

MAYOR'S 
RECOGNITION
 AWARDS

2025 Nomination Package

Nomination Deadline:

Monday, February 24, 2025 at 9:00 a.m.

The Mayor's Recognition Awards recognizes individuals, groups or teams from the city of Red Deer, whose actions have brought honour and recognition to Red Deer.

Award recipients are selected by the Mayor's Recognition Awards Committee, with the exception of the Mayor's Special Award, which is chosen by the Mayor.

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Nomination Process

All sections of the nomination form must be completed in full, and any applicable supporting documents must be provided. For a nomination to be considered, the nomination form must be signed by the nominator and the seconder. Any application that is not signed by the nominator and seconder will be returned. Once an application form has been received, the nominator and seconder will receive acknowledgment of receipt. All nominees and nominators will be advised if their nomination has been successful by early May. Details of the award ceremony will also be provided at that time to successful nominees.

Nominating a Group/Team

For the purpose of this award, “group” means two or more individuals assembled together and having some common purpose, whose work shall be beyond the normal scope of their professional duties. **If this nomination is for a group, please attach a complete list of members of this group, with their current addresses, telephone numbers and email addresses.**

Award Criteria

- All nominees must be residents of the City of Red Deer, or be nominated for service to or within Red Deer, or be a member of a group or team that is based in Red Deer.
- Posthumous nominations are allowed in all categories for up to five years following the nominee's death.
- The Nominator and/or Secunder of a nomination cannot be current members of the Mayor's Recognition Awards Committee.
- There is no limit to the number of awards that may be presented in any category in any given year.
- Sitting City Council members are not eligible for an award, however are eligible after a two year hiatus from Council.
- Subject to the discretion of the Committee and/or Mayor, a span of three years must elapse before a previous recipient will be considered for a Mayor's Recognition Award.
- The Committee reserves the right to assign a nomination to an alternate category provided one nominator agrees to the reassignment.
- Decisions of the Committee regarding the selection of award recipients will be final.

Short Biography

- Please provide a biographical outline of the nominee's outstanding achievements, contributions, and characteristics. If the nominee is selected for an award, this information may be edited and read at the awards ceremony.

History of Achievement

To support the nomination process, please submit a history of the achievement(s) of the nominee(s) (please attach additional sheets as necessary). Please do not use acronyms in your description. Elements of the achievement history should include:

- An outline of how the nominee(s) fits the criteria of the award;
- Dates of service with Red Deer groups/organizations (if applicable);
- History of achievements in the past two years and prior;
- History of prior achievements before 2025, and any special achievements;
- Previous recognition or awards the nominee has received;
- How the nominee's actions have brought honour and recognition to the city of Red Deer, and any long term benefits or impact to the community.

Supporting Comments and Documentation

Supporting documentation should be attached to every nomination to provide background and proof of the nominees achievements. Supporting documentation can include:

- Newspaper articles/publications;
- Copy of award or proof of achievement;
- For athletics nominations – information regarding the sanctioning body;
- Letters of support (should include the writer's relationship to the nominee and description of the nominee's outstanding achievements, their contribution to the community and how their contribution has impacted the community).

Collection, Use and Disclosure of Personal Information

- Nomination packages become the property of The City of Red Deer. Do not forward originals. Information contained in the Nomination Package may be used in publications, media releases, and on The City's website.
- Information submitted as part of the award nomination will be used to select award recipients, and excerpts may be presented during the award ceremony and subsequent publications and display. A list of award recipients will also be publicized. This personal information is being collected in accordance with the *Freedom of Information and Protection of Privacy Act*, section 33(c), and is protected under the Act's privacy provisions. If you have any questions about the use of this information, contact the Access and Privacy Coordinator, 4914-48 Avenue, Red Deer, Alberta, T4N 3T4 (403-342-8132).

Additional Information

For additional information regarding the Mayor's Recognition Awards, please refer to The City of Red Deer Bylaw 3576/2016, *Committees Bylaw* "Mayor's Recognition Awards" at www.reddeer.ca. **Please contact Legal and Legislative Services at 403-342-8132** if you require further information on the process.

Thank you for participating in the nomination process for the Mayor's Recognition Awards!

Award Categories

Athletics

The Athletics Award recognizes individuals or teams.

1. Nominees must have:
 - a. placed first in a national event or competition; or
 - b. placed first, second or third in an international event or competition where the event has been sanctioned by the respective national or international governing body of the particular sport; or
 - c. placed first at the highest possible level that can be achieved in their sport.
2. Nominees in the individual category must attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
3. Nominations will be considered only on the basis of standing in an event or competition, as opposed to achievements or service to the sport.
4. Nominees will be considered for an award only in the year immediately following the year in which the achievement occurred.
5. For individuals, “Event” means a single activity or contest. (i.e. a 50m freestyle swim); and/or “Competition” means a multiple activity contest made up of more than one event (i.e. a swim meet).
6. For teams, “Event” means a single activity contest with two or more participants (i.e. a 200m freestyle relay swim); and/or “Competition” means a multiple activity tournament).
7. Nominees may have competed at an amateur or professional level.

Community Builder

The Community Builder Award recognizes outstanding individuals or groups, whose work is beyond the scope of their professional duties. Nominees must demonstrate:

1. Special or unique qualities that highlight how the person/group has made a difference in the community; and
2. Leadership, dedication, innovation and creativity, and
3. Long term benefits or impact to the community.

Distinguished Voluntary Service

The Distinguished Voluntary Service Award nominees:

1. Must have made a significant impact and enhanced the quality of life and/or implemented a significant positive change in Red Deer.
2. Will be individuals.
3. Volunteer work shall be beyond the normal scope of their professional duties.

Fine and Performing Arts

The Fine and Performing Arts Award nominee(s):

1. Will be individuals or groups of individuals.
2. Must have gained a national or international acceptance or recognition of outstanding specific achievement, and/or a series of accomplishments over time in one or more of the arts.
3. May hold amateur or professional status.
4. Maybe be considered for an award in the year immediately following the year in which the specific achievement occurred, or in recognition of a series of accomplishments over time.
5. Are only eligible to receive an award in this category once for the same fine or performing art.

Mayor's Special Award

The Mayor's Special Award is the highest possible recognition from The City of Red Deer.

1. Nominees will be individuals, groups or teams who have demonstrated any of the following:
 - a. Humanitarianism; and/or
 - b. Exceptional achievement; and/or
 - c. An act of heroism or bravery.
2. Volunteer work shall be beyond the normal scope of their professional duties.

The Mayor makes the selection of the Mayor's Special Award recipient(s) from the nominations received. The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrant, more than one award may be presented in a given year.

Application Checklist

Prior to submission of nomination form and information, please check to ensure:

- All information on the nomination form above is filled out.
- All supporting documentation is attached
- The nominator has signed the form.
- The seconder has signed the form.
- You have indicated whether or not the nominee knows she/he is being nominated.

Once completed, please submit the online form and you will receive an email confirmation of the application.

If you have any question or need assistance with the form please reach out to: Legal and Legislative Services
The City of Red Deer
Box 5008 (4914-48 Avenue) Red Deer, AB T4N 3T4
Email: legislativeservices@reddeer.ca
Phone: 403-342-8132

Nominations will be accepted until **9 am on Monday, February 24, 2025.**