



City of St. Albert  
**CITY COUNCIL POLICY**

Red Willow Park Recognition Program

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C478-2010	08 30		AR-19-003	01 21

### Purpose

To establish a program to recognize individuals and groups for their contributions to Red Willow Park.

### Policy

The City will recognize individuals, not-for-profit community groups, donors, businesses, citizens and City employees, for significant contributions to Red Willow Park by installing their names on a recognition feature.

### Definitions

“Business” means a commercial enterprise or establishment

“Citizen” means an individual or family.

“City” means the City of St. Albert.

“City employee” means an individual appointed to an employment position within the City by the City’s Human Resources department.

“Donation” means either the funds or the significant single action that has been contributed.

“Donor” means an individual or not-profit-group that has provided a financial contribution.

“Not-for-profit community group” means a group operating for social, educational, professional, religious, health, charitable, recreational or any other not-for-profit purpose.

“Recognition Feature” means the four-sided column located at the corner of Sturgeon Road and St. Albert Trail. The recognition feature is centered on the plaza adjacent to the RCMP log cabin at Sturgeon Road and St. Albert Trail.

“Significant Single Action” means a contribution such as volunteer labour or a gift-in-kind that is equivalent to \$10,000 in cash.



## **Responsibilities**

1. Administration will provide for Council's approval, a list of names to be the inaugural names placed on the Recognition Feature.
2. The Community Services department shall solicit nominations for inclusion on the Recognition Feature on an annual basis, effective 2012.
3. The Community Services department shall receive and forward the completed applications to the Community Services Advisory Committee.
4. The Community Services Advisory Committee shall review and forward recommendations to Council for approval.
5. Council is the decision-making body for the addition of names to the Recognition Feature.
6. The Mayor shall advise the recipients by letter that they have been approved for recognition on the recognition feature.
7. The Community Services department will arrange for the installation of plaques for selected recipients.

## **Standards**

1. A City employee nominee shall have a minimum of five years of employment with the City, and have contributed to the development of Red Willow Park either by a significant single action, or by a contribution or achievement over an extended period of time.
2. Not-for-profit group, business, or citizen nominees shall have contributed to the development of Red Willow Park either by a significant single action, or by a contribution or achievement over an extended period of time.
3. Donor nominees shall have provided either a financial contribution of \$10,000 or greater or significant single action equivalent to \$10,000 or greater.





City of St. Albert  
**CITY COUNCIL  
 PROCEDURES**

Red Willow Park Recognition Program  
 Procedures

<b>AUTHORITY</b> City Council	<b>APPROVED</b>	<b>Res. No.</b> C478-2010	<b>mm</b> 08	<b>dd</b> 30	<b>REVISED</b>	<b>Res. No.</b> AR-19-03	<b>mm</b> 01	<b>dd</b> 21
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1. Community Services shall advertise in a local newspaper to solicit nominations for the Red Willow Park Recognition Program.
2. The deadline for nomination applications shall be January 31 of each year, effective 2012, and applications may be submitted throughout the year.
3. Community Services Advisory Committee (CSAC) members shall not submit nominations but may encourage others to do so.
4. Applications received by the deadline will be reviewed by the CSAC at its next scheduled meeting.
5. CSAC shall review the applications in accordance with the criteria identified in Council Policy C-CS-09 and keep all discussion confidential.
6. CSAC shall forward its recommendations confidentially to Council for approval in April.
7. Upon Council's approval of the names to be added to the recognition feature, the Mayor shall advise the successful nominees by letter of Council's decision.
8. Community Services shall advise all other nominees of Council's decision.
9. The cost and coordination of placing names on the Red Willow Community Recognition Feature shall be the responsibility of the Community Services.

### Attachment

Schedule A – Nomination Application for the Red Willow Park Recognition Program



## Nomination Application Red Willow Park Recognition Program

NOMINATOR			
Name		Phone #	
Address		City	
Province		Postal Code	
Fax #		Email	

**NOMINEE** \_\_\_\_\_

<p><b>Nominee Category</b></p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Not-for-profit group</p>	<p><input type="checkbox"/> City of St. Albert Employee</p> <p><input type="checkbox"/> Donor</p>
<p><b>Information Required</b></p> <p><input type="checkbox"/> Reason / Justification for Request</p> <p><input type="checkbox"/> Biography of Person</p>	<p><input type="checkbox"/> Family Consent (if available)</p> <p><input type="checkbox"/> Supporting Documentation Awards/Citation, newspaper clippings etc.</p>

**Nomination**

Attach a one page 750 word explanation of why you believe the nominee is worthy of recognition under the Red Willow Park Recognition Program.

**City of St. Albert Use Only**

**Date Received:** \_\_\_\_\_

**File #:** \_\_\_\_\_

**FOIP Disclaimer:** The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Naming Policy (POLICY NUMBER) of Council, and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. The City will not share your personal information for the purposes outside of those stated without your permission in writing, unless there is specific exemption stated in the Municipal Government Act or Council's Naming Policy.

