Community Recognition Program Information & Nomination Form

PROGRAM INFORMATION

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

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

Categories
Recipients of the Community Recognition Award are chosen for their exemplary commitment to promoting excellence in their respective category.

Award Category	Criteria for Recognition
Arts & Culture	• To recognize residents for outstanding achievement or contribution in literary, visual, performing, or film and video arts, or culture, which may include St. Albert heritage. • Recipients may be recognized for a single action, or for a contribution or achievement over an extended period of time.
Citizenship	• 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 may be a contributing factor

Environmental Stewardship	• To recognize residents who have embraced the responsibility of protecting and improving the Environment. • Recipients have clearly demonstrated their commitment to maintaining, protecting, and improving the long-term health of the environment for current and future generations.
Professional Achievement	• To recognize 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 of time. • Achievement should be more than length of employment
Sport Excellence	• Athletes recognized with the Sport Excellence Award may have achieved distinction in other locations; but are customarily perceived to be from St. Albert. • Athletes and teams would have typically completed their sport careers before being nominated. • Achievements would be at the highest level of national or world level competition.
Distinguished Achievement	• Actions have had a profound or extraordinary impact either nationally or internationally and may have been made in the area of education and/or research.
Pillars of Business	• This category is managed by the St. Albert Chamber of Commerce.

Recognition Format
Recipients will be recognized at a presentation scheduled at a City Council meeting, have their names placed on a permanent monument, and receive a personal memento.

Processes
Nominations for the Arts, Music, and Culture, Citizenship, Professional Achievement, Environmental Stewardship, Distinguished Achievement, and Sport Excellence categories are the responsibility of the public. It is the Nominator's responsibility to provide sufficient detail to support an application for recognition. The Community Services Advisory Committee and the Environmental Advisory Committee will not submit nominations but can encourage appropriate nominations.

The City will promote the awards and invite nominations.

The Community Services Advisory Committee will serve as the selection committee for Arts, Music, and Culture; Citizenship; Professional Achievement; Distinguished Achievement and Sport Excellence categories. The Environmental Advisory Committee will serve as the selection committee for the Environmental Stewardship category. Adjudication of nominations will be conducted privately, and all discussions remain confidential. The Community Services Advisory Committee and/or the Environmental Advisory Committee may request additional information during the adjudication process.

The Community Services Advisory Committee and the Environmental Advisory Committee will forward recommendations to Council, which is the awarding body. Nominators will be advised of the decision. Award recipients will be advised of the award and invited to the presentation. Award presentations will be held annually with at least one recipient at a regular meeting of City Council.

Once a minimum of four recipients has been recognized, their names will be added to the permanent recognition feature located in the Community Recognition Garden.

Annual Award Calendar

- Call for Nominations year-round, with annual deadline of February 15.
- The Community Services Advisory Committee and the Environmental Advisory Committee will adjudicate award recipients in March.
- Recommendations will be made to Council each April.
- An award presentation will be held annually in July/Aug.

COMMUNITY RECOGNITION PROGRAM NOMINATION FORM

Nominee Information

Use a separate form for each nomination. If you are nominating a group or team, please attach a list of all names, addresses, postal codes and phone numbers.

Nominee: _____

Address: _____

Telephone: _____ E-mail: _____

In the event the nominee is deceased, please provide the name, address and phone number of a relative or contact below:

Nominee Relative/Contact: _____

Address: _____

Telephone: _____ E-mail: _____

Nominator Information

Nominator: _____

Address: _____

Telephone: _____ E-mail: _____

Signature: _____

Seconder: _____ Signature: _____

Eligibility Guidelines

☐ Does the Nominee represent or is from St. Albert or have made a significant impact in St. Albert?

☐ Does the nominee enhance the quality of life in the community or enhance the image of the community?

Category

Please only one:

☐ Arts, Music and Culture
☐ Citizenship
☐ Environmental Stewardship
☐ Distinguished Achievement
☐ Professional Achievement
☐ Sport Excellence

Background

☐ Background is provided.

Please attach relevant background of up to **350 words** that includes the information below. You can also attach additional letters of support, newspaper clippings/etc, that support the nomination.

***Please DO NOT forward originals. Nominations become the property of The City of St. Albert. The Selection Committee reserves the right to assign a nomination to an alternate category, provided the nominator agrees to the re-assignment.*

Information should include:

- A brief history of the individual or team
- Years of service to the community
- Nominee's contribution
- Special achievements
- Awards and other recognition the nominee have received

Information should answer the following questions:

- What is the nominee being recognized for?
- How did the nominee impact the community?
- Why is this contribution worthy of community recognition?

Submitting your nomination

Submit your application, and attachments to Alisa Dorn, Supervisor, Grants & Partnerships via email adorn@stalbert.ca.