

TITLE: Citizen Recognition Program Policy
POLICY NO.: POL-ADMIN-03-2022
APPROVAL DATE: September 26th, 2022
EFFECTIVE DATE: September 26th, 2022
POLICY AMENDED:

PURPOSE AND OBJECTIVE

The purpose of this policy is to acknowledge citizens who have made a significant contribution to, or positive impact on the community and citizens of the Township of West Lincoln. The program will provide an opportunity for the Mayor and Members of Council to celebrate, acknowledge and award such ongoing efforts to promote the spirit of civic awareness and community pride.

GENERAL OVERVIEW

Citizen Recognition Awards will be presented annually as a means of celebrating citizen achievements and community efforts. Awards will be announced and presented at a regular scheduled Council meeting in October with the nomination period opening up on September 1st and closing September 30th. During a Municipal Election year, the nomination period will open up a month earlier, with nominations being accepted between August 1st to August 31st and the awards being announced and presented during the September regular scheduled Council meeting. Citizens who receive the Citizen of the Year and Youth Citizen of the Year Award will need to have demonstrated a strong sense of volunteerism, citizen pride and commitment within West Lincoln.

SCOPE

All residents of the Township of West Lincoln are eligible for recognition under this policy and shall only be awarded once in their lifetime for the Citizen of the Year Award or Youth Citizen of the Year Award. Nominees who receive salaries or wages for their efforts will generally not be eligible; however, special circumstances may be considered at the discretion of The Citizen Recognition Program Committee or Council. In addition to Township residents, Members of Council, Committee Members and Township staff will also be eligible to submit nominations.

RECOGNITION CATEGORIES AND ELIGIBILITY

Citizen of the Year Award

- 18 years of age and older
- Citizens who have completed special projects, voluntary in nature, that have brought forward citizen pride and commitment to the Community
- Citizens who have demonstrated a strong sense of volunteerism and citizen pride

- Citizens who have achieved Provincial, National or International recognition
- Citizens who have demonstrated overall positive achievement, impact and/or contributions to the community which may also focus on the Township's Strategic Plan

Youth Citizen of the Year Award

- 17 years of age and under
- Youth citizens who have completed special projects, voluntary in nature, that have brought forward citizen pride and commitment to the Community
- Youth citizens who have demonstrated a strong sense of volunteerism and citizen pride
- Youth citizens who have achieved Provincial, National or International recognition
- Youth citizens who have demonstrated overall positive achievement, impact and/or contributions to the community which may also focus on the Township's Strategic Plan

NOMINATION PROCESS

- Nomination criteria will be available on the Township's website year round in order for members of the community to review leading up to the nomination period.
- Nomination forms will be available on the Township's website starting September 1st and will close September 30th and the awards being announced and presented at the October regular scheduled Council meeting. During an election year, the nomination period will open up a month earlier, with nominations being accepted between August 1st to August 31st and the awards being announced and presented during the September regular scheduled Council meeting. The Township will promote the Citizen of the Year and Youth Citizen of the Year Awards leading up to nomination opening.
- The Executive Assistant will collect the nominations which will be reviewed and summarized by the Citizen Recognition Subcommittee of Council and will provide recommendations to Council with suggested recipients.
- The nomination description, as provided by the nominator, will be the basis for the award approval and it will be used as the introduction for the awards recipient.
- Once approved, the nominators and nominees will be notified of their award and the details of the Council meeting where they will be receiving the award. Nominees must agree to accept their award and RSVP to the Council meeting.
- All award recipients are included in a master list of Civic Recognition & Youth Civic Recognition Award Recipients.

AWARDS

- Each recipient will receive a formal letter of recognition signed by the Mayor and Council;
- Will be recognized on the Township of West Lincoln's website, digital sign, and social media sites;
- Will receive an award of recognition at a regular scheduled Council meeting.

RELATED DOCUMENTS

Terms of Reference - Citizen Recognition Program Committee