



## CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
<b>C-CS-24</b>	<b>Seniors/Elders Service Awards Program Policy</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED
February 20, 2024	N/A

### Purpose

To recognize the importance of seniors/elders and their valuable contribution to our community, as well as to encourage both formal and informal volunteering, civic participation, and service to seniors in the City of St. Albert.

### Policy Statement

Council will award individuals aged 55 years or older who have made extraordinary volunteer contributions within the City and/or individuals who have provided extraordinary volunteer services to seniors/elders or senior-serving organizations within the City.

### Definitions

“Administration” means the corporate staff reporting to the Chief Administrative Officer.

“City” means the municipal corporation of the City of St. Albert, or, when contextually necessary, the area within the boundaries of the City of St. Albert.

“Council” means the municipal Council of the City of St. Albert.

“Senior” means an individual aged 55 years or older.

### Responsibilities

1. Administration shall:
  - a) Promote the Seniors/Elders Service Awards Program and invite nomination applications on an annual basis, with an intake date of March 1; and
  - b) Receive the applications and forward duly completed ones to the Seniors Advisory Committee.
2. The Seniors Advisory Committee shall serve as the selection committee and forward its recommendations to Council.
3. Council shall have final approval of the program award recipients.
4. The Mayor and/or representative will advise the recipients and their nominators of the decision and invite the recipients to receive their award in a public forum.

### **Service Standards / Expectations**

1. Nominees shall be a resident of the City and have had a significant impact in the City within the last 5 years.
2. Nominees shall be recommended based on their extraordinary service or contribution to volunteering within the City as a Senior or for the benefit of Seniors, which service or contribution is recognized as being remarkable, going 'above and beyond', and a significant dedication of time and talents.
3. Nominees may be involved in volunteering through formal service with organizations or through informal service and contributions, such as an unofficial volunteer role not necessarily within an organization.
4. Nominees shall be a Senior involved in volunteering in the City or an individual involved in volunteering which serves or contributes to Seniors in the City.
5. A Seniors/Elders Service Awards Program presentation for each recipient will occur during Seniors Week annually.
6. Each recipient will be invited to the award presentation and presented with a token of recognition.
7. A minimum of one recipient is required to initiate the award process annually.

### **Legal References**

*Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25.*

## Cross References

Policy C-CC-12 Civic Agencies.

Policy C-CS-03 Community Recognition Program.

Policy C-CC-22 Mayor's Celebration of the Arts Awards Policy

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
Date – Department February 1, 2024	Date – Department Q4 - 2027 – Community Services	Date – Resolution No. N/A