Pride Week
  - v. Diwali Festival of Lights
  - vi. Christmas
  - vii. National Aboriginal Day
  - viii. International Day of Disabled Persons

- C. That Council approve annual funding for the Honours and Awards Events in the amount of \$12,000 with funding available from the reallocation of existing funds within the City Clerk's 2007 Operating Budget.
- D. That Council approve annual funding for the National and International Events in the amount of \$16,000. Funding of \$5,000 is to come from the reallocation of existing funds within the City Clerk's 2007 Operating Budget and \$11,000 to be added to the 2007 Operating Budget without offset.

### **CITY MANAGER'S COMMENTS**

The City Manager RECOMMENDS approval of the above recommendations.

### **PURPOSE**

This report is to provide Council with a policy framework for the management of those annual events of which the City of Vancouver has been involved and to request approval of funding to support those events.

### **BACKGROUND**

At the Regular Meeting on March 21, 2006, Council asked the City Manager to provide a memorandum to Council on options for the City's involvement in celebrating international events such as the International Women's Day. In a memorandum dated April 24, 2006 the City Manager responded by indicating staff are reviewing the City's involvement in international and other events and expect to bring forward a framework proposing event categories and the type of support for each category for Council's consideration in the next few months.

What follows in this report is the proposed framework for Council's consideration. The framework addresses events of a celebratory nature but does not address all events for which the City is involved. For example, the framework does not include commemorative events for which the City lowers its flags to half-staff such as Remembrance Day, National Day of Remembrance and Action on Violence Against Women, and the Day of Mourning for Persons Killed or Injured in the Workplace nor does it include the many days named in proclamations by the Mayor.

The events included in the framework essentially fall into two categories - those events that relate to City Honours and Awards, and those that celebrate National and International events.

#### **City Honour and Award Events**

City Honour and Award events acknowledged annually include the following:

- Cultural Harmony Awards
- Mayor's Environmental Awards
- Vancouver Book Awards
- Vancouver Citizen's Peace Awards

- Vancouver Youth Awards
- Civic Merit Awards
- Freedom of the City Awards

Each of these events is associated with a specific City program. For a description of each of the above Honours and Awards see Appendix A.

Presently the form of acknowledgement for Honours and Award events varies amongst the specific awards but generally includes the nominee selection process, some form of award presentation in Council followed by a small reception in the third floor foyer. Each award program is coordinated by a City department and, in most instances, the award reception is funded by the City Clerk's department.

### **National and International Events**

With respect to the National and International events, the City currently recognizes these celebratory events each year:

- Lunar New Year (January)
- International Women's Day (March)
- International Day for the Elimination of Racial Discrimination (March)
- Pride Week (July)
- Diwali Festival of Lights (November)
- Christmas (December)

The celebration associated with each of these events varies from year to year as these events have not been approved by Council as annual events and established funding is not in place to hold each event annually. In general terms each event is marked by a proclamation read in Council as well as a celebratory event and reception. However, there is a lack of consistency in the standards associated with each event.

Finding available funds is nearly always an issue for City staff in delivering on the above mentioned events. In addition, there is no designated departmental lead for each event nor is there a staff planning group in place to coordinate the planning and delivery for each event. Often these factors result in ad hoc last-minute organizing for each event.

### **DISCUSSION**

These specific events are important to the City and its communities as they represent days that both recognize and celebrate the diversity of the City which is a core characteristic and value of the City. These events reflect the City's commitment to valuing and celebrating the diversity of the communities we serve.

To better manage and coordinate these two categories of events – Honours and Awards Events and National and International Events, staff are proposing that the City establish standards regarding which events are to be recognized by the City annually, how each category of event is acknowledged, the staff to be responsible for planning and delivering on each event, and the funding to be made available for each event.

### City Honour and Award Events

With respect to the City Honours and Awards events, staff are proposing that the following events be recognized by Council as annual honours and awards events:

- Cultural Harmony Awards
- Mayor’s Environmental Awards
- Vancouver Book Awards
- Vancouver Citizen’s Peace Awards
- Vancouver Youth Awards
- Civic Merit Awards
- Freedom of the City Awards

In addition to the above, staff are proposing that City Council also establish an award event for the following:

- Accessibility Award

This award would serve to recognize individuals and entities that have demonstrated excellence in their work to improve the accessibility and inclusiveness of the City for persons with disabilities.

Further, staff are proposing the following Honour and Award Event Guidelines be established to manage these events:

- That each event consist of a recipient selection process managed by City staff responsible for the related City program, an award presentation in Council, and a small reception held during a Regular Council Meeting in the City Hall third floor foyer.
- That the Office of External Relations and Protocol establishes or is consulted on the award and reception standards for all events in this category.
- That Corporate Communications issue a press release for all Honour and Award Events.
- That a departmental “subject matter” lead be assigned to each event in this category and that this staff member work collaboratively with External Relations and Protocol staff and Corporate Communications staff to organize the honour and award event.
- That these events be funded annually by the Office of External Relations and Protocol at a cost of not more than \$1,500 per event for a total budget of \$12,000.

### National and International Events

With respect to the National and International Events, staff are proposing that Council recognize the previously mentioned events as annual National and International events. This includes:

- Lunar New Year
- International Women’s Day
- International Day for the Elimination of Racial Discrimination
- Pride Week
- Diwali Festival of Lights
- Christmas

In addition, staff are proposing that the following additional events be included in the National and International Events category:

- National Aboriginal Day (June 21<sup>st</sup>)
- International Day of Disabled Persons (December 3<sup>rd</sup>)

Staff suggest the addition of these two events, as both aboriginal peoples and persons with disabilities are core constituents in most definitions of diversity. The current roster of events recognizes and celebrates the role of women, racial diversity, the GLBT community, and specific cultural communities in our diverse community. Inclusion of events focusing on the Aboriginal community and Persons with Disabilities also recognizes the importance of their roles and contributions to the City's diversity, and further underscores the City's commitment to diversity as both a defining characteristic and core value.

Further, staff are proposing the following National and International Event Guidelines be established to manage these events:

- That each event be acknowledged by the City with a Proclamation read by the Mayor in Council and may include a celebration and/or a reception.
- That External Relations and Protocol establish consistent reception standards for all events in this category.
- That funding amounting to \$16,000 (up to \$2,000 per event) be provided for National and International Events and that the funding be assigned to the Office of External Relations and Protocol.
- That an Event Planning Team be established consisting of staff from EEO, Social Planning, Corporate Communications, External Relations and Protocol, Council Support, and City Manager's Office for the purpose of planning and delivering on each event.
- That, where appropriate, the Event Planning Team liaise with the Parks Board and School Board to determine partnering opportunities for the Council-approved National and International Events.

### Special Events

On occasion Council may wish to recognize an event in the National and International Event category or some other event not included in this category in a special manner for a given year. Special Events are not annual events but rather are events held for special reasons. An example of a Special Event might include a marker anniversary for an annually funded event or an event that is not annually recognized (e.g. Guru Nanak's 535<sup>th</sup> Birthday, 35<sup>th</sup> Anniversary of Stonewall).

For such special events, staff are proposing the following Special Events Guidelines:

- A Councillor may request that Council recognize an event as a Special Event.
- All Special Event requests - including funding, must be approved by Council prior to staff proceeding with the planning of the event.
- Council approval for a Special Event must be obtained not less than six months prior to the proposed event in order to ensure adequate planning and delivery time for the event.
- Where an event in the National and International Event category is approved as a Special Event by Council in a specified year, that event is to revert back to the National and International Event category in the following year.
- For those Special Events approved by Council, the Event Planning Group will be responsible for planning and delivering on each event.

- That the Office of External Relations and Protocol establish consistent standards for associated receptions for Special Events.

## FINANCIAL IMPLICATIONS

As indicated previously, \$12,000 would be required to hold the events in the Honours and Awards category in a manner consistent with the proposed guidelines. However, staff are proposing that existing funds be made available to cover the cost of these events.

At present there does not exist an annual budget for each of the National and International Events. Funding is ad hoc. Should Council concur with what staff are proposing, an annual budget of \$16,000 for National and International Events would be established. Of this total, \$5,000 would be made available through existing funds and \$11,000 in additional funds would be required. Approval of the \$11,000 would be subject to approval through the 2007 Operating Budget. Additional funds would be required for those events that Council wishes to recognize as Special Events.

## CONCLUSION

The City of Vancouver acknowledges a number of national, international, and other events annually. These events essentially fall into two categories - those events that relate to City Honours and Awards, and those that recognize National and International events. In order to better manage and coordinate the events, staff are proposing that Council establish standards regarding which events are to be recognized by the City annually, how each category of event is acknowledged, the staff to be responsible for planning and delivering on each event, and the funding to be made available for each category of events.

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**Honour and Awards - Currently Acknowledged**

Cultural Harmony Awards	In 1996, Council established the Cultural Harmony Awards to recognize individuals and organizations that display a significant and sustained commitment to the promotion of cultural harmony in the City of Vancouver.
Mayor's Environmental Awards	Awards began in 1998 in support of Environment Week. The awards are presented to individuals, non-profit organizations and the corporate sector for voluntary environmental initiatives to protect and enhance the environment in Vancouver.
Vancouver Book Awards	City of Vancouver Book Award has been presented annually since 1989 to authors of books in any genre that demonstrate excellence and contribute to the appreciation and understanding of Vancouver's history, unique character or the achievements of its residents. The cash prize associated with the award is funded by interest earned from the City's Publishing Reserve which was established in 1977 as a permanent legacy for writers and publishers.
Vancouver Citizen's Peace Awards	The award recognizes a Vancouver citizen, group of citizens, or organizations for their outstanding contribution to world peace. The award is presented during Council meeting and coincides with the annual UN sponsored International Day of Peace which is the third Tuesday of September. The recipient selection process was managed by the former Peace and Justice Committee and was established in 2003.
Vancouver Youth Awards	The awards began in 2005 and serve to recognize the positive contributions to the youth community made by individuals, programs and organizations in the City of Vancouver. Awards are presented in several categories to youth, adult allies, programs and organizations for their work in youth engagement.
Civic Merit Awards	The Civic Merit Award began in 1942 to recognize individuals for outstanding achievement in a particular field of endeavour -- be it sports, science, arts or culture - - within the city and the province, or in recognition of a specific service.
Freedom of the City Awards	The Freedom of the City is the highest award given by the City of Vancouver. The award began in 1936. Reserved for individuals of exceedingly high merit, it is given only in exceptional cases, usually to someone who has gained national and international acclaim in the arts, business or philanthropy, and who has brought recognition to Vancouver through his or her achievements.