

NO: R080

COUNCIL DATE: May 9, 2011

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## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **May 2, 2011**

FROM: **Deputy City Manager** FILE: **0350-01**  
**General Manager, Parks, Recreation and**  
**Culture**  
**General Manager, Planning & Development**

SUBJECT: **City Awards Program**

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## RECOMMENDATION

The City Manager's Department, Parks, Recreation & Culture Department and Planning & Development Department recommend that Council:

1. receive this report as information; and
2. approve the implementation of the 'City Awards Program' as generally described in this report.

## INTENT

The purpose of this report is to provide an update on the development of the "City Awards Program" (the "Program") and to obtain Council approval to proceed with the implementation of the Program.

## BACKGROUND

The City has a number of civic award and recognition programs to acknowledge community and citizen achievements. The City currently coordinates the following formal award programs:

- *Civic Treasures Awards*, which recognize and celebrate Surrey's highest achievers in the cultural (Arts & Heritage) sector;
- *Friends of Heritage Award*, which recognizes individuals and groups that act as positive stewards of Surrey's heritage resources;
- *Good Citizen Award*, which recognizes exceptional civic contributions and commitment by individual citizens of the City of Surrey; and
- *Youth Recognition Award*, which recognizes youth that have made positive contributions to their community and/or have demonstrated high personal achievement.

These awards support the City's goals related to encouraging citizen engagement, the development and maintenance of a thriving cultural sector and the support and development of youth.

Over the past year, staff has investigated additional opportunities in relation to awards to acknowledge the achievements, contributions and best practices of community groups and the development industry that have contributed to Surrey's evolution as a complete community and an economic force in British Columbia.

During its Regular meeting on March 14, 2011, Council considered Corporate Report No. R054:2011 titled City Awards Program (a copy of which is attached as **Appendix 1** to this report) and adopted the following resolution:

*"That Council approves the development of a City Awards Program that includes the following specific awards all as generally described in this report (Corporate Report no. R054:2011):*

- a. a "Social Planning Award";*
- b. a "Civic Beautification Award";*
- c. an "Environmental Sustainability Award";*
- d. a "Clean Energy Award";*
- e. an "Urban Design Award"; and*
- f. a process for the "Recognition of Community Achievement."*

The intention of the Program is to promote activities and contributions that support Surrey's transition into a complete and vibrant urban centre within the region. This report provides further information on the development of the City Awards Program.

## **DISCUSSION**

The City of Surrey is leading the way by implementing a comprehensive range of initiatives to support vibrant communities, encourage modern urban development and to protect and enhance the environment. Through capital investment, innovative planning and policy development, the City has established the framework for balanced urban growth and continued quality of life improvements for its citizens. The proposed City Awards Program will provide an opportunity for the City to recognize the citizens, groups and businesses that are making significant contributions to further these objectives.

The Program will acknowledge outstanding citizen and group achievement in the fields of social planning, civic beautification and environmental sustainability and will recognize the efforts of businesses, groups and academic partners that reduce greenhouse gas emissions through energy conservation and efficiency. It will also recognize best practices and outstanding achievements in land and building development that are significant to Surrey, as a vibrant metropolitan centre.

### **Media & Promotions Strategy**

A staff working group has been established to guide the development of the awards program and its coordination. The working group will ensure an effective and timely delivery of the Program.

The timeline for implementation of the 2011 City Awards is attached as **Appendix 2**.

Program identity and branding is being developed by the Marketing & Communications Section under the direction of the staff working group. The branding will reflect Surrey's urbanization

and community development priorities. The names of each award within the Program reflect these priorities and the common Program branding and identity.

The Program will be communicated through a Media and Communications Strategy, which will include social and online media components, media announcements and advisories, a range of print advertising and a new webpage on the City's website. This webpage will provide opportunity for the public and staff to nominate candidates for any of the awards within the Program using online eforms. The City's website will also serve as a support for program profiling and promotions.

An overview of each award, including the process and criteria, is detailed in the following sections.

### **New City Award: Excellence in Architecture and Urban Design Award**

The urban design awards will be referred to as the 'New City Award,' in keeping with the urban theme and branding developed for the overall City Awards Program.

The New City Award will recognize best practices and outstanding achievements in land and building development in Surrey. The award will assist in achieving the Sustainability Charter objectives for sustainable buildings, quality of design and the promotion of green technology and green business development. The award will enhance Surrey's image as a beautiful city by showcasing the built environment; raise the quality of urban design in Surrey by setting design as a priority for the development industry and build civic pride and awareness by showcasing the City's best urban development.

The New City Award will be juried at arm's length from the City. The development of the award process is being managed by the City Architect with support from other staff. An advisory consultant has been retained to assist with the development of the award guidelines, criteria and the selection process. Under the direction of the City Architect, an awards coordinator will oversee nominations, jury selection and the evaluation and selection processes. The City Architect will act as staff liaison to the jury while the award coordinator may be contracted to assist staff with some phases of the work.

The New City Awards will be issued biennially. In the inaugural year projects completed in Surrey in the last 10 years will be eligible for consideration. In subsequent years the eligibility time frame may be reduced. The award categories will promote City of Surrey planning and urban design objectives.

Each of the following categories of development will be eligible for this award:

1. **Compact Residential** - innovative single family and ground-oriented townhouse developments in multiple building developments (i.e. small lot single family development, stacked townhouses and other ground oriented forms of housing).
2. **Mid Rise Residential** – residential buildings up to 6 storeys, including stacked townhouses and mid-rise apartments; mixed use is encouraged.
3. **High rise residential** – residential buildings 7 storeys and above; mixed use is encouraged.
4. **Commercial** – industrial, office, retail and related uses of any size or height. May include residential uses, as long as the residential component is less than 50% of floor area.

5. **Institutional** – projects constructed by any level of government, public agency, or Crown Corporation (i.e. recreation or community centres, schools, health care etc.).
6. **Public Space and Landscape Design** – public or publicly accessible open space, stand-alone or as part of a larger development (i.e. park, plaza, amenity area, courtyard etc.). Landscape design, including both natural (soft) and constructed (hard) elements.

Additional details, including submission details, evaluation criteria, jury selection and evaluation are detailed within the New City Award terms of reference, attached as **Appendix 3**.

The New City Award will provide a positive way to educate the public and the development industry about the City's urban design policies. In a broader sense, it will serve to advance Surrey's commitment to building its civic brand and attractiveness to its residents and investors. The inaugural presentation of the New City Awards will be included as part of the City Awards reception in the fall of 2011.

### **Clean Energy City Award: Surrey's Clean Energy Award**

The "Clean Energy City Award" is in keeping with the urban theme and branding developed for the overall City Awards Program.

Addressing climate change by increasing energy efficiency and reducing energy consumption by the City and in the community is a critical outcome identified in the City's Sustainability Charter. The City has made a commitment to reducing its corporate greenhouse gas emissions (GHG) by 20% by 2020, and its community GHG emissions by 33% per capita by 2020 and by 80% by 2050. The Award will provide the City with an opportunity to recognize the efforts of businesses, groups, academic partners and individuals in relation to making significant contributions to reducing greenhouse gas emissions through energy conservation and efficiency. It will focus on those that take a leadership position in the City to increase the use of clean energy, reduce energy consumption and establish the City as a leader in the clean energy sector.

The Clean Energy City Award will be given biennially. The award has a general category aimed at promoting City of Surrey energy use reduction and conservation objectives. Within the general category 1 to 2 recipients will be selected, with the possibility to include other categories in future years. The intention is for a broad interpretation – nominees could include, but are not limited to:

- Energy conservation in a physical location or building (i.e. smart building concept, smart recycling with regeneration, etc.);
- Enhancing energy efficiency and implementing resource sharing programs (i.e. carpool, public bike system, etc.);
- Education or public awareness programs; and/or
- New technology or design ideas developed at an educational institution, industry or by entrepreneurs.

Additional details, including submission details and evaluation criteria are detailed within the Clean Energy City Award terms of reference attached as **Appendix 4**.

The Clean Energy City Award will showcase Surrey as a city that adapts to change and is leading edge in the context of energy efficiency and use of clean energy.

The inaugural presentation will be included as part of the City Awards reception in the fall of 2011.

## **Heart in the City Award: Surrey's Social Planning Award**

The social planning award is the "Heart in the City Award," and will be in keeping with the urban theme and branding developed for the overall City Awards Program.

The Heart in the City Award will build upon the recommendations in the City's Plan for the Social Well-Being of Surrey Residents and support the City's commitment to building a socially sustainable community as articulated in the City's Sustainability Charter. The Award will formally recognize and celebrate the contributions of community groups, businesses, and citizens in relation to the social sustainability of Surrey.

The Heart in the City Award will be issued annually, and will be overseen by the Social Planning Advisory Committee (SPAC). Two awards will be issued under this category, as detailed below, and consistent with the City's priorities related to social issues in the community:

- ***Reducing Poverty Award*** – One award will be directed to an individual or organization that has contributed in a significant manner toward the reduction of poverty in Surrey through, for example, efforts such as addressing homelessness, assisting refugees or other vulnerable population groups, or increasing food security for low-income families.
- ***Strengthening Community Award*** - The second award be directed to an individual or organization that has contributed in a significant manner toward strengthening the community through, for example, efforts such as building a sense of belonging in neighbourhoods, promoting the healthy development of children or youth, or supporting the inclusion of diverse groups such as newcomers.

Additional details, including submission details and evaluation criteria are detailed related to the Heart in the City Award are contained in the terms of reference attached as **Appendix 5**.

The Award will reinforce Surrey's commitment to creating a healthy, vibrant and socially sustainable city, and will provide an opportunity for the City to acknowledge the valuable contributions of individuals and community agencies to the social well-being of Surrey.

The inaugural presentation will be included within the City Awards reception in the fall of 2011.

## **Beautiful City Award: Surrey's Civic Beautification Award**

The civic beautification award is called the "Beautiful City Award," in keeping with the urban theme and branding developed for the overall City Awards Program.

The Beautiful City award will recognize significant achievements in landscape redevelopment and community-led beautification efforts. It will acknowledge the enhancement and care of the public realm as an important element in the development of a sustainable healthy community, and will recognize community groups and individuals that enrich the public realm and improve the liveability and beauty of Surrey.

The Beautiful City Award will be awarded annually, and will be overseen by the Civic Enhancement Committee (CEC). The award will recognize efforts that result in the creation of high-quality and beautiful shared spaces, with a focus on the improvement of existing landscapes. Within the general category, 1 to 3 recipients will be selected annually for the award. The

intention is for a broad interpretation of subjects that would be eligible for consideration of this award as follows:

- the overall appearance of a property or area;
- the extent of community involvement;
- the overall creativity of the project;
- type of planted materials used (if applicable);
- type of materials used, or the use of special materials (if applicable);
- the use of features designed by artists (if applicable); and
- the provision or enhancement of public open space on private property.

Additional details, including submission details and evaluation criteria are contained within the Beautiful City Award terms of reference attached as **Appendix 6**.

The Beautiful City Award will reinforce Surrey's commitment to improving landscaping and public spaces, and will support the City's Civic Beautification Program. It will provide an opportunity to support those that make meaningful contributions to improving the liveability and beauty of Surrey.

The inaugural presentation will be included as part of the City Awards reception in the fall of 2011.

#### **Green City Award: Surrey's Environmental Sustainability Award**

The environmental sustainability award will be called the 'Green City Award,' in keeping with the urban theme and branding developed for the overall City Awards Program.

The Green City Award will provide recognition for significant achievements related to the goals and objectives of the Environmental pillar of the City's Sustainability Charter. The Award will recognize individuals, groups and businesses that engage, educate, and create awareness in the community as a means to inspire deeper and broader action in the context of protecting and enhancing the natural environment of the City. Key award themes will include environmental programming and education, tree planting, stream stewardship and other innovative stewardship measures within the City, pollution prevention, and waste reduction and recycling.

The Award will be awarded annually, and will be overseen by the Environmental Advisory Committee (EAC). The Award has three general categories aimed at recognizing significant demonstrations of commitment to Surrey's natural environment, as follows:

1. Outstanding contribution by an individual;
2. Outstanding contribution by a Community Group (neighbourhood or non-profit); and
3. Outstanding contribution by a Business.

Additional details, including submission details and evaluation criteria are contained within the Green City Award terms of reference attached as **Appendix 7**.

The Green City Award will reinforce Surrey's commitment to the goals and objectives of the Environmental pillar of the City's Sustainability Charter and will support engagement and action in this regard by the community.

The inaugural presentation will be part of the City Awards reception in the fall of 2011.

## **Awards Reception**

A staff working group has been established to plan the inaugural City Awards reception in the fall of 2011. The awards program will include the presentation of the above-referenced awards to the winners in each category.

## **Financial Implications**

It is anticipated that the cost in 2011 for implementing the Award Program will be \$90,000. This amount is available within the approved 2011 Budget.

## **SUSTAINABILITY CONSIDERATIONS**

This City Awards Program supports the goals and objectives of the City's Sustainability Charter. The Program will recognize "City cleanup programs and civic pride initiatives" (SC<sub>5,4</sub>), specifically those that enhance the public realm and create a sense of comfort (EN 13). It will "cultivate a community that is caring and compassionate, inclusive and respectful of all aspects of diversity and act to develop a shared sense of pride in the City" (SC 8). The Program will "promote environmentally friendly businesses and green building practices" (EC 3), including the "retrofit of existing buildings to improve energy efficiency and reductions in resource consumption" (EC 7<sub>2</sub>). It will encourage "a built environment that is balanced with the City's role as a good steward of the environment" (EN 4). It will also "encourage residents, businesses, institutions and a range of interest groups to take responsibility with regard to achieving a more sustainable City" (SC 8<sub>4</sub>).

## **CONCLUSION**

Based on the above discussion, it is recommended that Council approve the implementation of the 'City Awards Program' as generally described in this report.

Dan Bottrill  
Deputy City Manager

Laurie Cavan  
General Manager,  
Parks, Recreation & Culture

Jean Lamontagne  
General Manager,  
Planning & Development

Appendix 1: Corporate Report R054 Civic Awards Program  
Appendix 2: 2011 City Awards Implementation Timeline  
Appendix 3: Terms of Reference – New City Award  
Appendix 4: Terms of Reference – Clean Energy City Award  
Appendix 5: Terms of Reference – Heart in the City Award  
Appendix 6: Terms of Reference – Beautiful City Award  
Appendix 7: Terms of Reference – Green City Award

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CITY MANAGER'S  
DEPARTMENT

CORPORATE REPORT

NO: R054

COUNCIL DATE: March 14, 2011

**REGULAR COUNCIL**

TO: Mayor & Council DATE: March 3, 2011

FROM: Deputy City Manager  
General Manager, Parks, Recreation and Culture  
General Manager, Planning & Development FILE: 0350-01

SUBJECT: Civic Awards Program

**RECOMMENDATION**

The Parks, Recreation and Culture Department recommend that Council:

1. Receive this report as information; and
2. approve the development of a City Awards Program that includes the following specific awards all as generally described in this report:
  - a. a "Social Planning Award";
  - b. a "Civic Beautification Award";
  - c. an "Environmental Sustainability Award";
  - d. a "Clean Energy Award";
  - e. an "Urban Design Award"; and
  - f. a process for the "Recognition of Community Achievement".

**INTENT**

The purpose of this report is to provide information about a proposed City of Surrey Awards Program (the "Program") and to obtain Council approval to proceed with the development of the Program.

**BACKGROUND**

The City has been involved with a number of civic award and civic recognition programs to acknowledge community and citizen achievements. Currently, the City coordinates three formal awards as follows:

- *Civic Treasures Awards*, which recognize and celebrate Surrey's highest achievers in the cultural (Arts & Heritage) sector;
- *Good Citizen Award*, which recognizes exceptional individual contributions and commitments to the City of Surrey; and



- *Youth Recognition Award*, which recognizes youth that have made positive contributions to their community and/or have demonstrated high personal achievements.

These awards support the City's goals related to encouraging citizen engagement, developing and maintaining a thriving cultural sector and supporting the healthy development of youth. In addition to these awards, the City recognizes the contributions of volunteers and community members through receptions and other City events.

Over the past year, staff has investigated additional opportunities to acknowledge the achievements, contributions and best practices of community groups and related to private development activities. Staff has completed a survey of award programs and related practices in other cities including Richmond, Vancouver, Calgary, New Westminster, Sault Ste. Marie, Kingston and San Francisco and of the Architectural Institute of British Columbia (AIBC). The information gathered through this survey was taken into consideration by a staff working group that developed the information and proposed program that is the subject of this report.

## **DISCUSSION**

This report provides a summary of proposed recognition and award opportunities that are being recommended as part of a new City Awards Program. A framework is presented for this Program that will act to acknowledge outstanding citizen and group achievement in the fields of social planning, civic beautification and environmental sustainability and to recognize the efforts of businesses, groups, academic partners and individuals that make substantial contributions to building Surrey's clean energy sector. It also presents the proposed structure for a formal Urban Design Award to recognize best practices and outstanding achievements in land and building development.

It is expected that the awards within this Program would be developed to complement the existing Civic Treasures, Good Citizen and Youth Recognition Awards to form a broader more comprehensive program of formal civic recognition.

The following sections list the various proposed award categories and provide a description of each proposed award.

### **Social Planning Award:**

Surrey's Sustainability Charter is based on the three pillars of sustainability - environmental, economic and socio-cultural. The activities undertaken by Council and staff to implement the recommendations of the Plan for the Social Well-Being of Surrey Residents demonstrate the City of Surrey's commitment to building a socially sustainable community. The Social Planning Award would be an annual award that would formally recognize and celebrate the contributions of community groups, businesses, and citizens in relation to the social sustainability of Surrey.

The Social Planning Award process will be overseen by the Social Planning Advisory Committee (SPAC). The award selection criteria and related processes will be developed by the SPAC, with the assistance of the Social Planner and other relevant staff. It is intended that this Award will not duplicate or compete with existing City and/or community-based awards programs.

The concept of a Social Planning Award was discussed by the SPAC at their September 23, 2010 meeting where members expressed general support for the idea, and indicated that they would be interested in developing the award program in the coming year, with the understanding that the inaugural presentation would be in the fall of 2011.

**Civic Beautification Award:**

The enhancement of the public realm is an important element in relation to the development of sustainable healthy communities. Beautiful public spaces create a sense of comfort and safety and can minimize negative social, economic and environmental impacts. The proposed Civic Beautification Award would recognize commendable achievements in landscape redevelopment and community-led beautification efforts. The Civic Beautification Award would be an annual award that would acknowledge projects that enrich the public realm and improve the liveability and beauty of Surrey.

The Civic Beautification Award process would be overseen by the Civic Enhancement Committee (CEC), an interdepartmental staff committee that is responsible for providing advice and direction in relation to the beautification of public spaces and which assist in establishing the annual work program for the Civic Beautification Coordinator. This award will be developed as a formalized annual version of the existing Beautification Recognition Program that involves the presentations to community groups and individuals related to civic beautification. Special consideration will be given to businesses, which show the greatest improvement to an established commercial landscape or exterior facade, and to improvements to landscapes that present challenges from a public safety perspective.

Details on application guidelines and award criteria will be developed in conjunction with the CEC with the inaugural presentation to be in the fall of 2011. The guidelines and criteria will be developed in coordination with the proposed Urban Design Award to avoid overlap. The focus will be on the contributions of members of the community including individuals, groups and non-profit organizations as well as on the improvement and revitalization of commercial properties.

**Environmental Sustainability Award:**

To complement proposed awards in social planning and civic beautification (which relate to the Socio-cultural pillar of the Sustainability Charter), the proposed Environmental Sustainability Award would provide recognition for achievements related to the Environmental pillar of the City's Sustainability Charter.

The development of the Award process would be overseen by the Environmental Advisory Committee (EAC) and coordinated by the staff of the Sustainability Office and other appropriate staff. This award will dovetail with the EAC's earlier discussions on an award of recognition to be presented to community groups and individuals who make a significant contribution to the environment of the City. It is expected that the Environmental Sustainability Award would be an annual award that would encompass activities such as environmental programming and education, tree planting, climate change action, stream stewardship, and other innovative stewardship measures across the City.

Details on application guidelines and award criteria will be developed in conjunction with the EAC with the inaugural award presentation to be in the fall of 2011. The focus would be on members of the community including individuals, groups and non-profit organizations.

### **Clean Energy Award:**

The development of Surrey's clean energy sector is a key component of the City's strategy to meet a number of economic development objectives as outlined in both the Clean Energy Action Plan and the Sustainability Charter, including creating a more diversified economy, increasing local employment and reducing greenhouse gas emissions generated by City operations and by residents and businesses in the City. The Clean Energy Award would provide the City with an opportunity to recognize the efforts of businesses, groups, academic partners and individuals that make a substantial contribution towards building Surrey's clean energy sector. The award would be focused on organizations and individuals that take a leadership position in the City to create a strong clean energy economy, increase the use of clean energy and reduce energy consumption.

The Award would raise the City's profile as a preferred location for clean energy investment, showcase innovative technology in municipal operations and engage the community in reducing the community impact on the environment by greenhouse gas reduction.

The award would be overseen by the Mayor's Clean Energy Advisory Network and signatories to the Letter of Intent (LOI) "Advancing Sustainability in Surrey Through Clean Energy Initiatives," which include SFU Surrey, BC Hydro, Powertech Labs and the City of Surrey. Details on application guidelines, award criteria and selection process will be drafted by a team of staff from various Departments in consultation with the Mayor's Clean Energy Advisory Network. The guidelines will be developed in consideration of the Environmental Sustainability Award to avoid overlap. The inaugural award presentation would be in the fall, 2011.

### **Urban Design Award**

This Urban Design Award would recognize best practices and outstanding achievements in land and building development in Surrey. The award would assist in achieving the Sustainability Charter objectives for sustainable building, quality of design and the promotion of green technology and business. The award would raise the public image of Surrey as a beautiful city by showcasing positive examples of the built environment; raise the quality of design of the built environment in Surrey by setting design as a priority for the development industry and design professionals and build Surrey civic pride and awareness by showcasing positive examples of design.

The Urban Design Award will be juried at arm's length from the City. The development of the award process would be overseen by the City Architect and other relevant staff. Details on application guidelines, award criteria and the selection process will be developed in consultation with advisory consultants and with external guidance from the Architectural Institute of British Columbia (AIBC). Under the direction of the City Architect, an awards coordinator would oversee nominations, jury selection, evaluation and selection processes. The City Architect would act as staff liaison to the jury while the award coordinator may be contracted to assist staff with some phases of the work.

It is expected that the Urban Design Award would be a bi-annual award that would encourage innovation and high standards in Surrey's ongoing urban development. This award program can also provide a positive way to educate the public and the development industry about the City's urban design policies. In a broader sense, it will also serve to advance Surrey's commitment to building its civic brand and attractiveness to new residents and investors. It is anticipated that the inaugural presentation of this award would be in the fall of 2011.

### **Recognition of Community Achievement**

In addition to the development of the abovementioned awards, staff has explored opportunities to provide ongoing formal recognition for outstanding achievement within the community. The intent would be to enable Council to acknowledge citizens and groups for their outstanding achievements in sports, academics and other community activities. Such a procedure would also enable Council to provide ongoing acknowledgment of community contributions made by businesses and institutions.

The recognition process would be administered by the City Clerk's office, with nominations received from the public. The Clerk's office would maintain a list of nominations, which would be presented on an ongoing basis to Closed Council for consideration. Council would make decisions on a case-by-case basis as nominations are received.

Coordination and development of the application process and related guidelines would be led by the current staff awards working group in conjunction with staff in the Clerk's office with a view to making the inaugural presentation in the fall of 2011.

### **Awards Coordination**

A staff working group will be established to guide the overall program coordination and marketing. The working group will ensure an effective and timely delivery of the proposed award and recognition program.

It is expected that the proposed awards and recognition process will be communicated in a variety of media including a webpage on the City's website. This webpage would provide opportunity for public and staff to nominate candidates for any of the City's award or recognition programs using online eforms. The website will also serve as a support for program profiling and promotions.

As the processes and criteria for each of the individual awards is completed a further report will be provided to Council.

### **SUSTAINABILITY CONSIDERATIONS**

These proposed awards support the objectives of the City's Sustainability Charter. They acknowledge outstanding contributions to community building through the encouragement of social connections, volunteerism, community ownership and citizen engagement. They support enhancements to the public realm that create a sense of comfort and safety and minimize negative social, economic and environmental impacts. They acknowledge efforts to enhance and protect natural areas, fish and wildlife habitat, as well as efforts to enhance biodiversity, and improve land, water and air quality management. They encourage efforts that increase universal access, provide welcoming socio-cultural services and advance cultural awareness in the community. They also encourage best practices in sustainable building and development and in quality of design in new development.

**CONCLUSION**

Based on the above discussion, it is recommended that Council approve the development of a City Awards Program that includes the following specific awards all as generally described in this report:

- a. a "Social Planning Award";
- b. a "Civic Beautification Award";
- c. an "Environmental Sustainability Award";
- d. a "Clean Energy Award";
- e. an "Urban Design Award"; and
- f. a process for the "Recognition of Community Achievement".



Dan Bottrill  
Deputy City Manager

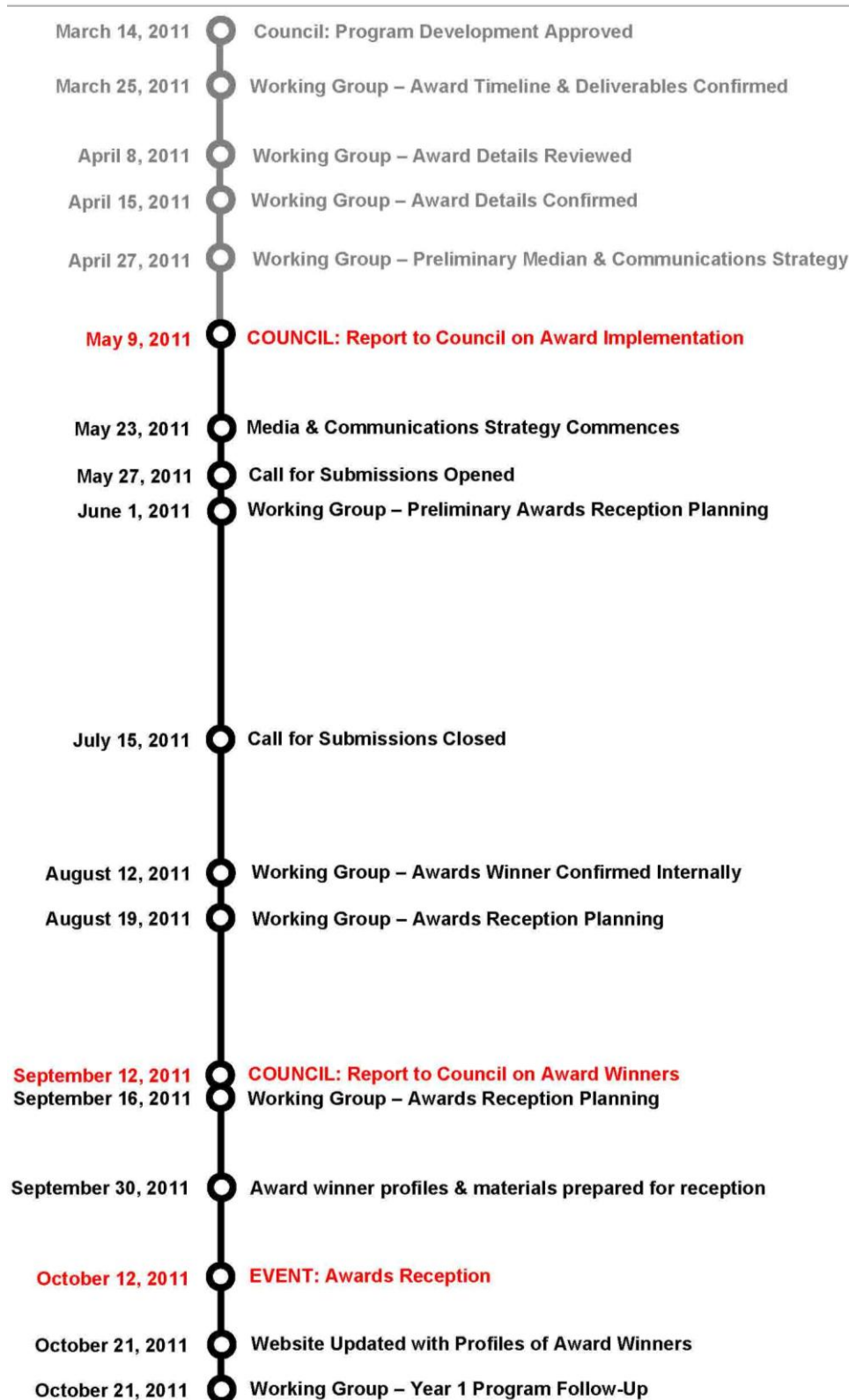
Laurie Cavan  
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Jean Lamontagne  
General Manager,  
Planning & Development

## City Awards Program – Timeline

Updated May 2, 2011





## New City Award Terms of Reference

### Discussion

The New City Award will assist in achieving the Sustainability Charter objectives for sustainable building, quality of design and the promotion of green technology and business. The award will showcase positive examples of the built environment and urban design. The Award be given biennially, and will include projects completed in Surrey in the last 10 years. The terms of reference of the Award, including award categories and procedures, have been developed with consideration to a comprehensive best practices review that was been completed.

The municipal award programs reviewed include those from Ottawa, Toronto, Mississauga, Edmonton, Calgary, Vancouver, and Richmond. Of these, the most relevant model is Richmond's LULU Awards, which was developed with an independent jury of design professionals and focuses on projects completed in the last 10 years.

There are also a number of industry organizations that conduct urban design or building design awards, including the Real Estate Board of Greater Vancouver (commercial buildings), the CHBA-BC Geogie Awards (residential projects), the AIBC Architectural Awards, the RAIC Governor General's Medals in Architecture, and the UDI (Awards for Excellence in Urban Development).

These existing awards programs, both municipal and industry led, have been reviewed to identify best practices. The review has also helped determine what should be included to make the Surrey urban design award program effective, current, and unique to the City of Surrey.

### Purpose

The purpose of the New City Award is to recognize and promote excellence in the built environment and to raise public and development industry awareness regarding the City's high standards for urban design. Surrey's high standards are demonstrated by its urban design guidelines and design review procedure. The Award will also promote excellence in architectural design on a project by project basis, a goal of Surrey's development approval process. The New City Award will also help meet other objectives set out in City policy:

- Sustainability Charter – the Sustainability Charter, approved by Council in 2008, is the overarching policy document for the City and includes social, environmental and economic objectives. Urban design is related to all three of these categories, e.g., social - education, community engagement, environmental - promoting sustainable development, economic – promoting high quality urban design.
- OCP and NCP urban design guidelines - The New City Award will also help reinforce the design guidelines in the OCP and in local area plans by identifying examples of design excellence for each development type, by promoting high quality design among the members of the development industry, by raising awareness of design standards in the community, and by helping to develop a unique character in the City Centre and town centres.



#### New City Award – Terms of Reference

- In general, the New City Award is intended to educate the public and the development industry about Surrey’s urban design policy and the City’s record of achievement to date, as well as providing a forum for recognizing industry leaders who will act as role models. It will inspire higher architectural standards and suggest how all scales of Surrey’s built environment might be improved.

Some examples of planning policy that the Award will help promote include:

- Unique character and development in the City Centre and town centres
- Compact development forms
- Pedestrian and transit oriented development
- Job housing balance through employment creation
- Environmentally sensitive area protection and tree retention
- Crime Prevention Through Environmental Design
- Universal access and active design
- Creating and linking green networks
- Sustainable development, e.g., reduced site disturbance, alternative transportation, energy efficiency, water conservation, storm water management, local and recycled materials, etc.
- Creating a variety of housing types
- Innovative combinations of uses,
- Excellence and innovation in architecture

#### Award Categories

As noted above the award categories are proposed to promote city of Surrey planning objectives. The award categories are organized by development types and include the following:

1. **Compact Residential** – innovative single family and ground-oriented townhouse developments in multiple building developments, i.e., including small lot single family, single family with coach houses, duplexes, live/work townhouses, stacked townhouses, and other compact forms of housing. Custom designed individual houses may also be submitted, if they contribute ideas for innovative prototypes in this category.
2. **Mid Rise Residential** – residential buildings up to 6 storeys, including stacked townhouses and mid-rise apartments. Mixed use is encouraged, i.e., projects may include commercial as a secondary use.
3. **High Rise Residential** – residential buildings 7 storeys and above. Mixed use is encouraged, i.e., projects may include commercial as a secondary use.
4. **Commercial** – industrial, office, retail and related uses of any size or height. May include residential uses, as long as the residential component is less than 50% of floor area, i.e., if residential uses are more than 50% of the floor area, the project may be considered within the appropriate residential category.
5. **Institutional** – projects constructed by any level of government, public agency, or crown corporation, e.g., recreation or community centres, schools, health care, government agencies, religious, non-profit, etc.



## New City Award – Terms of Reference

6. **Public Space and Landscape Design** – public or publicly accessible open space, stand-alone or as part of a larger development, i.e., park, plaza, amenity area, courtyard; may be privately or publicly funded. Landscape design, including both natural (soft) and constructed (hard) elements.

### **Nomination/Submission Criteria**

#### Eligibility

For all categories the project must be completed not earlier than January 1, 2001 and must match the description for the respective category of development type, e.g., Low Rise Residential, Mid Rise Residential, etc. Anyone on the development team may submit an application for an award (e.g., the owner, developer, contractor, architect or landscape architect). It is recommended however, that the project architect prepare the submission, as the architect will typically have prepared much of information required (e.g., project description, drawings and photographs).

#### Evaluation Criteria

The following evaluation criteria will be presented to the applicants for their reference and to the jury for their consideration in carrying out their evaluation:

1. Appropriateness of the response to context, understood as their built, natural, social and cultural environments.
2. Response to functional requirements of the users and the public.
3. Quality of the form and character including siting, massing, articulation, fenestration, and exterior finish materials.
4. Design originality, innovative use of materials and textures, visual elegance and beauty.
5. Does the project conform to City policies, and in exceptional circumstances, does it prompt reconsideration and improvement of those policies? How does the project benefit the community as a result of meeting the City's planning objectives?

Planning objectives may include any or all of the following, where applicable to the category of development type:

- Enhances unique character and place-making in the City Centre and town centres
- Compact development forms
- Pedestrian and transit oriented development
- Job housing balance through employment creation
- Environmentally sensitive area protection and tree retention
- Crime Prevention Through Environmental Design
- Universal access - extent of the integration of accessibility for all
- Creating and linking green networks
- Variety of housing types
- Sustainable development – e.g., habitat protection and/or restoration, tree retention, reduced site disturbance, alternative transportation, storm water management, energy efficiency, water conservation, use of local and recycled materials, indoor air quality, innovation, etc.

## New City Award – Terms of Reference

### Submission Process

The submission requirements and process will be described on the City Awards web page. The applicant will make a submission by completing the submission form, and attaching the written description and the graphic information for the project as PDF files. The application will be filed electronically to the New City Award Coordinator via e-mail (may also be hand delivered on a CD or USB drive.)

### Submission Requirements

Applicants will be required to submit the following information to be considered for the awards:

1. *Submission Form* – includes basic project information and contact information for the members of the development team.
2. *Written Brief* – a one page summary describing the project and explaining how the project addresses the evaluation criteria set out for the award.
3. *Project Photographs* – Provide a photographic slide presentation to illustrate how the project meets the evaluation criteria; no more than 12 slides; to be submitted in Adobe Acrobat format (PDF).
4. *Drawings* – to include drawings as required to explain the project, e.g., context plan, site plan, landscape site plan, typical floor plans, sections, elevations; provide two 24" x 36" sheets maximum.

Note: All submission material shall be provided in Adobe Acrobat (PDF) format, as separate files. Those who submit agree that material submitted will be retained by the City of Surrey, will not be returned to the submitters, and may be displayed on the City of Surrey website, published in the general or specialist media, or displayed at events related to the Civic Awards program.

### **Selections/Evaluation Process & Criteria**

#### 1. Jury Selection

Evaluation will be carried out by a jury comprised of three urban design professionals including the following with experience, qualifications and recognition for urban design achievements:

- a local architect
- a local urban design professional (i.e. architect, landscape architect, planner, urbanist etc.)
- a National/North America urban design professional (i.e. architect, landscape architect, planner, urbanist etc.)

#### 2. Staff Liaison and Support

The jury will be supported by designated staff from the Planning & Development Department throughout the awards process to provide background information and clarification regarding the process. Staff will not express an opinion or vote during the evaluation process. It is proposed that Planning and Development staff or a qualified consultant be available to welcome the jury and to provide opening and closing remarks for the jury session. The City Architect will be available to provide direction on process throughout and to direct the NewCity Award Coordinator. An Administrative Assistant from Legislative Services with experience recording minutes at the

## New City Award – Terms of Reference

Advisory Design Panel meetings will be present to record the final statements from the jury members for each of the NewCity Award categories.

### 3. Evaluation Criteria:

The Evaluation Criteria will be presented in a checklist format to facilitate evaluation for the jury; see checklist below. The evaluation criteria are provided as a guide only and will be interpreted as the jury sees appropriate; they will not be used as a score sheet. The decisions of the jury will be final and binding.

### 4. Jury Evaluation Process:

- After the submission close deadline the NewCity Award Coordinator will assemble all the submissions in preparation for the jury sessions, to be conducted over two days. Two weeks before their first session, jurors will receive a “book” including hard copy documentation of all awards submissions, in order to prepare for and streamline their time together
- First jury session – In a closed meeting, the jury will review all submissions and short list the top projects in each category. The jury will indicate all projects proposed for an award of excellence or an award of merit.
- Site visit – staff will arrange for the jury members to visit all of the short listed projects the next day, if time permits and arrangements can be made.
- Second jury session – The jury will reconvene to select the finalists in each category, and if appropriate, note projects deserving an award of merit. The jury will be asked to make a brief statement describing the rationale for their selection of each award winner.
- The jury may elect to award more than one award, or not award at all in a category if, in their opinion, submissions do not meet evaluation criteria.

### 5. Council Briefing:

- Award Winners – Council will be advised at an open Council session with a Report to Council and a presentation from staff.

### **Media and Promotions Strategy**

Full name of award: “New City Design Award: Recognizing Excellence in Surrey Architecture and Urban Design”

Short name of award: “New City Award”

Marketing strategy – the following activities and media are listed for consideration, subject to budget constraints and coordination with the other Civic Awards:

- City of Surrey website -> City Civic Award page -> Urban Design Award page. The urban design award page shall include all submission requirements, submission form, evaluation process and criteria, schedule and dates for related events, names and bios for the jury, and staff contact information, plus images and press information of the winning entries.
- City of Surrey Twitter and Facebook sites – staff to update at key milestones in the process.

#### New City Award – Terms of Reference

- Local Surrey newspapers - Leader, Now, Peace Arch News, including municipal events page, separate advertisements for call for submissions, feature article about the awards program based on a news release/backgrounder prepared by Marketing & Communications.
- Development industry publications advertisements for call for submissions – e.g., in Journal of Commerce, architectureBC (AIBC).
- Professional and industry association websites – provide a brief note and link at association websites such as AIBC, BCSLA, PIBC, GVHBA, CHBA-BC, UDI, etc.
- Metro Vancouver newspapers – place advertisements in the Vancouver Sun and Province Homes sections
- CBC radio, local TV news, community cable TV - interviews with the Mayor to promote the award program
- Awards Reception – the New City Award(s) will be presented at the City Awards Reception. A brief summary of the jury comments may be provided with a backdrop of slides illustrating the winning projects. Representatives of the winning development teams will be invited to the stage/podium to receive their awards to receive their awards from the Mayor, followed by a photo opportunity.
- Follow up events and marketing activities –
  - Panel discussion with members of the jury and representatives from the winning teams; topics to be determined
  - Brochure / catalogue of winning projects
  - Gallery presentation of winning projects at civic venues, e.g., Surrey Arts Centre, City Hall, Cloverdale Museum

**New City Award – Evaluation Criteria**

**Evaluation Criteria Checklist**

The following checklist may be used by the jury to evaluate the submitted projects. It is proposed that the jury attempt to arrive at a consensus regarding the evaluation of each project. The evaluation process is not intended as a comparative or competitive process; each project shall be evaluated on its own merits. More than one project may be proposed for recognition in a given category, based on the evaluation criteria. The numeric scores are only intended as an interim tool to assist in the evaluation process and will not be recorded or released. Jury comments may be published to illustrate the merits of the selected projects.

Scoring legend: 1 – poor; 2 – below average; 3 – average; 4 – above average; 5 - excellent

|    | <b>Evaluation Criteria</b>  | <b>Score (1 – 5)</b> | <b>Comments – note exceptional features</b> |
|----|---|----------------------|---|
| 1. | <b>Context &amp; Site Planning</b>  |                      |   |
|    | <ul style="list-style-type: none"> <li>• Response to natural and built context</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>• Pedestrian path network – links off and on site, clarity, nodes, hierarchy.</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>• Vehicle circulation – access points, clarity, pedestrian safety and convenience, screened from street, etc.</li> </ul>                           |                      |   |
| 2. | <b>Sustainability - Site</b>  |                      |   |
|    | <ul style="list-style-type: none"> <li>• Site selection – serviced site, not greenfield; not floodplain, riparian area, ESA, park, etc.</li> </ul>  |                      |   |
|    | <ul style="list-style-type: none"> <li>• Remediated contaminated or brownfield site</li> </ul>  |                      |   |
|    | <ul style="list-style-type: none"> <li>• Alternative transportation – near public transit, bicycle storage and changing, fuel-efficient vehicle parking, reduced parking ratio</li> </ul> |                      |   |
|    | <ul style="list-style-type: none"> <li>• On site storm water management features – e.g., bioswales, rain garden, detention pond, storm water re-use for irrigation</li> </ul>             |                      |   |
|    | <ul style="list-style-type: none"> <li>• Reduced heat island effect – roof and landscape features</li> </ul>  |                      |   |
|    | <ul style="list-style-type: none"> <li>• Reduced light pollution – use of full cut off light fixtures throughout</li> </ul>   |                      |   |
| 3. | <b>Sustainability – Building</b>  |                      |   |
|    | <ul style="list-style-type: none"> <li>• Solar orientation design – e.g., for passive heating / cooling, sun shading</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>• Materials – local, recycled, durable, low VOC, etc.</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>• Indoor air quality – e.g., operable windows, passive ventilation design, non CFC refrigerants</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>• Water conservation – low flow plumbing fixtures, gray water re-use</li> </ul>  |                      |   |

**New City Award – Evaluation Criteria**

|    | <b>Evaluation Criteria</b>   | <b>Score (1 – 5)</b> | <b>Comments – note exceptional features</b> |
|----|--|----------------------|---|
|    | <ul style="list-style-type: none"> <li>Energy performance – energy efficient HVAC systems, building envelope design</li> </ul>   |                      |   |
| 4. | <b>Sustainability - General</b>  |                      |   |
|    | <ul style="list-style-type: none"> <li>Sustainable rating system certification - e.g., LEED, EnerGuide, CBIP, BuiltGreen, R-2000, etc.</li> </ul>  |                      |   |
|    | <ul style="list-style-type: none"> <li>Integrated design – sustainable features integrated with the site, building design, and operation; public and / or user education regarding operation</li> </ul>                      |                      |   |
| 5. | <b>Landscape Design</b>  |                      |   |
|    | <ul style="list-style-type: none"> <li>Landscape form and character - integration and response to the building design and context</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Habitat preservation</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Tree retention</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Planting layout and plant selection</li> </ul>  |                      |   |
|    | <ul style="list-style-type: none"> <li>Landscape paving – layout, design, materials</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Landscape detailing – entry features, outdoor amenity areas, structures</li> </ul>  |                      |   |
| 6. | <b>Building Form and Character</b>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Character – e.g., response to context, function, local area plan</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Form – massing, articulation and detailing</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Materials – selection, quality, colour</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Fenestration – window size, location, pattern, function, etc.</li> </ul>  |                      |   |
| 7. | <b>Universal Access and Active Design</b>  |                      |   |
|    | <ul style="list-style-type: none"> <li>Accessibility of site – e.g., paths, building entries, outdoor amenity spaces, parking</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Accessibility – integrated with the site and building design</li> </ul>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Active design – opportunities for physical activity integrated with the site and building design, e.g., walking loops, convenience stairs</li> </ul>                                  |                      |   |
| 8. | <b>CPTED - Crime Prevention Through Environmental Design</b>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Integration of CPTED principles in project design – e.g., transition from public to private, surveillance, access control, reduced maintenance/durability/vandal resistant</li> </ul> |                      |   |
| 9. | <b>Quality of Design - Summary</b>   |                      |   |
|    | <ul style="list-style-type: none"> <li>Overall quality of design – response to context, site planning, sustainability, form and character, landscaping, universal access, active living, CPTED, etc.</li> </ul>              |                      |   |



## Clean Energy City Award Terms of Reference

### Discussion

The City's Sustainability Charter presents a comprehensive framework for implementing a progressive, long-term 50 year vision for a Sustainable City. Addressing climate change by increasing energy efficiency and reducing energy consumption by the City and in the community is a critical outcome identified in the Charter. The City of Surrey has committed to reducing its corporate greenhouse gas emissions (GHG) 20% by 2020, and its community GHG emissions 33% per capita by 2020, 80% by 2050. Increased citizen awareness of climate change and strong buy-in from the community will enable Surrey to become a leader in energy conservation. The Clean Energy Award will showcase Surrey as a city that adapts to change and innovates in creative ways to the major challenge for cities in the 21<sup>st</sup> Century.

### Purpose

The Clean Energy City award supports a number of City initiatives to promote sustainability in the community through more efficient and innovative approaches to planning, building, transportation, clean energy technology, green business and education. The Award provides an opportunity to celebrate the people and ideas in this emerging sector that are changing the way we interact with the natural environment that sustains the City.

The purpose of the clean energy award is to:

1. Recognize leadership in addressing climate change;
2. Raise awareness about the City's greenhouse gas reduction commitments;
3. Educate the public about opportunities and challenges for energy conservation and efficiency;
4. Provide examples of innovative deployment of technology;
5. Provide positive profile for the City in relation to clean energy;
6. Encourage development of a more sustainable business community;
7. Raise awareness of clean energy initiatives in the City.

### Award Category: Energy Reduction

The Award will be conducted biennially. In the first year of the program, 1-2 awards recipients will be selected, with the possibility to expand the number of award in future years.

- Energy Reduction Category:
  - Projects or initiative that aims to reduce energy consumption in the community, or employs new clean energy technologies
  - The intention is for a broad interpretation – nominees could include, but are not limited to:
    - Energy conservation in a physical location or building (e.g. smart building concept, smart recycling with regeneration, etc.);

#### Clean Energy City Award – Terms of Reference

- Enhancing energy efficiency and implementing resource sharing program (e.g. carpool, public bike system, etc.);
- Education or public awareness programs;
- New technology or design ideas developed at an educational institution, industry or by entrepreneurs;
- Potential for organization and individual award

#### **Nomination/Submission Criteria**

Nominees must live, work or study in Surrey. Submission should:

1. Demonstrate excellence and contribute significantly to the climate change objectives in Surrey.
2. Demonstrate innovation and long-term vision for the community.
3. Demonstrate leadership in the community.

Entries are to be submitted as a pdf to the email address identified on the CAE website, and be a maximum of 4 pages including images. The entry should include:

1. Project overview
2. Description of outcomes

#### **Selections/Evaluation Process & Criteria**

The selection committee will be comprised of signatories the Letter of Intent “Advancing Sustainability in Surrey Through Clean Energy Initiatives” and City of Surrey staff:

- SFU Surrey
  - Dr. Nimal Rajapakse, Dean of Applied Sciences
- Powertech Labs
  - Andrew Klimek, Director Smart Utility
- BC Hydro
  - Victoria Smith, Manager Aboriginal and Sustainable Communities Sector
- City of Surrey
  - Peter Russell, Manager Sustainability
  - Jason Owens, Community Energy Manager
  - Mike McGreer, Economic Development Analyst

The applications will be evaluated using a 5 point scale to show how the entry meets each submission criteria.

1. Demonstrate excellence and contribute significantly to the climate change objectives in Surrey. (5 Points)
2. Demonstrate innovation and long-term vision for the community. (5 Points)
3. Demonstrate leadership in the community. (5 Points)





## Heart in the City Award Terms of Reference

### “Heart in the City” Award

The Heart in the City Award will formally recognize and celebrate individuals and/or organizations that are making a positive difference in the lives of people in Surrey. The Award will acknowledge outstanding contributions in two broad areas - reducing poverty and strengthening community. The Social Planning Advisory Committee (SPAC) will oversee the nomination process and selection of the award recipients.

### Discussion

The City of Surrey is committed to the three pillars of sustainability, including socio-cultural sustainability. The Plan for the Social Well-Being of Surrey Residents provides strategic direction for the City's actions relative to social issues in Surrey. Since the Plan was adopted in 2006, the City has been actively responding to its recommendations. The Heart in the City Award will support these efforts by acknowledging and appreciating the community's invaluable contributions to social sustainability.

### Purpose

The purpose of the Heart in the City Award is to:

- Recognize the outstanding contributions of non-profit societies, community groups and/or businesses to promoting the social well-being of Surrey residents; and
- Recognize the outstanding contributions of individuals to promoting the social well-being of Surrey residents. This may include individuals who have overcome significant challenges, such as being homeless or arriving in Canada as a refugee, and are now giving back to the community in some way.

### Award Categories

There will be two Heart in the City Award categories:

- **Reducing Poverty** – One award will be for an individual or organization that is working to reduce poverty in Surrey. This could be through efforts such as addressing homelessness, assisting refugees or other vulnerable population groups, or increasing food security for low-income families.
- **Strengthening Community** - The second award will be for individuals or organizations who are working to strengthen the community. This could be through efforts such as building a sense of belonging in neighbourhoods, promoting the healthy development of children or youth, or supporting the inclusion of diverse groups such as newcomers.

#### Heart in the City Award – Terms of Reference

It is anticipated that two Awards will be awarded each year (one per category). The SPAC reserves the right to only grant awards where there is merit; in special circumstances, less than or more than two awards may be awarded.

#### **Nomination/Submission Criteria**

A simple Call for Nominations form will be posted on the City's website. It will ask for:

- Contact information for the nominee and nominator;
- Approximately 250 words outlining why the nominee should be considered for the award; and
- Contact information for at least two references who support the nomination and can be contacted to provide further information about the nominee.

Nominations may be submitted without the permission or knowledge of the nominee. If the nominee is short-listed for the award, the SPAC will contact the nominee to request their permission.

#### **Selections/Evaluation Process & Criteria**

The Social Planning Advisory Committee will review the nominations and recommend to Council the recipients for the Heart in the City Awards. The Awards will be presented at the City Awards Reception.



## Beautiful City Award Terms of Reference

### **Discussion**

Public spaces, such as street edges and open spaces, play a key role in the overall appearance and character of our City. Well designed and attractive spaces can inspire and help promote a sense of community.

The Beautiful City Award recognizes residents, community groups, organizations and businesses that make outstanding contributions towards the appearance and improvement of the City's public spaces. This award of excellence encourages exceptional landscaping and civic beautification efforts, and acknowledges those best practices that enrich the public realm and improve the liveability and beauty of Surrey.

The Award recognizes private efforts that result in the creation of high-quality and beautiful shared spaces. Special consideration will be given to businesses which either shows the greatest improvement to an established landscape and appearance or a new business which incorporates the most attractive landscaping and design.

### **Eligibility**

All Surrey residents, groups, organizations and businesses are eligible. To be considered for an award, work must be completed and visible from a public space, such as a sidewalk or a park. Awards may be considered for the improvement or landscaping of any property or landscape, although gardens on single family properties are excluded.

### **Nomination/Submission Criteria**

Candidates may be considered through either nomination or submission. Forms will be available at City Hall or online at [www.surrey.ca/awards](http://www.surrey.ca/awards), and are accepted until the close date each year. Submissions collected after close will be carried forward and considered in the following year. Online submissions will be submitted directly via the website.

### **Selections/Evaluation Process & Criteria**

Submissions will be reviewed by the Civic Enhancement Committee. Consideration will be made to:

- the overall appearance of a property or area;
- the extent of community involvement;
- the overall creativity of the project;
- type of planted materials used (if applicable);
- type of materials used, or the use of special materials (if applicable);

Beautiful City Award – Terms of Reference

- the use of features designed by artists (if applicable); and
- the provision or enhancement of public open space on private property.

The evaluation criteria are provided as a guide only and will be interpreted as the committee sees appropriate; they will not be used as a score sheet. The decisions of the jury will be final and binding.

**Recognition**

Winners will be recognized at the City Awards Reception, where they will be presented with an award of excellence. Recipients will also be recognized by the City through print and online media acknowledgement.

The City reserves the right to award multiple Beautiful City Awards, or none, within each year.



## Green City Award Terms of Reference

### Discussion

The annual Environmental Sustainability Award aims to provide recognition for achievements related to the Environmental pillar of the City's Sustainability Charter. Since this award category dovetailed with the Environmental Advisory Committee's (EAC) longstanding desire to recognize the accomplishments of community members and groups, the EAC was invited to act as the award selection jury. The EAC was also engaged to determine award objectives and categories. EAC members confirmed overarching objectives for the award and completed a review of other similar awards from other cities.

### Purpose

Overarching objectives for the awards are consistent with the committee's objectives to see engagement and action in the community. Specifically, the awards will play a role in achieving the following purposes:

- Engage, educate, and create awareness in the community as a means to inspire deeper and broader action in the City; and,
- Recognize the actions of people / groups who take "extra measures" or "go beyond" what is otherwise expected of them

Key areas where there is a desire to see engagement and action can be found in the following theme areas: Environmental programming and education, tree planting, stream stewardship, and other innovative stewardship measures across the City, pollution prevention, and waste reduction and recycling.

### Award Categories

Three awards would be granted to the following individuals or groups in recognition of their achievements in successfully implementing positive change in Surrey's local environment. Categories include:

- Outstanding individual;
- Community Group (neighbourhood or non-profit); and,
- Business

The EAC reserves the right to only grant awards where they believe there is merit; it may occur that an award is not distributed for each category every year. Also, the EAC had a desire to recognize the accomplishments of outstanding youth leaders (individuals or groups) and, as such, have requested that an additional category be added to the current Youth Recognition Program managed by the Parks, Recreation and Culture Department for environmental action. Staff will coordinate to add this category to the longstanding program.

## Green City Award – Terms of Reference

### **Nomination/Submission Criteria**

A general call for submission/nomination would be posted on line and advertised by the City.

Nominating individuals or groups would be asked to:

- Provide a short description about the nominee and their actions;
- Submit photos, documentation and other materials that will help the jury make a decision; and,
- Include references or external contacts in case the jury wishes to confirm the details of the submission.

The EAC will be looking for action and engagement in the above theme areas (see Purpose section)

### **Selections/Evaluation Process & Criteria**

The EAC will act as the jury and will make a group decision about award recipients. Recommendations for award recipients would be forwarded to Council for confirmation prior to announcement at the City Awards Reception.