



Town of High Prairie

OUTSTANDING CITIZEN NOMINATION

Policy Number No. 05-2016	Approval Date September 13 th , 2016	Resolution Number 494/16
Supersedes N/A	Effective Date September 13 th , 2016	Legal Authority

TITLE: OUTSTANDING CITIZEN NOMINATION

Policy Statement:

The Selection Committee consisting of all of Town Council shall consider one (1) award to be given annually to honor a High Prairie and area resident who enhances the quality of life in High Prairie by preserving, promoting, and carrying out positive and significant small town community values and traits.

1. WHO CAN MAKE A NOMINATION

- 1.1 Any group or individual may submit one or more nomination forms to the Town of High Prairie, to be forwarded on to the selection committee.

Nomination forms can be picked up at the Town of High Prairie Administration Office. Forms must be filled out completely and returned to the Town Office prior to March 1st to be considered by the Selection Committee.

2. ELIGIBILITY

For the purpose of this policy, the following criteria shall apply:

- 1.1 Must be 18 years of age or older.
- 1.2 Current Elected Officials are not eligible.
- 1.3 Individuals may only receive the award once.
- 1.4 Nominee must reside in the High Prairie area.

3. CRITERIA

Nominees must embody one or more of the following criteria:

- 3.1 Promotes a sense of community in their neighborhood and all of the Town of High Prairie.
- 3.2 Demonstrates hospitality.
- 3.3 Helpful towards neighbours and fellow High Prairie residents.
- 3.4 Involved in an activity or activities that are voluntary in nature and are not part of the candidate's occupation or job description.
- 3.5 Involved in an activity or activities that are of benefit to our community or that enhances life in our community.
- 3.6 Shows concern for preservation and works to preserve and promote traditions and the small town atmosphere in the community.

4. APPLICATION PROCESS

- 4.1 Forms must be filled out completely in order to be considered
- 4.2 All nominations shall be submitted on or before the first of March, of the year the nomination shall be decided on.
- 4.3 Nominations shall be forwarded to the Selection Committee with nominations to be decided upon by the 31st of March.

5. VOTING PROCEDURES

- 5.1 At the first scheduled meeting of Town Council held in March of each year council shall consider all eligible nominees.
- 5.2 If more than one eligible nomination is received each councillor shall be entitled to vote for one (1) nominee.
- 5.3 The Town Manager shall provide each council member with a blank piece of paper in which to record their vote.
- 5.4 The Town Manager shall count and record the number of votes for each nominee.
- 5.5 After all the votes have been counted, the Town Manager will read the results.
- 5.6 In the case of a tie, the names of the tied nominees shall be placed in a container. The Town Manager will draw a name from the container and that person shall be declared as the nominee.



Mayor, Linda Cox



CAO, Brian Martinson

2016 Outstanding Citizen Nomination



Nominator or Nominating Group: _____

Address: _____

Phone #: _____

Email: _____

About the Nominee

Name of Nominee: _____

Address: _____

Phone #: _____

Resident of the Town of High Prairie since: _____

Occupation: _____

Memberships & Associations

Positions Held

Years of Membership

Bm

Why this person is an Outstanding Citizen:

You are not limited to this form. If you have more to say about this fantastic citizen, please feel free to add more.

All forms must be handed to the Executive Secretary/Legislative Clerk by email, mailed, hand delivered, or by fax by March 31st at 12:00pm.

Town of High Prairie
Executive Secretary
Box 179
High Prairie, Alberta
T0G 1E0
reception@highprairie.ca
780-523-3388 (phone)
780-523-5930 (fax)

RM
N