

Council Policy

Policy Name: Citizen Recognition Program
Department Name: Community Services
Policy No.: PRL-090
Effective Date: June 26, 2012

Review Date: June 26, 2017

STATEMENT:

The Regional Municipality of Wood Buffalo will provide recognition through this program to appropriately acknowledge outstanding individuals or groups that make a significant contribution or positive impact for the citizens in the Regional Municipality of Wood Buffalo.

PURPOSE AND OBJECTIVE:

The objective of this policy is to:

1. Ensure that those nominated are recognized in the presence of their peers.
2. Provide a venue to communicate achievements of citizens of the Regional Municipality of Wood Buffalo.
3. Motivate all citizens to positively contribute to the quality of life in the Regional Municipality of Wood Buffalo.
4. Recognize behaviour, that creates a culture that builds home and belonging in our region.

PROCEDURES:

1. Definitions

- 1.1. Council - means to the Mayor and Council of the Regional Municipality of Wood Buffalo which is made up of elected officials.
- 1.2. CSC - means to the Community Services Committee which is made up of members as appointed by Council.
- 1.3. Nomination Group - means the Group made up of Administration and members of the public.
- 1.4. Nominee – means present or past residents who live or have lived in the Regional Municipality of Wood Buffalo for at least twelve consecutive months.

2. Responsibilities

- 2.1. Council:
 - 2.1.1. To approve any amendments to this policy;

- 2.1.2. To provide guidance in the review of this policy; and
- 2.1.3. To accept, decline or change the recommendations from the Community Services Committee on the recipients ensuring that at least one recipient is from a rural community annually.
- 2.2. Executive Leadership Team:
 - 2.2.1. Support the implementation of this policy; and
 - 2.2.2. Recommend any amendments to this policy.
- 2.3. Department Director:
 - 2.3.1. Ensure annual budgets are prepared using all guidelines within this policy; and
 - 2.3.2. Ensure recommendations for any reviews are submitted for approval and implementation.
- 2.4. Community Services Committee:
 - 2.4.1. Review all eligible nominations submitted for the program; and
 - 2.4.2. Recommend one or more, to a maximum of eight (8), recipients annually for Council approval.
- 2.5. Nomination Group:
 - 2.5.1. Solicit nominations throughout the Regional Municipality of Wood Buffalo and ensure the nominees are from both Urban and Rural Service Areas;
 - 2.5.2. Review all nominations for validity and categorization;
 - 2.5.3. Conduct follow up on nominations as required.
- 2.6. Administration:
 - 2.6.1. Accept and compile all of the nominations for the Nomination Group and assist as required;
 - 2.6.2. Prepare the packages for the Community Services Committee; and
 - 2.6.3. Administer the program using strong internal connectivity among all departments.

3. General Procedures

- 3.1. Themes
 - 3.1.1. Themes for the awards are based on (but not limited to) aspects in whole or in part of the current Vision, Mission, Values, and the Municipal Development Plan of the Municipality.

Examples include (but not limited to) Sustainability, Collaboration, Effective Partnerships, Inspiration, Diversity, Wellness, Vibrant Cultural Diversity, Culture and Arts, Sport and Recreation, Empowerment, Innovation, Historical Preservation,

Volunteerism, Community Spirit, Economic Resilience, Responsible Development, Responsible Environmental Practices, Safety, and/or Regional Pride.

3.2. Eligibility

- 3.2.1. All citizens that have resided in the Regional Municipality of Wood Buffalo for at least twelve consecutive months;
- 3.2.2. Nominations are based on overall achievement, impact, and/or contribution to the region;
- 3.2.3. Eligibility will be flexible in order to accommodate all types of nominations with no age limitations; and
- 3.2.4. Recipients may each only receive the award once in their life time.

3.3. Nomination of Citizens

- 3.3.1. Nomination packages will be available from Municipal offices throughout the Regional Municipality of Wood Buffalo, and on the Municipal website. Nominations will be forwarded to the Nomination Group in full.
- 3.3.2. Nominations will be story-based and must be entered before the deadline date annually.

3.4. Recognition and Frequency of Awards


- 3.4.1. Each nominee and their guests will be invited to the annual ceremony where the recipient will receive a personalized gift. The recipient will be revealed in the ceremony.
 - 3.4.1.1. Rural nominees and their guests will be provided transportation into the Urban Service Area for the ceremony and accommodations where appropriate.
 - 3.4.1.2. In the alternative community celebrations will be held in rural communities, when appropriate, to ensure that recipients are celebrated and recognized within their own community.
- 3.4.2. An annual ceremony will take place in January each year.
- 3.4.3. Immediately following the announcements of the recipients, a wide variety of media avenues will be used to showcase the recipients and their accomplishments at the annual ceremony (i.e. social media, radio, media releases).

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority:	Council
Approval Date:	January 12, 1999
Revision Approval Dates:	June 10, 2003/March 13, 2007/June 26, 2012
Review Due:	2015
Policy Manager:	Manager, Community Strategies
Department Contact:	Director, Community Services
Legal References:	
Cross References:	



Mayor

Chief Legislative Officer

June 26, 2012

Date