

Policy Title:	Citizen of the Year Policy		
Department:	Legislative (Council)		
Policy No.:	C-6	Resolution No.:	19539
Approved By:	Council	Approval Date:	September 26, 2022

1. POLICY OBJECTIVE

The District of Elkford Citizen of the Year program recognizes dedicated citizens who contribute significant volunteer time to enhancing the quality of life in Elkford for all community members.

2. POLICY STATEMENT

Council authorizes the annual award of the Citizen of the Year distinction, with the appointment being in place until the next award is made in the following year.

3. NOMINATIONS

- 3.1. Nominations can be made using the standardized Nomination Form provided by the district, attached to this policy as Appendix A, which will be made available by the District before February 15 each year.
- 3.2. Citizen of the Year candidates must be nominated by another person.
- 3.3. Nominations are due by March 15 each year.

4. CRITERIA

- 4.1. To qualify, nominees must demonstrate extraordinary leadership and community service that makes a positive impact to the community, and must meet the following criteria:
 - a) Be an individual (couples must be nominated as two individual nominees).
 - b) Contributed to helping other through acts of good will, without personal or monetary compensation.
 - c) Demonstrated personal involvement over a reasonable period.
 - d) Served the community above and beyond the service required or expected through the individual's employment.
 - e) Be an Elkford resident at time of award.
 - f) May be of any age.
- 4.2. Current members of council may not nominate a candidate for the award, and may not be a recipient of the award, as it is council who will review nominations and select the recipient(s) of the award.

5. SELECTION AND RECOGNITION

- 5.1. At the last in-camera meeting of council in March each year, using the criteria of this policy, Council will review nominations and select the Citizen(s) of the Year.
- 5.2. The award recipient(s) will be notified by the mayor or designee via phone call.
- 5.3. The recipient will receive a letter from the Mayor or designee, inviting the recipient(s) to:
 - a) The next regularly scheduled council meeting for official council recognition by the mayor and to receive a congratulatory gift basket.
 - b) Participate in the Wildcat Days Parade as Grand Marshall.

- c) The annual District of Elkford Volunteer Appreciation event in April to be introduced by the mayor or designee to the volunteer community.
- 5.4. The award recipient(s) will be recognized in a District of Elkford's newsletter, website, social media and by way of a media release.
- 5.5. The Corporate Administration Department will arrange for the Citizen of the Year name(s) to be added to the Citizen of the Year plaque, which is displayed at the District of Elkford Office and for a branded shirt for the Citizen of the Year to wear during the Wildcat Days Parade.

Repealed Policies: Citizen of the Year Policy No. 2014-01, and all amendments thereto

Related Legislation,
Bylaws, Polices, etc.:

APPENDIX A – CITIZEN OF THE YEAR NOMINATION FORM

NOMINATOR (YOUR) INFORMATION

Name: _____

Mailing address: _____

Phone #: _____ Email: _____

NOMINEE INFORMATION

Name: _____

Mailing address: _____

Phone #: _____ Email: _____

Why are you nominating this person for the Citizen of the Year?

What activities, groups/organizations, leadership roles, community service/advocacy actions has this person been involved in?

How has this person gone above and beyond to enhance the quality of life for community members?

