

Committee Report to Council

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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

Proposed Program Framework

AWARD NAME: Prince George Medal of Excellence and Good Citizenship

AWARD STYLE: Custom-designed medal, ideally made of wood, with a ribbon in the colours of the Prince George flag

AWARD ACCOMPANIMENT: A customized matching lapel-pin that recipients can wear more regularly where wearing the medal may not be appropriate. Worn on the right side in alignment with Canadian Honours protocol

LEGACY COMPONENT: A portion of the Garden in each recipient's honour with a certificate noting its location, date planted, and the honouree's name

City provides \$1000 per honoree to the David Douglas Botanical Garden Society to go towards a portion of the garden with a plaque acknowledging those who are honored.

RECIPIENTS/ELIGIBILITY: Up to three (3) recipients per year, with only Residents of Prince George, or in rare circumstances individuals who have positively impacted Prince George. Can be awarded posthumously. Active elected officials and City staff are not eligible.

RECOGNITION SCOPE: Broad-based community excellence, innovation, leadership, impact, courage, generosity, and more. This program should remain separate from other organizations' awards.

DELIVERY MODEL: Recipients will be recognized at a special Council meeting where they will receive the certificate and award. Following the Council meeting, a reception will be held.

EXECUTION: Prince George Community Foundation will be the delivery partner and manage the nomination intake, adjudication panel, and overall program coordination. The City would support the promotion of program, and communications support. *The list of ranked nominees will then go to Closed Council – Supermajority (2/3) will be needed for approval*

PUBLIC ARCHIVE: Recipients would be recorded in a permanent civic honours archive on the City website along with previous civic honours and the Freedom of the City. The City Communications Division will create a space on the City's *Awards and Recognition* webpage with a picture of each recipient along with a biography and their achievement(s).

MEDAL DESIGN CONCEPT DRAFT:



The City of Prince George is proud to recognize individuals who exemplify leadership, generosity, courage, innovation, and outstanding citizenship. Up to three (3) medals will be awarded each year.

Awards may also be granted posthumously.

Please complete this form in full. Incomplete nominations may not be considered.

Nominee Information

Full Name:

Address:

Phone Number:

Email Address:

Eligibility Confirmation

Please confirm:

- ☐ The nominee is a resident of Prince George (or has made a significant positive impact on the Prince George community)
- ☐ The nominee is **not** a current elected official or City of Prince George staff member
- ☐ The nominee is **not** running for public office in the current year

Nominator Information

Full Name:

Address:

Phone Number:

Email Address:

Nomination Questions

Please answer the following questions to support your nomination. Attach additional pages if needed.

1. Contribution Overview

Provide a summary of the nominee's contributions to the Prince George community and the timeframe of their involvement.

2. Scope of Impact

Describe the breadth of the nominee's impact. (For example: across the wider community within a particular sector, or through a significant single initiative.)

3. Quality of Impact

What difference have the nominee's actions made to the people, organizations, or community they have served or supported?

4. Community Value

How have the nominee's efforts strengthened or positively influenced Prince George as a whole?

5. Exemplary Qualities

In what ways does the nominee demonstrate excellence, leadership, innovation, courage, generosity, integrity, or good citizenship?

Supporting Materials

You may include:

- Letters of support (maximum 3)
- Newspaper or media articles
- Awards or recognitions previously received
- Other relevant documentation

Selection Criteria

Honorees Shall:

- Be residents of Prince George. In rare circumstances, consideration may be given to individuals whose actions have had a significant positive impact on the Prince George community.
- Exemplify excellence in areas such as innovation, leadership, impact, courage, generosity, collaboration, integrity, and good citizenship
- Demonstrate a sustained commitment to improving the quality of life in Prince George through volunteerism, philanthropy, professional contributions, acts of courage, generosity, or excellence in a particular field.
- Show leadership that has inspired others and created lasting, positive change in the community.
- Have demonstrated exceptional contributions, above and beyond normal expectations, if nominated for contributions for which they are typically remunerated.
- Agree to allow their name and information about their contributions to be published and shared publicly.
- Be willing to participate in recognition activities related to the Medal of Excellence and Good Citizenship.

Up to three (3) recipients may be selected each year. Awards may also be granted posthumously.

Exclusions

- Active elected officials and City of Prince George staff are not eligible for nomination.
- Individuals currently running for public office in the year of nomination are not eligible.
- In the event a committee member is nominated and wishes to accept, they must step down from the selection committee.

Purpose

The Medal of Excellence and Good Citizenship Adjudication Committee, under the Prince George Community Foundation (PGCF), is responsible for reviewing nominations and selecting up to three recipients annually. Final selections will be submitted to the City of Prince George for approval and public recognition.

Composition

- The Adjudication Committee will consist of 3-7 members drawn from the Prince George community, representing a broad range of perspectives and experiences.
- The Committee will include one Chair and one Vice-Chair.
- Members are appointed by the Prince George Community Foundation.

Accountability

- The Committee reports to the Prince George Community Foundation.
- Following adjudication, the PGCF will submit the Committee's recommendations to the City of Prince George for approval.
- Final award recipients are announced and recognized by the City of Prince George.

Responsibilities

- The PGCF office will receive all nomination forms and forward them to the Committee Chair for distribution to Committee members.
- The Chair will call and chair meetings of the Adjudication Committee to review and evaluate nominations against the award selection criteria.
- The Committee will select up to three recipients each year, including the option to grant awards posthumously.
- Upon City approval:
 - Work with the City of Prince George to support recognition activities, and public communications.

Conflict of Interest

- The Committee is guided by the Prince George Community Foundation's Conflict of Interest Policy.
- Members must declare any conflicts of interest related to nominees and recuse themselves from discussions or decisions involving those nominees.
- All Committee members must sign a confidentiality agreement to protect the integrity of the process.