

City of St. Albert
CITY COUNCIL POLICY

Community Recognition Program

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C97-2008	02 04		C170-2009 C718-2011	03 23 11 21

Purpose

To contribute to the sense of community pride by recognizing and celebrating outstanding achievements by St. Albert residents in the areas of Arts and Culture, Citizenship, Professional Achievement, Sports, and Business.

Policy

The City of St. Albert will recognize individuals and groups for their exemplary commitment to demonstrating excellence and for being Community Builders in Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence. The City will recognize Pillars of Business that have demonstrated a long-term commitment to the community.

Definitions

"Arts and Culture" means literary, visual, performing, film or video arts.

"Business" means a for-profit organization.

"Citizenship" means improving the quality of life for others.

"Community Builder" means an individual who has made a significant contribution to sport, arts or cultural development in St. Albert.

"Elite Level" means a minimum national level or higher.

"Professional Achievement" means employment or professional contributions.

"Sport Excellence" means outstanding individual athletic records at the highest level of national and world level competition spanning several years.

Responsibilities

1. Community and Protective Services shall promote the Community Recognition Program and invite nomination applications for the Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence categories on an annual basis.
2. Community and Protective Services shall receive the applications in the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence and forward duly completed ones to the Community Services Advisory Board.



3. The Community Services Advisory Board shall serve as the selection committee for the categories of Arts and Culture, Citizenship, Professional Achievement, Sport Excellence and shall forward its recommendations to Council.
4. The St. Albert Chamber of Commerce Small Business Week Committee shall select one recipient in the Pillars of Business category.
5. Council shall have final approval of the program award recipients.

Standards


1. Nominees for the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence shall be those who represent or are from St. Albert or have made a significant impact on St. Albert.
2. Nominees for the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence 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 and culture, citizenship, professional achievement, or sport excellence.
3. Nominees for the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence may be amateur or professional.
4. Nominees for the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence may be recognized for a single action, or for a contribution or achievement over an extended period of time.
5. Nominees for the Pillars of Business category are business owners and their for-profit organizations that must have demonstrated a long-term commitment to the community by operating within the City of St. Albert for a minimum of thirty years. The recipient will also have provided community support over those years.
6. A Community Recognition Program award presentation event will be held in June.





City of St. Albert
**ADMINISTRATIVE
 PROCEDURES**

Community Recognition Program

AUTHORITY	SIGNATURE	dd mm yyyy
City Manager		APPROVED: 04 02 2008
		REVISED: 23 03 2009
		21 11 2011

Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence Categories

1. Community and Protective Services shall advertise in the local newspapers to solicit nominations for the Community Recognition Program.
2. The deadline for nomination applications for the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence shall be February 15 of each year and applications may be submitted throughout the year.
3. Nomination applications for the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence should include as much detail as possible to support the nomination, such as:
 - a. a brief history of the nominated individual or group;
 - b. years of service to the community;
 - c. the impact on the community;
 - d. the reason for the particular contribution being worthy of community recognition;
 - e. special achievements;
 - f. awards and other recognition received; and
 - g. letters of support or newspaper clippings.
4. Community Services Advisory Board (CSAB) members shall not submit nominations but may encourage others to do so.
5. Community and Protective Services shall forward applications that meet the program criteria to CSAB.
6. CSAB shall conduct the selection process for the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence in camera in March and shall keep all discussion confidential.
7. CSAB shall forward its recommendations for the categories of Arts and Culture, Citizenship, Professional Achievement, and Sport Excellence to Council as a confidential report for approval in May.
8. Upon Council's approval of the award recipients, the Mayor shall advise the recipients and their nominators of the decision and invite them to an award presentation event.



9. The Mayor shall also send a letter of thanks and acknowledgement to all other nominators and nominees.
10. Each award recipient shall be:
 - a. invited to an award presentation event;
 - b. recognized on a permanent recognition feature; and
 - c. presented with a recognition memento.

Pillars of Business Category

1. The St. Albert Chamber of Commerce Small Business Week Committee shall annually select one recipient in the Pillars of Business category in September.
2. Upon Council being informed of the award recipient, the Mayor shall advise the recipient.
3. The award recipient shall be:
 - a. invited to an award presentation event;
 - b. recognized on a permanent recognition feature; and
 - c. presented with a recognition memento.
4. The recipient in the Pillars of Business category will be also recognized at St. Albert Chamber of Commerce Small Business Week Awards of Distinction banquet.

