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**TO:** CITY MANAGER **DATE:** 2020 June 29

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 2125 20  
*Reference:* UBCM

**SUBJECT:** UBCM COMMUNITY EXCELLENCE AWARD

**PURPOSE:** To obtain a resolution of support to submit an application to the Community Excellence Awards program of the Union of British Columbia Municipalities (UBCM).

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**RECOMMENDATION:**

1. **THAT** Council adopt the following resolution:

WHEREAS, the Union of British Columbia Municipalities (UBCM) Community Excellence Awards Program recognizes projects and programs that demonstrate excellence in meeting the purposes of local government in BC; and

WHEREAS, the Union of British Columbia Municipalities (UBCM) Community Excellence Awards Program includes an awards category (“Excellence in Governance”) that recognizes projects and programs that demonstrate good governance; and

WHEREAS, the 2019 Mayor’s Task Force on Community Housing and Your Voice Your Home processes exemplify the criteria of the Excellence in Governance awards category;

THEREFORE BE IT RESOLVED that Council support the submission of an application to the UBCM Community Excellence Awards program, seeking recognition of the Mayor’s Task Force on Community Housing and Your Voice Your Home processes under the Excellence in Governance awards category.

**1.0 INTRODUCTION**

Since 2004, the UBCM has offered the annual Community Excellence Awards to projects and programs that demonstrate excellence in meeting the purposes of local government in BC. Award categories include Excellence in Governance, Excellence in Service Delivery, Excellence in Asset Management, and Excellence in Sustainability.

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The 2019 Mayor’s Task Force on Community Housing (“Task Force”) and associated Your Voice. Your Home public engagement program was an innovative, participatory process that reflects the criteria for the Excellence in Governance category.

This report summarizes the UBCM Community Excellence Awards program, and outlines the eligibility of the Task Force and Your Voice Your Home processes for the Excellence in Governance award category. It recommends that Council adopt a resolution of support for the submission of the application, as required by the awards program.

## **2.0 POLICY CONTEXT**

The pursuit of a UBCM Community Excellence Award supports the following policy of the *Corporate Strategic Plan*:

- ***A Connected Community***
  - Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and governments.

## **3.0 UBCM COMMUNITY EXCELLENCE AWARD**

The annual UBCM Community Excellence Awards recognize projects and programs that demonstrate excellence in meeting the purposes of local government in BC. These purposes are reflected in the four awards categories: Excellence in Governance, Excellence in Service Delivery, Excellence in Asset Management, and Excellence in Sustainability. To be eligible for consideration, projects must have been initiated by a UBCM member government after 2015 January 01. General award criteria include:

- Leadership
- Financial management and planning
- Partnerships and collaboration
- Innovation and promising practices
- Public engagement and communications
- Transferability

The awards will be presented at the 2020 UBCM Convention, to be held virtually from 2020 September 22-24. The deadline to apply for an award is 2020 July 10. Along with the application form, a Council resolution indicating support for the application is required. The application guide for the awards program is attached as *Appendix A*.

## **4.0 EXCELLENCE IN GOVERNANCE**

The work of the Task Force and associated “Your Voice. Your Home.” public engagement process reflects the criteria of the Excellence in Governance award category. This category awards projects that:

- are outcomes-based and consensus oriented;


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- support and encourage citizen participation in civic decision-making;
- are efficient and equitable;
- are inclusive, open and transparent; and,
- exemplify best practices in accountability, effectiveness and long-term thinking.

The Task Force, which met from 2020 February to 2020 July, was a consensus-based advisory committee with a defined outcome: to provide recommendations to increase the supply, diversity and affordability of housing in Burnaby. The associated “Your Voice. Your Home.” initiative encouraged the participation of 2,600 citizens in the development of the Task Force recommendations, making it the largest public engagement campaign in Burnaby’s history. “Your Voice. Your Home.” engaged the public through a variety of innovative formats, from one-on-one meetings to full-day deliberative dialogues, which were designed to promote inclusion and the equitable and efficient gathering of diverse perspectives. The intensive, five-month Task Force and “Your Voice. Your Home.” process was conducted in an open and transparent manner, with the assistance of the SFU Centre for Dialogue. For all of these reasons, the process is a suitable candidate for the Excellence in Governance award, and meets the general award criteria noted in *Section 3.0* above.

## 5.0 RECOMMENDATION

The Task Force and “Your Voice. Your Home.” processes reflect the criteria for the Excellence in Governance award category of the UBCM Community Excellence Awards program. To enable staff to apply for this award by the 2020 July 10 deadline, it is recommended that Council adopt a resolution of support for the submission of the application.

  
E.W Kozak, Director  
PLANNING AND BUILDING

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### *Attachment*

Copied to: Director Corporate Services  
City Clerk

# Community Excellence Awards

## 2020 Program & Application Guide

### 1. Introduction

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The Community Excellence Awards recognize and celebrate UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC. The awards are designed to profile promising practices and to encourage local governments to learn from the success of other members in order to implement changes in their own communities.

UBCM has offered the Community Excellence Awards since 2004.

COVID-19 pandemic – UBCM recognizes the unique circumstances and challenges faced by BC local governments during the pandemic. This includes reduced staff and financial capacity in order to address the impacts caused by the pandemic. However, the pandemic, through the Community Excellence Awards, also provides for the opportunity to showcase the leadership and innovation that local governments are providing in their communities. Applicants are encouraged to include any COVID-19 pandemic response actions and/or activities in their applications.

### 2. Eligible Applicants & Projects

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The Community Excellence Awards program is open to UBCM members only, including local government and First Nation members. UBCM members may submit one application per category.

To be eligible for consideration, projects:

- Must have been initiated after January 1, 2015 and be substantially completed.
- Cannot be the subject of an application that was previously awarded a Community Excellence Award.
- May have been funded by grant programs administered by UBCM.

### 3. Categories

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The purposes of local governments in BC are set out in both the *Community Charter* and the *Local Government Act* and generally focus on good governance, providing services for community benefit, providing stewardship of public assets, and fostering sustainability.



Municipal Finance  
Authority of BC



GREEN COMMUNITIES  
COMMITTEE

**URBAN**  
systems

Based on this, the categories are:

### **Excellence in Governance**

Governance is the process of decision-making and the means by which decisions are implemented (or not implemented).

This category recognizes UBCM members that utilize governance processes and policies that are outcomes-based and consensus oriented; support and encourage citizen participation in civic decision-making; are efficient, equitable and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long-term thinking. This may include projects focused on staff, elected officials and/or the community at large.

### **Excellence in Service Delivery**

Service delivery involves the actual production and provision of goods and services to the community, and should be integrated with community plans and aligned with financial plans.

This category recognizes UBCM members that provide effective services in a proactive manner, demonstrate benefit to the community, and utilize performance measures, benchmarks and standards to ensure sustainable service delivery.

### **Excellence in Asset Management**

Asset management is an integrated business approach that involves planning, finance, engineering and operations to effectively manage existing and new infrastructure in order to maximize benefits, reduce risk and provide satisfactory levels of service to community users in a sustainable manner.

This category recognizes UBCM members that have developed a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices such as the International Infrastructure Management Manual, ISO 55000 or Asset Management for Sustainable Service Delivery: A BC Framework.

### **Excellence in Sustainability**

Sustainability means meeting current needs without compromising the ability of future generations to meet their own needs.

This category recognizes UBCM members that incorporate a long-term sustainability lens by considering the four pillars - cultural, social, economic and environmental issues - in planning, policy and practice.

## **4. Program Criteria**

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All applications will be scored against the following overall program criteria:

- **Leadership:** the extent to which the applicant acted as a local or regional leader in the development or implementation of the project.
- **Financial management and planning:** the degree to which the project and/or organization has implemented financial best practices that support long-term financial planning, value for money, financial sustainability and/or economic development.

- Partnerships and collaboration: the breadth and depth of community and/or regional partnerships that supported the project and the extent to which internal and/or external collaboration was evident.
- Innovation and promising practices: the degree to which the project demonstrated creativity and innovation, and contributed to increased efficiency or effectiveness.
- Public engagement and communications: the extent to which public engagement was foundational to the success of the project, including the use of communication tools such as social media.
- Transferability: the degree to which the process or outcomes of the project, or other learnings, could be conveyed to other UBCM members.

## **5. Application Process**

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### **Application Deadline**

The application deadline is Friday, July 10, 2020.

### **Application Contents**

All applicants are required to submit:

- Signed application form. Applications should be submitted as Word or PDF files.
- Council, Board or Band Council resolution indicating support for the project to be considered for a 2020 Community Excellence Award. Note: UBCM will accept applications without a resolution, providing they are received by August 14, 2020. Please contact UBCM if the resolution cannot be submitted by the application deadline.
- Five representative photos of the project. Photos should be submitted as JPEG files at a resolution suitable for display.

If you choose to submit your application by e-mail, hard copies do not need to follow.

### **Review of Applications**

UBCM staff will perform a preliminary review of all applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Should UBCM staff determine that a submission is more suitable to a different category than the one submitted to, they may transfer the application to that category.

Subject matter experts will assess and score all eligible applications. UBCM's Presidents Committee will then review recommendations and scores from the subject matter experts and select category winners and, if recommended, honourable mentions.

The committee may also consider if applicants have received past awards and the location and type of each project.

## **6. Awards Ceremony**

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Awards are to be presented during UBCM's 2020 Convention. All delegates are invited to attend the awards event.

Please note that in the case that an application for a project with multiple partners is selected for an award or honourable mention, only the local government that submitted the application will be identified as the recipient.

Update: Due to the COVID-19 pandemic, UBCM is reviewing delivery options for the 2020 Convention. Decisions are expected in late May 2020. This may impact the Community Excellence Awards Ceremony.

## **7. Additional Information**

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Please visit the Community Excellence Awards section of the UBCM website or contact [awards@ubcm.ca](mailto:awards@ubcm.ca) or 250 356-5193.