

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Council
POLICY NO.:	7.3
SUBJECT:	Key to the Community Award
ADOPTED:	November 25 2015
REVISED:	
ADMINISTERED BY:	Council and Chief Administrative Officer

Policy:

The District of Fort St. James recognizes outstanding citizens who have contributed towards improving the quality of life for the people of Fort St. James. Recipients of the Key to the Community Award (KTTCA) are nominated and selected and presented with the award using the procedures set out in this policy.

Objective:

This policy outlines the nomination criteria, evaluation guidelines, award details, award presentation and duties of award recipient.

Procedures:

Nomination

A member of the public or a member of Council may nominate an outstanding citizen for the KTTCA. Administration will receive the nomination, which must be in writing and include the name of the nominee, reasons why nominee should receive the award and a list of the nominee's community involvement. Each nomination will be considered during a closed meeting of Council.

Nomination period will take place each spring between April 1st and June 15th.

Nomination Criteria

A nominee must have been actively involved in one or more of the following:

- Service organizations
- Charities
- Advocacy
- Sports/Recreation
- Arts/Culture
- Health
- Education

- Government
- Business

and through this involvement must have demonstrated a sustained commitment to the community of Fort St. James.

A nominee must be perceived as a leader by the public in the community.

A nominee in the field of local, provincial, or federal government must not be currently elected at any level of government.

A nominee must have a minimum of 5 years of service in Fort St. James. Years of service may be waived at the discretion of Council.

Review and Evaluation of Nominees

Council will review nominations during an In Camera meeting and deliberate on lasting meaningful contribution, length of service, extent of service beyond call of duty and extent of recognition from their peers.

The nominations will be evaluated using the following matrix:

The degree to which their service or action have made a lasting or meaningful contribution or impact on the community	40%
The length and degree of their service(s)	20%
The extent to which their service or action might be considered above and beyond the call of duty	20%
The extent to which their service or action would be recognized and valued by their peers/community leaders	20%

Voting

Council will resolve to bestow an award on a nominee. Motion must be adopted unanimously, with at least 2/3 of elected council members present, for the Key to the Community to be awarded.

Award Details

The Award takes the form of a wood key approximately one foot in length with the engraved District of Fort St. James logo and the name of the recipient. The procurement cost of this award (in 2015) is approximately \$150. There will be a maximum of 3 awards presented annually.

Presentation of Award

Council may present an award or awards at:

- a public ceremony with the recipient(s) in attendance
- a regular Council meeting to which recipient(s) has been invited
- a private meeting with the recipient(s) in attendance.

Privileges and Duties of Recipient

The KTTCA is purely a ceremonial award. There are no special privileges granted to the recipient of the award.

Recipients of the Key to the Community Award are expected to continue to be upstanding citizens in the community.

Administrative Checklist

Administration will:

- Collect all nominations and include them in In-Camera agenda packages
- Upon Council's resolution to make an award, order engraved wooden key
- When award is ready, inform Council
- On Council's direction, invite recipient to presentation ceremony.