

POLICY-PROCEDURE MANUAL

TITLE: COMMUNITY RECOGNITION
of Excellence Program

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<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE OR REVISION:</u>
B. de Kleine	Council	December 23, 1982
T. Cruikshank	J. Gustafson	July 1991
J. Iannarelli	Council	June 7, 1993
Trafford Hall		January 25, 2010
M. Gould		February 13, 2018
M. Gould		May 5, 2019

Mayor and Council's Community Recognition of Excellence Program is to recognize individuals and/or groups in Kitimat who have achieved distinction through notable volunteer service and/or those who have distinguished themselves as citizens within our community, Recognition will be given to:

1. Youth Community Service
 - a) Citizens may nominate individuals or groups of individuals who are under 18 years at the time of nomination and who have volunteered to assist a variety of individuals or organizations on a continual basis for more than one year.
 - b) To ensure recognition is available to as many youth in Kitimat as possible, recognition to any one person or group in this category is limited to once every three years.

2. Distinguished Citizen
 - a) Citizens may nominate individuals or groups of individuals who have distinguished themselves within our community or at the provincial, national or international level. Nominations should indicate the reason for the nomination and be signed by five citizens of the community. Nominations require approval from Council.
 - b) To ensure that recognition is available to as many people in the community as possible, recognition to any one person or group in the Distinguished Citizen category is limited to once every five years.
 - c) This award includes those individuals who may contribute to community well-being in a paid position.

- d) The Leisure Services Advisory will review all nominees in a closed meeting and prepare a short list of up to six nominees for Council's consideration.
- e) At the first Closed meeting of Council in June, Council will be presented a list of potential nominees for consideration. Council may approve up to six individuals or groups.
- f) Council may add their own recommendation to be included in the six.
- g) Members of groups may each receive individual awards or a single award may be presented to their club or organization as a whole, as decided by Council.
- h) Recognition will be in the form of:
 - Adults - a Hoselton sculpture and a scroll or letter of recognition.
Note: A restaurant gift certificate or a plaque can be provided, if requested rather than a Hoselton sculpture.
 - Youth - a restaurant gift certificate and a scroll or letter of recognition.
Note: A Hoselton or a plaque can be provided, if requested rather than a restaurant gift certificate.

The program will be advertised annually in the District of Kitimat Spring/Summer Leisure Services Brochure (one-quarter page minimum ad), District of Kitimat webpage, Facebook page and through direct mail outs to community organizations.

It is the nominator's responsibility to advise the District of Kitimat of accomplishments of the nominee. Nomination forms will be available at all recreation facilities and District of Kitimat Offices.