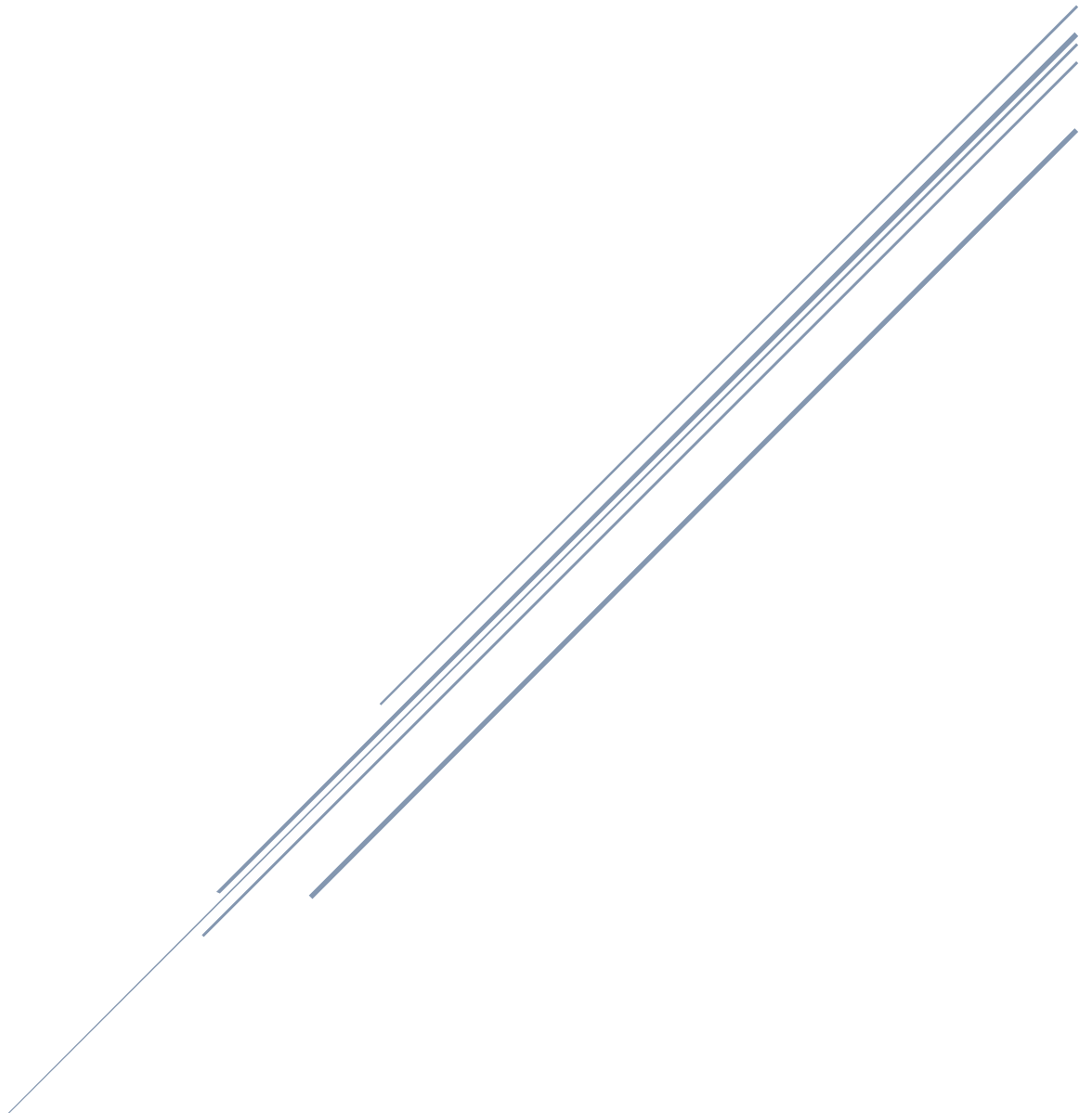


CITIZEN RECOGNITION PROGRAM

Guidelines



OVERVIEW

The Regional Municipality of Wood Buffalo created the Citizen Recognition Program to acknowledge outstanding individuals, groups of individuals, and organizations that make a significant contribution or positive impact that improves the quality of life for citizens in the region.

PURPOSE AND OBJECTIVE

1. To recognize behaviour that fosters a culture of home and belonging in the region.
2. To provide a venue to communicate the achievements of residents in the region.
3. To motivate residents to positively contribute to the quality of life in the region, and
4. To ensure Recipients are recognized in the presence of their peers.

Glossary of Terms

Nominee – an individual, group of individuals or organisation who is officially suggested for an Honour/Award.

Nominator - someone who officially suggests that a person should be considered to receive an Honour/Award.

Recipient – an individual, group of individuals, or organisation who is selected to receive an Award.

Municipality – the Regional Municipality of Wood Buffalo.

Council – the collective group of elected officials who govern the Municipality.

Administration – employees of the Regional Municipality of Wood Buffalo.

Testimonials – a formal written description of someone’s abilities, character, and qualities given by (e.g., a previous employer, an organization an individual).

ELIGIBILITY REQUIREMENTS

- Recipients of Awards must be current residents of the Regional Municipality of Wood Buffalo and must have resided in the Regional Boundary for at least twelve (12) consecutive months prior to their nomination.
- Groups of individuals or organizations must be based in the region or be a local branch of a national or international organization. They must have operated in the Municipality for at least twelve consecutive months prior to their nomination.
- Nominees must not currently hold elected office.
- An Individual, group of individuals, or organization may only be nominated for one Award per year.
- Past Recipients shall not be nominated for an Award for which they were previously recognized for the same achievements.
- Recipients are not eligible to be nominated for an Award within five years of receiving one in any category.
- Nominees who are not selected as Recipients are eligible to be nominated for an Award in future years.
- Nominees will be evaluated based solely on the information provided in the nomination package. All decisions are final.

You cannot nominate:

- Yourself
- Someone who has passed away.
- An elected municipal, provincial, or federal politician currently in office.
- Current and former employees, and contractors, of the Regional Municipality of Wood for contributions made as part of their role as an employee or contractor.

Additional Information

You may include additional information that gives further insight into the nominee's accomplishments/achievement such as:

- Magazine Publications
- Testimonials
- Media Stories or News Articles

The testimonial letters and other supporting documents are accepted in the following formats:

- doc, docx, pdf, jpeg, jpg, gif, png, txt.
- File size should be a maximum of 2MB for each format.

Nomination Process

Please submit your nomination using the online application form by clicking the link below:

[Council's Excellence Awards Nomination Form](#)

Deadline for Nominations

The nomination deadline is Monday, October 30, 2023, at 11:59 PM MST. Only nominations submitted before the submission deadline will be considered.

Selection Process

All nominations are considered by a Selection Committee and recommendations provided to Council based on the highest-scored eligible nominations for each category. Council will select the award recipients and announce the winners at an upcoming Council meeting.

2023 Council's Excellence Awards Ceremony

The 2023 Council's Excellence Awards will be presented in a ceremony December 11, 2023. Award Recipients and their nominators will be notified at the ceremony.

Council’s Excellence Awards include four award categories that may be presented annually as per the list below:

Citizen of the Year Award

Council will award this to an individual or group of individuals for their outstanding contribution(s) to the community, as a volunteer and/or professional that has improved the quality of life in the region or has brought positive recognition to the region. Contributions can be in areas such as: arts & culture, education, environment, heritage, health, social inclusion, or any other area that contributes to the advancement and well-being of a community.

Youth Award

Council will award a youth or group of youths whose exceptional achievements have improved the quality of life in the region or has brought positive recognition to the region. The focus is on the youth's leadership and volunteer contributions, extracurricular activities and community involvement that have made the region a better place. Candidates for this award must be 15-34 years as of December 31 of the year preceding their nomination.

Indigenous Advocate Award

Council will award an individual or group of individuals who has made significant contributions to Indigenous Communities in the region.

Everyday Hero

Council will award this to an individual or group of individuals that has displayed heroic qualities during extraordinary circumstances. The Everyday Hero is dedicated to improving the lives of those around them, demonstrates selflessness through random acts of kindness, and serves as a vehicle for change that positively impacts the region.

Contact Us

Please contact Pulse at 780-743-7000 or 1-800-973-9663 for further information or help with the nomination process.

GENERAL QUESTIONS AND INFORMATION

Q1. Who is eligible?

A1. Individual nominees must be a current resident of the Regional Municipality of Wood Buffalo for at least twelve (12) consecutive months as of December 31st of the previous year.

Q2. What are the limitations of nominations?

A2.

- Self-nominations will not be accepted.
- If nominations are received for a Council's Excellence Award Selection Committee member, that individual will be removed from the selection process.
- Staff or elected officials cannot be nominated for their work with the Regional Municipality of Wood Buffalo.
- Previous award winners are ineligible to be nominated in the same category for which they received an award, for a period of three (3) years after receiving their award.

Q3. Do the nominees need to know they are being nominated?

A3. Yes, the nominee must be aware of their nomination and provide their consent. The nominator is encouraged to inform the nominee of the nomination and receive their consent prior to completing and submitting the nomination. Administration will contact the nominee to confirm the nomination and verify the information provided.

Q4. How will the recipients be selected?

A4. A Selection Committee will review and evaluate the nominations based on the respective award criteria. The nominee in each award category with the highest score will be recommended to Council to receive recognition. Council will review the recommendations and finalize the recipients.

Recipients will be announced at a Regional Municipality of Wood Buffalo Council meeting once each year.