

Citizen Recognition Program Policy



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City Council	May 17, 2016	47-2016	1	2
Subsection	Repeals By-Law Number		Policy Number	
Recognitions	N/A		CC - 6 - 2	

Purpose

The purpose of this policy is to acknowledge outstanding citizens who have made a significant contribution to, or positive impact on the citizens of our community. Citizens who receive the Citizen Recognition Award have exemplified a strong sense of volunteerism, civic pride and commitment towards the betterment of our community. Therefore, in order to more formally recognize and award such ongoing efforts and to promote the spirit of civic awareness and pride.

Objective

- To recognize actions that create a sense of home and belonging in our community
- To motivate all citizens to positively contribute to the quality of life of our community
- To recognize outstanding citizens during a regularly scheduled City Council meeting

Eligibility and Selection Criteria

- All citizens that have resided or worked in the City of Kenora for at least 12 consecutive months are eligible;
- There is no age limit for nominees to be eligible;
- Nominations are based on overall positive achievement, impact, and/or contribution(s) to the community;
- Recipients may only receive one (1) Citizens Recognition Award in their lifetime

*Should exceptional circumstances arise in which it would be appropriate to either recognize an individual who resides outside of the City of Kenora or to recognize an individual outside of the regular application period, these guidelines shall give the City Clerk the flexibility to consider such nominations and to forward recommendation(s) to the City Council for approval.

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Nomination Procedure

1. The nominator shall complete the Nomination Form associated with the Citizen Recognition Program
2. File the Nomination Form with the City Clerk at 1 Main Street South, Kenora, ON P9N 3X2 or hkasprick@kenora.ca or 807-467-2009. Nominations will be accepted on an ongoing basis.
3. Awards will be given two times per calendar year (January and July) or at the discretion of Council.
4. Nominations that meet the eligibility requirements will be reviewed by the City Clerk and an award recommendation will be forwarded to Council for their decision.

Award

- Each recipient will receive a formal letter of recognition signed by the Mayor and Council;
- Will be recognized in the Kenora Daily Miner & News;
- Will be recognized on the City of Kenora's social media sites as well as on the City's website;
- Will receive an award of recognition at a regularly scheduled City Council meeting

Nomination Focus

Focus for citizens to be recognized for the Citizen Recognition Award are based on but not limited to aspects in whole or in part of the City Strategic Plan.

Exceptional service and/or contributions to the City of Kenora should be either for a lifetime contribution or a specific act or significant event within twenty-four (24) months of the nomination period.

Examples of nomination focuses include, but are not limited to:

- Civic Responsibility & Contribution
- Community Spirit
- Innovation
- Volunteer Services
- Mentoring & Coaching
- Contributions to the City of Kenora
- Responsible Environmental Practices
- Community Pride