

DATE: September 19, 2022

REPORT NO: C-05-2022

SUBJECT: **C-05-2022 – Township of West Lincoln Citizen Recognition Program**

CONTACT: Jessica Dyson, Deputy Clerk
Joanne Scime, Director of Legislative Services/Clerk

OVERVIEW:

- The purpose of this report is to obtain Council approval to establish a Citizen Recognition Program in order to recognize a Citizen of the Year and Youth Citizen of the Year who have shown strong efforts to positively impact our community.
- Citizens who receive the Citizen Recognition Award will have exemplified a strong sense of volunteerism, citizen pride and commitment towards the Township of West Lincoln.
- The Citizen Recognition Program will support nominations for two categories:
 - Citizen of the Year – Nominees will be 18 years and older
 - Youth Citizen of the Year – Nominees will be 17 years and younger

RECOMMENDATION:

1. That, Recommendation Report C-05-2022 regarding “Township of West Lincoln Citizen Recognition Program”, dated September 19, 2022, be received; and,
2. That, the Citizen Recognition Program Policy as attached as Schedule A to this report, as well as the Terms of Reference as attached as Schedule B to this report be approved; and,
3. That, a subcommittee of Council consisting of three (3) members including the Mayor, be created at the start of the new Term of Council to assemble a Citizen Recognition Program Committee; and,
4. That, the Citizen Recognition Program commence in 2023 with an award presentation programmed during a regular scheduled Council meeting in October with the exception of those years when a regular Municipal Election is being held with the award presentation being held at the September Council Meeting.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

• **Local Attractions**

West Lincoln has amenities, programs and services that bring the community together to celebrate small-town and rural way of life.

BACKGROUND:

In April, 2022, Dylan Pilot, Beaver Scout, presented a PowerPoint presentation to Council requesting the support of a Citizen of the Year (COY) and Youth Citizen of the Year (YCOY) Program. Council directed staff to investigate a West Lincoln Citizen of the Year (COY) & Youth Citizen of the Year (YCOY) program to commence in the fall of 2022, and to bring forward a recommendation report to a future Standing Committee or Council meeting prior to the fall of 2022.

CURRENT SITUATION:

Staff researched other municipalities to identify award types and practices/requirements for nomination submissions and presentations, including, but not limited to: criteria, application review process and presentation format. With this, and the discussion that was developed from Dylan Pilot's presentation, the proposed Citizen Recognition Program has been created. The Citizen Recognition Program Policy (attached as Schedule "A") sets out roles and responsibilities and levels of recognition, including the Citizen of the Year and the Youth Citizen of the Year Award. The proposed Policy will provide further clarity for nomination requirements, the purpose, criteria, exceptions, nominations and procedures for each level of recognition. Attached as Schedule B to this report is a Citizen Recognition Program Terms of Reference, which outlines the committee's roles and responsibilities.

The purpose of the Citizen Recognition Program is to acknowledge outstanding citizens who have made strong efforts to contribute a positive impact within our community. Citizens who receive the Citizen of the Year and Youth Citizen of the Year Award will have demonstrated a strong sense of volunteerism, citizen pride and commitment within West Lincoln.

It is recommended that a new Citizen Recognition Subcommittee of Council be established to review, summarize and process Citizen of the Year Award and Youth Citizen of the Year Award. As set out in the Citizen Recognition Program Committee Terms of Reference (Attachment "B"), the purpose of the Committee is to review Citizen of the Year Award and Youth Citizen of the Year Award nominations and provide recommendations to Council with suggested recipients.

Once approved, the proposed Citizen Recognition Policy, and associated Nomination Packages, will be posted on the Township's website for the public. To promote the new levels of recognition, it is recommended that this award program be advertised throughout the year.

Due to the new term of Council commencing on November 15th, 2022, Township staff are recommending that the Citizen Recognition Program commence in 2023 with an award presentation programmed during a regular scheduled Council meeting in October with the exception of those years when a regular Municipal Election is being held with the award presentation being held at the September Council Meeting.

FINANCIAL IMPLICATIONS:

Any costs associated with this initiative would be charged to the Awards account 1-02-02402-515155 which has a 2022 budget of \$2,040. A nominal increase to this budget will be made in 2023 budget to ensure adequate funding is available for this award recognition program.

INTER-DEPARTMENTAL COMMENTS:

This report was circulated to the CAO and Director of Finance/Treasurer for input and further consideration. There were no concerns received with respect to the report or attachments.

CONCLUSION:

The Citizen Recognition Program is a great way to acknowledge outstanding citizens who have made strong efforts to contribute a positive impact within our community, while accomplishing goals set out within the Township's Strategic Plan. It is recommended that Council approve the Citizen Recognition Policy and Terms of Reference and that this program begin in 2023 with an award presentation programmed during a regular scheduled Council meeting in October.

ATTACHMENTS:

Attachment A – POL-ADMIN-03-2022 – Citizen Recognition Program Policy

Attachment B – Terms of Reference – Citizen Recognition Program Committee

Prepared & Submitted by:

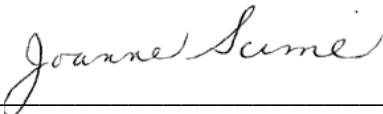


Jessica Dyson
Deputy Clerk

Approved by:



Bev Hendry
CAO



Joanne Scime
Director of Legislative Services/Clerk