



# Community Recognition Program Information & Nomination Form

## **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**

### **Arts, Music, and Culture**

*To honour residents for outstanding achievement in literary, visual, performing, film and video arts.*

### **Citizenship**

*To honour residents for outstanding achievements or contributions that have improved the quality of life for others.*

### **Professional Achievement**

*To honour residents for outstanding achievements or contributions in an employment or professional capacity.*

### **Sport Excellence**

*To honour outstanding St. Albert athletes who have attained a high level of excellence, compiling outstanding records spanning several years, and have brought honour to the sport and high regard for the athlete.*

### **Environmental Stewardship**

*To honour residents who have embraced the responsibility of protecting and improving the Environment.*

### **Pillars of Business**

*To recognize businesses that have demonstrated a long-term commitment to the community.  
\*\*Submitted by the Chamber of Commerce.*

### **Distinguished Achievement**

*To honour residents for contributions including the area of education and/or research that had an extraordinary and significant impact either nationally or internationally.*

## **Community Recognition Program**

1. Recipients of the Community Recognition Award are chosen for their exemplary commitment to promoting excellence in their respective category.
2. Eligibility Guidelines

Nominees must represent or be from St. Albert, or have made a significant impact in St. Albert.

To be considered for the Community Recognition Award, nominees should have:

- Enhanced the quality of life in the community
- or
- Enhanced the image of the community

Nominees may be amateur or professional.

3. Categories

<b>Award Category</b>	<b>Criteria for Recognition</b>
<b><i>Arts &amp; Culture</i></b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Recipients may be recognized for a single action, or for a contribution or achievement over an extended period of time.</li></ul>
<b><i>Citizenship</i></b>	<ul style="list-style-type: none"><li>• To recognize residents for outstanding achievements or contributions that have improved the quality of life for others. These may include:<ul style="list-style-type: none"><li>- community service</li><li>- citizenship</li><li>- acts of heroism or bravery</li><li>- volunteering</li></ul></li><li>• Years of contribution may be a contributing factor</li></ul>
<b><i>Environmental Stewardship</i></b>	<ul style="list-style-type: none"><li>• To recognize residents who have embraced the responsibility of protecting and improving the Environment.</li><li>• Recipients have clearly demonstrated their commitment to maintaining, protecting, and improving the long-term health of the environment for current and future generations.</li></ul>

<b><i>Professional Achievement</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Recipients may be recognized for a single action, or for a significant contribution or achievement over an extended period of time.</li> <li>• Achievement should be more than length of employment</li> </ul>
<b><i>Sport Excellence</i></b>	<ul style="list-style-type: none"> <li>• Athletes recognized with the Sport Excellence Award may have achieved distinction in other locations; but are customarily perceived to be from St. Albert.</li> <li>• Athletes and teams would have typically completed their sport careers before being nominated.</li> <li>• Achievements would be at the highest level of national or world level competition.</li> </ul>
<b><i>Distinguished Achievement</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b><i>Business</i></b>	<ul style="list-style-type: none"> <li>• This category is managed by the St. Albert Chamber of Commerce.</li> </ul>

**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 made annually with at least one recipient at a regular meeting of City Council.

Once a minimum of four recipients have 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 June/July.

**City of St. Albert  
Community Recognition Program**



*To honour residents for outstanding achievement or contribution in Arts, Music and Culture, Citizenship, Environmental Stewardship, Professional Achievement, Distinguished Achievement, and Sport Excellence.*

*Achievement must have enhanced the image of the community of St. Albert.*

**Nomination Form**

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 of the deceased: \_\_\_\_\_

\_\_\_\_\_

**Category** — Please only one:

- |  |  |
|--|--|
| <input type="checkbox"/> Arts, Music and Culture   | <input type="checkbox"/> Citizenship               |
| <input type="checkbox"/> Environmental Stewardship | <input type="checkbox"/> Distinguished Achievement |
| <input type="checkbox"/> Professional Achievement  | <input type="checkbox"/> Sport Excellence          |

**Background** — Attach relevant background of up to 350 words

Nominator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Seconder: \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_



## City of St. Albert Community Recognition Program

Nominations should include as much detail and information as possible to support the application.

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 has 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?

Attach additional letters of support, newspaper clippings/etc, that support the nomination.

**Additional pages may be used to complete your submission.** Supporting documentation may be attached; however, 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.

### **Nomination deadline: February 15 of each year**

Please forward or drop off completed nomination forms to:

The City of St. Albert  
Recreation & Parks Department  
Attention: Anna Royer  
#100, 110 Carleton Drive  
St. Albert, AB T8N 3Y4