



# City of Yorkton

<b>POLICY TITLE</b> CIVIC RECOGNITION AWARDS		<b>ADOPTED BY</b> City Council	<b>POLICY NO.</b> 10.440
<b>ORIGIN/AUTHORITY</b> City Council	<b>JURISDICTION</b> City of Yorkton	<b>EFFECTIVE DATE</b> May 16, 2005 Amended October 30, 2017 Amended September 30, 2019	<b>PAGE #</b> 1 of 6

\*\*Consolidated with Certificate of Achievement Policy No. 10.10 (Sept 2019)\*\*

## 1. **PURPOSE:**

To establish a Civic Recognition Awards Committee and establish parameters to adjudicate and annually recommend Yorkton Civic Recognition Awards recipients to Council as well as adjudicate and recommend recipients of Certificate of Achievement nominations.

## 2. **COMMITTEE:**

The Awards Committee (Committee) shall be appointed by Council and be comprised of:

- a) Three (3) members of Council; and
- b) Two (2) members of the public at large.

Any combination of three (3) committee members present at Committee meetings shall constitute quorum.

Committee member appointments will occur in conjunction with other committee appointments that occur annually in January.

## 3. **CIVIC RECOGNITION AWARDS (CRA) – Description:**

Three (3) awards are to be presented annually as follows:

- i. Adult Civic Recognition – Presented to a citizen to recognize the selfless support the individual has made towards the betterment of the City of Yorkton.
- ii. Youth Civic Recognition – Presented to a citizen, under the age of eighteen (18) years old prior to December 31 of the current year, to recognize contributions made by the individual towards the betterment of the City of Yorkton.
- iii. Group Civic Recognition – Presented to two (2) or more individuals belonging/involved in an organized group that contributes towards the betterment of the City of Yorkton.

## 4. **CRA – Process:**

- i. The Committee shall call for Nominations for the awards annually. The Nomination period will commence on October 1 and end on October 31 of each year. The City Clerk's Office will ensure that the public is informed about this nomination process through the local media and the City's website.

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- ii. Nominations from members of the public, received in the attached Nomination Guide format (See Appendix A), will be reviewed by the Committee. Submissions will be acceptable by email, hand delivered, or through online forms on the City's website.
- iii. The Committee will receive administrative support from the Executive Administrative Assistant from the City Clerk's Office who will receive nominations, prepare meeting packages for Committee review and take minutes at Committee meetings.
- iv. The Committee will review the nominations and provide the City Clerk's office with their decision to allow for a Report to Council and recommendation to be prepared and included annually on the December Council Meeting Agenda for approval.
- v. Awards will be presented to the recipients at the first meeting of Council in January following the December endorsement of the winners. At this meeting there will be a reception to host and honour the award recipients in Council Chambers at 4:00 pm prior to the start of the Council meeting at 5:00 pm.
- vi. Awards to recipients will include:
  - a) Inscribing their names on individual name plates that will be mounted on a Civic Recognition Awards plaque that will be on display at City Hall;
  - b) Group award winners will receive one inscribed plaque;
  - c) Receipt of a framed photograph of recipients with members of Council, acknowledging receipt of the award; and
  - d) Gift certificates as supplied by awards program sponsors.
- vii. The Council annual promotion budget will be used to cover expenses related to advertising, award purchases, reception expenses and all other associated costs in support of this policy. Yorkton Coop have agreed to sponsor the Youth and Adult award packages by donating two One Hundred Dollar (\$100.00) gift certificates annually.

**5. CERTIFICATES OF ACHIEVEMENT (COA) - Description:**

- i. The City of Yorkton Certificate of Achievement is developed to provide the Mayor and City Council with a meaningful and enduring way to recognize citizens of extraordinary achievement. Yorkton residents who achieve international, national or provincial excellence in business, education, academics, science and technology, community service, the arts or sports may be considered for this special honour.
- ii. Citizens, City Council, and Administration may nominate individuals for recognition. The decision to select qualified candidates rests with City Council upon recommendation of the Civic Recognition Awards Committee. The City Clerk's office will liaise with the Mayor's Office to coordinate the process, production and protocol supporting the presentation of a "Certificate of Achievement".
- iii. It is envisioned that Council meetings should be used as a platform for presentations only in very special situations. Most presentations should occur in the community.
- iv. The program calls for the Mayor or his designate to make the presentation of the Certificate. In cases where a Councillor has made the nomination, they are invited to introduce the recipients to the Mayor and assembled audience prior to presentation.
- v. Criterion for the award has been established (see attached Appendix B). All nominations must meet one or more of these standards.

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**6. COA - Process:**

- i. All nominations for a City of Yorkton Certificate of Achievement should be channeled through the City Clerk's office, with a copy to the Mayor's Office.
- ii. The nominations must include the name, address and day-time telephone number of the recipient as well as a description of their achievement, and may be submitted by email, hand-delivered, or through an online form found on the city's website.
- iii. The City Clerk will arrange a meeting with the Civic Recognition Awards Committee for review of nominations and recommendations for Council approval. The City Clerk will prepare a report to Council with these recommendations.
- iv. If a certificate is to be presented at Council, the Clerk's office must be alerted by at least 12:00 p.m. the Wednesday preceding Council. Once a Council date is confirmed by the Clerk's Office, the Mayor's Office will contact the recipients and inform them of Council's wish to recognize them and invite them to Council.
- v. The Mayor's Office will then produce the necessary certificates for the Mayor's signature. Once signed, they will go to the City Clerk's office if they are to be presented at Council.
- vi. The Director of Legislation & Procedures (City Clerk) will alert the nominator on the date presentation is to be made, and their role in introducing the recipient(s). Presentation at City Council should be reserved for special circumstances. The majority of awards will be presented by the Mayor or his designate in other appropriate situations, in the community.
- vii. In the cases where the award is to be presented outside of Council, the Mayor's office will contact the nominator and the recipient, to arrange a mutually agreeable date, time and place. The Mayor's office will be responsible to co-ordinate media coverage and/or press releases.
- viii. The certificates are pre-printed and ready for the overprinting of the recipient's name and the Mayor's signature. The certificates may be framed and matted by the City prior to presentation.

**7. RESPONSIBILITY:**

- i. City Council is responsible for appointing members to the Committee, reviewing recommendations from the awards committee on nominations and approving award winners.
- ii. The Director of Legislation & Procedures (City Clerk) is responsible for the ongoing review and update of this policy.

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**Appendix A**

**CITY OF YORKTON CIVIC RECOGNITION AWARDS NOMINATION FORM**

Date: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_  
(Print Name)

Signature of Nominator: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominator Contact Phone No.: \_\_\_\_\_

Nominator Email Address: \_\_\_\_\_

Nominee: \_\_\_\_\_  
(Print Name)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominee Contact Phone No.: \_\_\_\_\_

Nominee Email Address: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_

(This acknowledges that the Nominee is willing to let their name stand.)

**Award Category:**

Adult Civic Recognition \_\_\_\_\_

Youth Civic Recognition \_\_\_\_\_ (Under 18 yrs of age on or prior to December 31 of the current year)

Group Civic Recognition \_\_\_\_\_

<b>“Office Use Only”</b>	
Date Received:	
By:	
(Print Name of City Clerk or Designate)	Signature

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## **Appendix A**

### **Continued**

#### **Adult Civic Recognition Award Presentation**

Please provide a letter (not to exceed 1000 words) outlining the nominee's lifetime or current year service through their involvements as follows:

- participation in clubs, associations or volunteer organizations;
- any notable act or accomplishment in support of community service;
- any notable accomplishment or in in his/her profession; and
- how the nominee has served as an ambassador for the community of Yorkton.

Please attach the letter to the nomination form.

#### **Youth Civic Recognition Award Presentation**

Please provide a letter (not to exceed 1000 words) outlining the Nominee's:

- civic involvements and interests in clubs, associations or volunteer organizations;
- any notable act or accomplishment in support of community service;
- any notable accomplishments during his/her high school education term in Yorkton; and
- how the nominee has served as an ambassador for the community of Yorkton.

Please attach the letter to the nomination form.

#### **Group Civic Recognition Award Presentation**

Please provide a letter (not to exceed 1000 words) outlining the Nominees':

- civic involvements and/or partnerships with clubs, associations or volunteer organizations;
- any notable act or accomplishment in support of community service;
- any notable accomplishments through service and/or events the group has conducted in or for Yorkton; and
- how the nominees have served as ambassadors for the community of Yorkton.

Please attach the letter to the nomination form.

***Thank you for providing a nomination for the  
City of Yorkton Civic Recognition Awards!***

**\*\*Disclaimer:** Information received will be kept in a confidential City Recognition Committee Award file and be destroyed after seven (7) years as per the Records Retention and Disposal Bylaw No. 42/2003. The information collected will be used to select award winners and to contact nominator and nominees as required.\*\*\*

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## **Appendix B**

### **HONOUR CRITERION CITY OF YORKTON CERTIFICATE OF ACHIEVEMENT**

In order to be considered for a City of Yorkton Certificate of Achievement, a citizen must excel in one or more of the following ways:

1. First, second or third place in an officially recognized international level sport competition.
2. First place in an officially recognized national or provincial level sport competition.
3. First, second or third place in an international level artistic or cultural competition.
4. First place in a national or provincial artist or cultural competition.
5. The achievement must have occurred within twelve months of the date of nomination. The nominator should be prepared to document the recommended achievement.
6. Receive top international, national or provincial recognition for excellence in business, education, science and technology, academic achievement, community service or tourism development.