

Policy Title: MAYOR'S RECOGNITION AWARDS & SPECIAL AWARD

Policy #: B-015



ADMINISTRATIVE PROCEDURES:

Effective Date: September 7, 2010

Date approved by Municipal Manager: September 7, 2010

Date revised: January 26, 2018

Scope

These procedures address the administration of the Mayor's Recognition Awards, including the Mayor's Special Award.

Responsibility

The Municipality's Legislative Services Department shall be responsible for Mayor's Recognition Awards administration.

Mayor's Recognition Award

Each year the Mayor's Recognition Award may honour recipients in three categories. Awards recognize an individual whose service or achievement at the local, provincial, national or international level has been of singular significance in the areas of:

- Athletics;
- Fine & Performing Arts; or
- Distinguished Voluntary Service

Mayor's Recognition Awards may be, but are not required to be, presented each year. Awards may be presented in one or more of the three categories in any given year.

Mayor's Special Award

The Mayor's Special Award is the highest possible recognition from the Municipality of Jasper. Nominees may have demonstrated any of the following:

- Humanitarianism;
- Exceptional achievement in a profession, sport or the arts; or
- An act of heroism or bravery

The Mayor's Special Award may not necessarily be presented each year. Posthumous nominations are allowed in this category only.

Nominations

Nominations will be invited from the public. Council may nominate potential recipients. Posthumous nominations will not be accepted except in the Mayor's Special Awards category.

Nominations for the Mayor's Recognition Awards are due on March 1 of every year.

Nominations for the Mayor's Special Awards are due on November 1 of every year.

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Nomination forms for the Mayor's Recognition Awards and the Mayor's Special Award are available on the Municipality's website, by phone at 780-852-6503 or in person at the Municipality's Administration office, 303 Pyramid Lake Rd. Forms are also available at the Jasper Activity Centre.

Completed nominations forms may be emailed to the Municipality's Legislative Services Department; delivered to 303 Pyramid Lake Rd.; or mailed to the Mayor's Recognition Awards Selection Committee, Box 520, Jasper, Alberta, T0E 1E0.

Selection Committee

Council shall establish the "Mayor's Recognition Awards Selection Committee", consisting of the Mayor and Council. The Selection Committee will consider nominations and select award recipients.

Awards

Recipients will be identified by the Selection Committee, which may assign a nomination to an alternate category provided the nominator agrees to the reassignment.

Selection Committee decisions are final.

Award Presentations

Awards may not be presented every year in every category.

Awards for Athletics, Fine & Performing Arts and Distinguished Voluntary Service will be presented at the annual Volunteer Appreciation Dinner or other appropriate venue.

The Mayor's Special Award will be presented at the annual Community Christmas Party.

Eligibility

In all categories the achievements must have enhanced the image of Jasper, and a span of three years must elapse before a previous Mayor's Recognition Awards recipient will be considered for an additional award, subject to the discretion of the Selection Committee.

Promotion and Advertising

The Mayor's Recognition Awards and Mayor's Special Award shall be advertised in the local newspaper, on the Municipality's website at www.jasper-alberta.com, by the

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distribution of brochures to various public buildings within the Municipality, and by public service announcements (e.g., utility bills, or other appropriate notices).

Award

The Mayor's Recognition Award and Mayor's Special Award will consist of a plaque or other gift deemed appropriate by the Mayor.