

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Citizen Recognition Program

Department Name: Community and Protective Services

Document Number: PRC-090

Effective Date: May 9, 2023

Review Date:

May 9, 2026

STRATEGIC PLAN LINKAGE

Building Partnerships

Rural and Indigenous Communities and Relationships

PURPOSE AND OBJECTIVE

The Regional Municipality of Wood Buffalo (the “RMWB”) will recognize outstanding individuals, groups of individuals, and organizations that make a significant contribution or positive impact for residents in the region through the Citizen Recognition Program. The Council’s Excellence Awards (the “Awards”) include four Award categories that may be presented annually: Citizen of the Year, Everyday Hero, Indigenous Advocate, Youth. Council reserves the right to not bestow an Award if there are no suitable Nominees. The Key to the Region is awarded at the sole discretion of Council.

The purpose of the Citizen Recognition Program Policy (the “Policy”) is to:

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

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Administration” means employees of the RMWB, as directed by the Chief Administrative Officer.
- 1.2. “Council” means the collective group of elected officials who govern the Municipality.
- 1.3. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.4. “Nominee” means an individual, group of individuals, or organization who has been nominated to receive an Award or Key to the Region.
- 1.5. “Recipient” means an individual, group of individuals, or organization who has either received or been selected to receive an Award or Key to the Region.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy;
- 2.1.2. approve any amendments to this Policy;
- 2.1.3. review recommended Nominees for Awards, including their Nominee packages and scoring summaries;
- 2.1.4. award Keys to the Region; and
- 2.1.5. select Recipients during a public Council meeting.

2.2. Administration to:

- 2.2.1. solicit nominations for the Awards throughout the region;
- 2.2.2. review nominations submitted for the Awards to determine alignment with respective criteria for each category;
- 2.2.3. form a panel to review all eligible nominations for the Awards and make recommendations to Council based on scoring;
- 2.2.4. provide Nominee packages, scoring summaries, and recommendations for Recipients to Council during an In-Camera Council meeting; and
- 2.2.5. plan and execute an annual Award ceremony to recognize Recipients.

3. General Procedures:

3.1. Award Categories:

3.1.1. Council's Excellence Awards

- 3.1.1.1. Citizen of the Year Award – this Award recognizes an individual or group of individuals who has made outstanding contributions to the community, as a volunteer or professional, that have improved the quality of life in the region or have brought positive recognition to the region.
- 3.1.1.2. Youth Award – this Award recognizes a youth or group of youths whose exceptional achievements have improved the quality of life in the region or have brought positive recognition to the region. The focus shall be on relevant leadership and volunteer contributions, extracurricular activities, and community involvement. Candidates must be 15-34 years as of December 31 of the year preceding their nomination.
- 3.1.1.3. Indigenous Advocate Award – this Award recognizes an individual or group of individuals who has made significant contributions to Indigenous Communities in the region.
- 3.1.1.4. Everyday Hero Award – this Award recognizes 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.

- 3.1.2. Key to the Region – this Award recognizes an individual, group of individuals, or organization that has enhanced the Municipality, the Province of Alberta, or Canada through an act of humanitarianism, heroism, or bravery; outstanding educational, sporting, theatrical, or musical achievements; the process of Reconciliation; or provincial or national achievements.

3.2. Eligibility:

- 3.2.1. An individual, group of individuals, or organization may only be nominated for one Award per year.
- 3.2.2. Recipients of Awards must be current residents of the region and must have resided in the region for at least twelve consecutive months prior to their nomination.
- 3.2.3. Recipients of the Key to the Region must be current or former residents of the region.
- 3.2.4. 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.
- 3.2.5. Current and former employees, contractors, or elected officials of the RMWB are not eligible for an Award for contributions made as part of their role as an employee, contractor, or elected official of the RMWB.
- 3.2.6. Nominees must not currently hold elected office.
- 3.2.7. Past Recipients shall not be nominated for an Award for which they were previously recognized for the same achievements.
- 3.2.8. 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 for an Award in future years.
- 3.2.9. An individual, group of individuals, or organization may only be awarded the Key to the Region once per lifetime.

3.3. Nominations:

- 3.3.1. Council's Excellence Awards
 - 3.3.1.1. Nomination packages, including scoring criteria, will be made available by Administration to the public.
 - 3.3.1.2. Only nominations submitted before the submission deadline will be considered.
- 3.3.2. Key to the Region
 - 3.3.2.1. Any member of Council may nominate an individual, group of individuals, or organization to receive a Key to the Region by submitting a nomination form.

3.4. Selection Process:

3.4.1. Council Excellence Awards

- 3.4.1.1. Administration shall create a panel for the review and scoring of nominations. Administration shall provide recommendations to Council based on the highest-scored eligible nominations for each category.
- 3.4.1.2. All meetings for Council's review of Nominee packages and selection of Recipients shall be held in-camera pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.
- 3.4.1.3. Council shall review the Nominee packages, scoring summaries, and recommendations from Administration and shall select Recipients.
- 3.4.1.4. Selecting Recipients for Awards requires unanimous consent of Council prior to a recommendation being brought forward to a public Council Meeting.

3.4.2. Key to the Region

- 3.4.2.1. Council will evaluate the nomination being considered for the Key to the Region at an In-Camera Council meeting.
- 3.4.2.2. In making their decision, Council will assess whether the Nominee has:
 - 3.4.2.2.1. stood out as exemplary within the Municipality, the Province of Alberta, or Canada;
 - 3.4.2.2.2. enhanced the reputation of the Municipality;
 - 3.4.2.2.3. demonstrated acts of humanitarianism;
 - 3.4.2.2.4. demonstrated outstanding educational, sporting, theatrical, or musical achievement;
 - 3.4.2.2.5. made outstanding contributions to the process of Reconciliation, including acts of inspiration or education of citizens;
 - 3.4.2.2.6. demonstrated exceptional provincial or national achievement; or
 - 3.4.2.2.7. carried out an act of heroism or bravery.
- 3.4.2.3. Council shall select Recipients of the Key to the Region at an In-Camera Council meeting.
- 3.4.2.4. Selecting a Recipient of a Key to the Region requires final approval from the Mayor's Office prior to a recommendation being made in a public Council meeting.

3.5. Recognition:

3.5.1. Council's Excellence Awards

- 3.5.1.1. Council will announce Recipients once each year.
- 3.5.1.2. Recipients shall be recognized at an annual Award ceremony and through various communications, as appropriate.

3.5.2. Key to the Region

3.5.2.1. Administration shall work within an approved budget framework to coordinate a timely and appropriate acknowledgement of the Mayor awarding the Key to the Region to the Recipient.

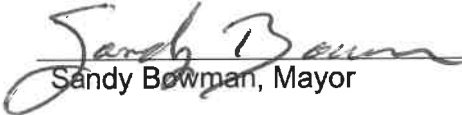
3.5.2.2. The Mayor shall present the Key to the Region at a public Council meeting or at a public event where presentation would be considered suitable.

4. Rescind and Replace

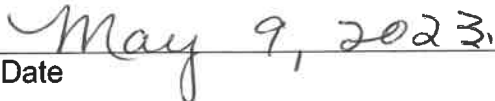
This Policy rescinds and replaces the Citizen Recognition Program Policy, dated June 26, 2012.

APPROVAL

This Policy was approved by Council. It will be reviewed no later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time, as necessary.


Sandy Bowman, Mayor


Jade Brown, Chief Legislative Officer


Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References:

Cross References:

Position Responsible: Director, Community and Protective Services

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
January 12, 1999	Introduction	New Citizen Recognition Program Policy PRL-090
January 10, 2003	Revision	
March 13, 2007	Revision	
June 26, 2012	Revision	
May 9, 2023	Revision – Substantive	Citizen Recognition Program Policy PRC-090 rescinds and replaces Citizen Recognition Program Policy PRL-090. Changes were made to definitions, responsibilities, and procedures, and the scope of the Policy was expanded to include the Key to the Region. The format was revised to meet requirements of the new Policy template.