



THE RED DEER



Heritage Recognition AWARDS



INFORMATION AND SUBMISSION REQUIREMENTS

Submission Deadline
3:00 p.m., Friday, July 20, 2018

The City of Red Deer and Red Deer County's Red Deer Heritage Recognition Awards acknowledge the special accomplishments, projects and efforts which have furthered the goal of heritage conservation, education and awareness in the City and County. The 2018 Heritage Recognition Awards presentations will be held on Friday November 2, 2018.

Before working on a nomination, please ensure that you have read the following instructions thoroughly, and use the checklist provided with the Nomination Form as a guide.

Please mail completed nominations to:

Heritage Community Development Coordinator
2016 Red Deer Heritage Recognition Awards
The City of Red Deer Culture Services
3827 39 Street
Red Deer, AB T4N 3T4

Or hand-deliver them to:

Culture Services
3827 39 Street
Red Deer, AB

For additional information, please contact The City of Red Deer Heritage Community Development Coordinator at 403-309-6270.

ELIGIBILITY

Nominations must be for work completed in the last four years which has not previously received a Red Deer Heritage Recognition Award.

Nominations must be for buildings or projects undertaken in one or more of the following communities, or for projects undertaken by residents of one or more of the following communities:

- The City of Red Deer
- Any area within the municipal governance of The County of Red Deer, including the hamlets of:
 - Ardley
 - Benalto
 - Dickson
 - Lousana
 - Markerville
 - Springbrook
 - Spruce View

NOMINATION CATEGORIES

Every two years the Heritage Preservation Committee presents awards to individuals, groups, businesses or projects that demonstrate excellence in one of the following four categories:

CATEGORY 1: Built and natural heritage conservation, protection and preservation

This includes the restoration and protection of historic buildings and the development of new buildings to sensitively fit into an existing heritage area. It also includes the preservation or restoration of significant natural spaces or features.

CATEGORY 2: Heritage advocacy, education and awareness

This award recognizes work in heritage research, publications, programs, tours, interpretive projects, exhibits or displays.

CATEGORY 3: Youth advocacy, awareness and support for heritage

This award recognizes youth under the age of 21, students and youth groups who have raised the awareness of, participated in, or supported heritage projects, exhibits, displays, publications or tours.

CATEGORY 4: Lifetime Achievement Award

This award is for individuals who in a volunteer capacity have made significant contributions to heritage over a long period of time.

INCOMPLETE NOMINATIONS

The Nominations Committee reserves the right to return a nomination that is incomplete or has not followed instructions. In this event, a member of the Nominations Committee will call the nominee(s) to advise them what information is missing and to offer assistance in ensuring the nomination is fully completed.

Re-submitted nominations must be completed as required and hand-delivered to Culture Services 3827 – 39th Street Red Deer by noon on Friday, August 3, 2018.

JURY REVIEW, PROTOCOL AND NOTIFICATION

Following the submission deadline, the Heritage Recognition Awards Adjudication Committee will review nominations and determine which may qualify for an award.

The Heritage Recognition Awards Adjudication Committee will use the “Standards and Guidelines for the Conservation of Historic Places in Canada” as the criteria by which building and landscape conservation project nominations are evaluated.

A copy of the standards and guidelines is available at: <http://www.historicplaces.ca/en/pages/standards-normes.aspx>

Members of the Heritage Recognition Awards Adjudication Committee will not enter into correspondence or other dialogue with nominees or members of the public before, during or after the decision process.

If a member of the Adjudication Committee is nominated for an award, or if that member is part of a nomination without their name specifically mentioned, an alternate juror from Red Deer Heritage Preservation Committee will replace the nominated juror. Alternatively, that nomination can be deferred to a subsequent Heritage Recognition Awards event.

The Heritage Awards Adjudication Committee reserves the right to not give awards in any particular category or year.

AWARD PLAQUES

Each award recipient (company, project, organization or individual) will receive a plaque. These will be presented at the Red Deer Heritage Recognition Awards ceremony which will be held on Friday, November 2, 2018. *Please note: Only one plaque will be awarded for group projects.*

NOMINATION SUBMISSION REQUIREMENTS

The following items must be provided along with the description of work. A checklist is provided on the Heritage Awards Nomination Form.

1. Cover page Nomination Form with Contact Information:

Include the name of the project (and address if applicable), or the name of the program, activity, publication, exhibit, display or action, along with the name of the individual(s) or organization(s), with contact information and, where applicable, the building or site owner's signature agreeing to have the project nominated for a Heritage Recognition Award and to its publicity by The City of Red Deer and Red Deer County if selected for an award. The form is available at: www.reddeer.ca/heritage.

2. Contacts:

Include the name, address and other information for each proposed award recipient (individual(s), company or organization)). The primary recipient should be listed first, followed by up to (but no more than) three names as secondary recipients. The nominee must confirm that each of these proposed recipients has been made aware of the nomination. Other names of people involved in the project may also be listed in the nomination separately from the nominated award recipients (primary and secondary).

Note: the nominee may or may not be one of the proposed award recipients.

3. Summary of Work:

A key piece of information is the "Summary of Work", in which the nominator shall explain in full detail the roles of the nominee(s), the extent of the work, and how the project contributes to heritage conservation, education and awareness in The City of Red Deer and Red Deer County.

This should also briefly describe the challenges that the project presented and the response to those challenges. It is important that this is described fully so that the Adjudication Committee will understand what it is expected to assess.

4. Description of Work:

- **Category 1: Built and natural heritage conservation, protection and preservation**

Include a description of the project. Also include information on the original materials and components that were retained, those that were replaced or replicated and why, the duration of the work, and the role(s) of each of the major contributors to the conservation work (i.e. those who are nominated for the award).

It is important to show what the building or site looked like before and after the work was completed. Plans, drawings and photos taken during the course of the project may be useful to illustrate the work completed.

- **Category 2: Heritage advocacy, education and awareness**

Include a description of the individual(s) or group(s) activities and how they have promoted heritage through research, advocacy, education and awareness. Also include biographical information, a history of the work of the individual, group or organization in the heritage field, and any relevant media coverage, press clippings and photographs.

For publications or programs, the Description of Work should include featured details of the work, and how it has increased public awareness of heritage issues. Also include the name of the publisher in the list of contacts.

- **Category 3: Youth advocacy, awareness and support for heritage**

Include a description of the individual(s), group(s) or organization(s) activities and how they have promoted heritage conservation, advocacy, education and awareness. Also include biographical information, a history of the work of the individual, group or organization in the heritage field, and any relevant media coverage, press clippings and photographs.

- **Category 4: Lifetime Achievement Award**

Include a description of the individual's activities and how they have promoted heritage conservation, advocacy, education and awareness. Also include biographical information, a history of the individual's contributions to heritage, and any relevant media coverage, press clippings and photographs.

5. Materials, Format and Images:

Please submit the following:

- Four sets of all nomination documents.
- Nominations for publications or brochures: three copies of the nominated publication or brochure. (Two copies of the nominated publication or brochure will be returned to you once the award winners have been selected.)