



## POLICY

OWNER DEPT: COMMUNICATIONS	
EFFECTIVE DATE: APRIL 14, 2020	REVISED DATE:
SUPERSEDES:	MOTION NUMBER: #127-20

**TITLE: COMMUNITY RECOGNITION PROGRAM**

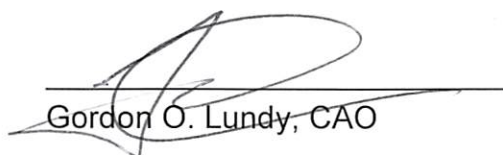
### POLICY STATEMENT:


The Town of Slave Lake will recognize individuals and groups for their exemplary commitment to demonstrating excellence and for being Community Supporters in Arts and Culture, Professional Achievement, Environmental Stewardship and Sports Excellence.

### POLICY OBJECTIVES:

The purpose of this policy is to:

1. establish criteria for community groups, organizations and individuals to receive formal recognition for outstanding service, accomplishments or milestones in the areas of Arts and Culture, Professional Achievement, Sports, Volunteerism and Environmental Stewardship.
2. formally recognize community groups, organizations and individuals for outstanding service, accomplishments or milestones in the areas of Arts and Culture, Professional Achievement, Sports, Volunteerism and Environmental Stewardship, and
3. contribute to the sense of community pride by recognizing and celebrating outstanding achievements by Slave Lake residents in the areas of Arts and Culture, Community Professional Achievement, Sports, Volunteerism and Environmental Stewardship.

  
Gordon O. Lundy, CAO

  
Date Approved

**TITLE:****PROCEDURE****Definition**

1. "Arts and Culture" means literary, visual, performing, music, film or video arts
2. "Community Supporter" means an individual who has made a significant contribution to local sports, arts and cultural development, community programs or community members.
3. "Distinguished Achievement" means any contribution including the area of education and/or research that has an extraordinary and significant impact either nationally or internationally.
4. "Environmental Stewardship" means to embrace the responsibility of protecting and improving the environment.
5. "Environmental Sustainability" means maintaining, protecting, and improving the long-term health of the environment for current and future generations.
6. "Volunteerism" means volunteering one's time or talents for charitable, educational or other worthwhile activities, especially within the Town of Slave Lake.
7. "Professional Achievement" means employment or professional contributions. Contributions must be on an individual basis and not those of a Business as a whole.
8. "Sport Excellence" means outstanding individual or team athletic records.

## **TITLE:**

### **Responsibilities**

1. Communications Department shall
  - a. promote the Community Recognition Program and invite residents of Slave Lake to submit nomination applications that meet the requirements of the nomination procedure with in the categories of Arts, and Culture, Citizenship, Professional Achievement, Sports Excellence, Environmental Stewardship and Distinguished Achievement.
  - b. receive the nomination applications, via social media and the town of Slave Lake Website in the categories of Arts and Culture, Citizenship, Professional Achievement, Sports Excellence, Environmental Stewardship and Distinguished Achievement and forward duly completed applications to the Executive Assistant for review and approval.
  - c. Supply paper copies of the nomination applications to the front reception desk for in person nominations.
2. The Executive Assistant shall
  - a. review nomination applications and forward applications to the Chief Administration Officer for final approval.
  - b. upon final approval of the Chief Administrative Officer, will notify the recipients and their nominators of the decision and invite them to receive their recognition certificate at an upcoming Council Meeting.
3. The Chief Administrative Officer shall
  - a. review and give final approval to nomination applications.
4. The Mayor and Council shall
  - a. present the recognition certificate to the recipient during a Council Meeting.

**TITLE:****Standards/Guidelines**

1. Nominees for the categories of Arts and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship, shall be those who represent, are from the Town of Slave Lake or have made a significant impact on the Town of Slave Lake.
2. Nominees for the categories of Arts, and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship, shall have either enhanced the quality of life in the community or enhanced the image of the community through their achievements or contributions to arts, music and culture, citizenship, professional achievement, education, research, environmental sustainability, or sport excellence.
3. Nominees for the categories of Arts and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship may be amateur or professional.
4. Nominees for the categories of Arts and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship may be recognized for a single action, or for a contribution or achievement over an extended period of time.
5. Group nominees for the categories of Arts and Culture, Professional Achievements, Sport Excellence, Community Supporter, Distinguished Achievement, and Environmental Stewardship must be non-profit.
6. A business cannot be recognized through the Community Recognition Program. However, individual employees of local businesses can be recognized for exemplary achievements that fall within one of the recognition categories.
7. A Community Recognition Award certificate may be presented to a family member or representative for someone being honoured posthumously.

**TITLE:****Policy and Procedures**

1. Nomination forms ('Appendix II') are available at The Town of Slave Lake office and on the Town of Slave Lake website.
2. Availability of forms will be advertised through social media, on community signs, the Town of Slave Lake's Newsletter and the Town of Slave Lake's website.
3. Nominations will be solicited from the community. Community Recognition Award nominations can be made by any individual, group or organization throughout the year, and must meet the Criteria for Recognition ('Appendix I'). Nominations are subject to the approval process.
4. Community Recognition Award Nomination forms will be submitted to the Communications Department via the Town of Slave Lake Website or forms can be returned to the Town of Slave Lake Office addressed Attention: Executive Assistant.
5. The recipient of a Community Recognition Award will receive a certificate from the Mayor and may be recognized during the presentations section of the Regular Meeting of Council, or at another event which has been organized for this purpose.
6. The recipient of the Community Recognition Award will also have their photo taken with council after receiving their certificate. This photo will appear on the Town of Slave Lake social media accounts (Facebook, Twitter and Instagram) as well as the Town of Slave Lake Website. This photo will be taken by either the Executive assistant or the Communications Department, whichever is available at the time. Recognition of the ceremony, will be put out on the town's various social media and town's website. This will take place up to 48 hours after the council meeting the award was presented at.
7. The Mayor may also choose to provide a small memento or pin of nominal value to be presented to the individual, team or group for the purpose of promoting the Town of Slave Lake.

**TITLE:****Appendix I**

<b>AWARD CATEGORY</b>	<b>CRITERIA FOR RECOGNITION</b>
<b>Arts and Culture</b>	To recognize residents for outstanding achievement or contribution in literary, visual, music, performing, or film and video arts, Town of Slave Lake history, or culture. Recipients may be recognized for a single action, or for a contribution or achievement over an extended period. Achievements would be at the highest level available to them.
<b>Community Supporter</b>	To recognize residents for outstanding achievements or contributions that have improved the quality of life for others. These may include: Community Service, Citizenship, Acts of Heroism or Bravery, Volunteering, Years of contribution will be the determining factor.
<b>Environmental Stewardship</b>	Nominees have embraced the responsibility of protecting and improving the environment. Significant achievement in the field at the highest level available to them. Years of contribution will be a determining factor.
<b>Professional Achievement</b>	To recognize individual residents for outstanding achievements or contributions in a professional capacity. Refers to all occupations, professions or business pursuits for which someone receives a wage or other compensation. Recipients may be recognized for a single action, or for a significant contribution or achievement over an extended period. Local Businesses do not qualify for this category. However, individual employees can be recognized if they meet the above criteria.
<b>Sport Excellence</b>	Athletes recognized with a Sport Excellence Award may have achieved distinction in other locations but are customarily perceived to be from Town of Slave Lake. Athletes and teams would have typically completed their sport season before being nominated. Achievements would be at the highest level available to them.
<b>Distinguished Achievement</b>	Actions have had a profound or extraordinary impact either provincially, nationally or internationally.