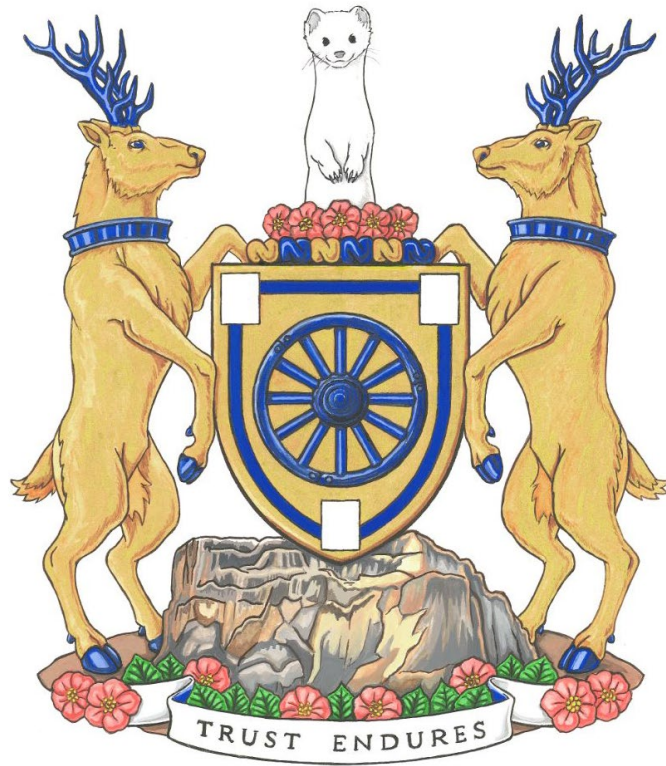


TOWN OF CARDSTON REQUEST FOR DECISION FORM

MEETING DATE: February 27th
SUBMITTED BY: Shem Simmons

AGENDA ITEM #:

Subject	Bylaw 1677B - Council Committees Bylaw Amendment: Citizen of the year TOR .
History of the Issue Including Previous Decisions	This Bylaw has first reading. There have been no changes since first reading.
Relevant Policy or Bylaw	Bylaw 1677
Public Consultation Undertaken or Required	None
Response Options and Implications of Options	This amendment adds the neighbour of the year category, and refines the selection process.
Costs and Potential Sources of Funding	None
Requested Action	If Council is still content with the amendment as it currently reads, administration requests the final readings on the bylaw: MOVE that bylaw 1677B be given second reading. MOVE that bylaw 1677B be given third and final reading.



**TOWN OF CARDSTON
IN THE PROVINCE OF ALBERTA**

BYLAW 1677B

COUNCIL COMMITTEES BYLAW AMENDMENT

TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA

BYLAW 1677B

COUNCIL COMMITTEES BYLAW AMENDMENT

A BYLAW OF THE TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA TO AMEND BYLAW, BEING THE TOWN OF CARDSTON BYLAW.

WHEREAS, Section 64 of the Municipal Government Act, Being Chapter M-26, Revised Statutes of Alberta, 2000 provides for the passing of bylaws to amend other bylaws; and,

NOW THEREFORE, the Council of the Town of Cardston, in the Province of Alberta, duly assembled, enacts as follows:

That the Terms of Reference for the Citizen of the Year Committee in Schedule “B” of Bylaw 1677 be amended to read as follows:

TERMS OF REFERENCE

CITIZEN OF THE YEAR COMMITTEE

1) DEFINITIONS

For the purposes of these terms of reference:

- (a) Cardston Community:** means the Town of Cardston and residents of the Town of Cardston.
- (b) Committee:** The members of the Citizen of the Year Committee and Citizen of the Year Selection Sub-committee.
- (c) Nominator:** a person who submits a nomination for someone to be considered for an award.
- (d) Nominee:** a person who is proposed or formally entered as a candidate for an award;
- (e) Public Knowledge:** knowledge that is available to anyone, knowledge that has been publicized on the news.
- (f) Term:** One year.



2) MANDATE/PURPOSE

- (a) Organize and facilitate annual recognition awards for outstanding contributions to the Town of Cardston.

3) COMPOSITION OF COMMITTEE & SUBCOMMITTEE

The Committee will be composed of a standing committee of two (2) members who may form a “Citizen of the Year Selection Sub-committee” of five (5) members annually, specifically for the selection of the award recipients for that year. Committee members may also sit on the sub-committee.

(a) Composition of Committee

- i. 1 – Elected official from the Town of Cardston
- ii. 1 – Administrative Support

(b) Composition of Sub-Committee

- i. 1 – The Elected Official assigned to the Committee
- ii. 4 – Citizens at Large (*preferably resident award recipients from previous years*)

The Elected Official is the chair of the committee and the sub-committee.

If an award is not granted in any given year, a citizen at large will be called to fill the vacancy on the sub-committee.

4) TERM OF OFFICE

- (a) A maximum of 2 consecutive terms for sub-committee members.
- (b) As assigned by Council for the Elected Official.

5) DUTIES AND POWERS

- (a) The sub-committee must be totally *impartial*.
- (b) All final decisions made by the sub-committee must be *unanimous*.
- (c) Voting on the nominations will be done by secret ballot.
- (d) The information used by the sub-committee to arrive at a decision should be based primarily on the documentation provided by the nominators, rather than personal familiarity with the persons being discussed. The sub-committee’s discussion should focus on how well the nominators demonstrate that the nominee fulfills the criteria for the award.

6) MEETINGS

- (a) The sub-committee must meet the week before the August Civic Holiday in order to allow for plaques to be made in time to present to the chosen nominees and all parade details to be finalized by Town employees.

7) NOMINATION AND COMMITTEE RULES

- (a) There may be up to five awards each year: Citizen of the Year; Lifetime Achievement Award; Youth Citizen of the Year, and two Neighbour of the Year Awards – one for the County and one for the Blood Reserve.
- (b) Nominations will be collected on the form prepared by the committee, who will determine the appropriate award category for each nominee.

- (c) Each award may be jointly awarded to multiple individuals if the contribution in the nominations was a collaboration between two or more people.
- (d) Elected officials will be excluded from nomination.
- (e) Town Staff may be nominated for contributions made to the community outside their regular work responsibilities.
- (f)
- (g) Previous awardees for the Citizen of the Year and Neighbour of the Year may be considered for re-nomination if there are new contributions to consider. The other categories can only be awarded once per person.
- (h) The contributions considered for nomination must be provided in Cardston or the Cardston area, and the contribution must have been provided within the past year, except for the Lifetime Citizen Achievement Award and the Young Citizen of the Year.
- (i) Those nominees who have had more than one person submit a nomination on their behalf will be given greater attention by the committee than those with only one nomination. We therefore encourage nominators to encourage others to nominate the same person they do.
- (j) A nominator must not be a member of the nominee's immediate family, within two generations (parents, siblings, aunts, uncles, first cousins, or grandparents).
- (k) The recognized contributions considered for nomination may be a part of the nominee's normal occupation, but should be for service that goes beyond the normal scope of duties required by the employer, and it must be demonstrated how the service advances the Vision of Town Council
- (l) The Committee shall maintain confidentiality during all aspects of the nomination and selection process, and shall at no time reveal the names of any nominee, nominator, or members of the selection sub-committee, nor shall they divulge any details from discussions held by the committee. Confidentiality during this process is necessary to protect the spirit and intent of the award, and facilitate a fair and objective selection process.
- (m) If no nominations are received for any award category in a given year, or if significant contributions are not made, the award may not be granted. The sub-committee has the right to determine if the contributions are significant enough to qualify for the award.
- (n) Nominations declared sufficient that are not selected for an award in the year they are submitted will be retained for 4 more years and reconsidered by the subcommittee for the same award in subsequent years.

8) CRITERIA FOR NOMINATION

General Criteria

The following Criteria is applicable to all awards categories. Nominations will be scored and given preference based on whether the nominee:

- Is currently a resident of the Town of Cardston (except for Youth and Neighbour awards)
- Has made a significant contribution to the Cardston community
- Is an inspirational role model for community members
- Makes a positive impact on the Cardston community

- Brings recognition to the Town of Cardston through contributions or achievements made in or from out of Town
- Advances the Vision of Town Council

Citizen of the Year Award

- Must be 20 years or older.
- Significant contribution must have been made within a year of nomination.
- Volunteer work or other contributions made in the past 5 years may be taken into consideration to enhance a nomination.

Lifetime Achievement Award

- Must be at least 50 years old.
- Must have been a resident of Cardston for at least the past 20 years.
- Must demonstrate a long-term commitment to the enhancement of the Cardston community through a variety of events, organizations, initiatives, committees, etc.

Youth Citizen of the Year Award

- Must be under 20 years old.
- May be a resident of Cardston or the immediately surrounding area if they attend school in Cardston, Mountain View or Spring Glen.
- Contribution may be made to the Cardston community or to their school through service or fundraising, helping with school or community events, participating in the Hope Squad or other school initiative, helping other members of their school or community, or by participating in other school or community events or service projects.

Neighbour of the Year Award

- Must be 20 years or older.
- Significant contribution must have been made within a year of nomination.
- Must have been a resident of either Cardston County or the Blood Reserve when the contribution was made.

Received First Reading this 13th day of February, 2024

Received Second Reading this

Received Third & Final Reading this

Signed by the Mayor and the Chief Administrative Officer this ____ day of

TOWN OF CARDSTON

MAYOR – *Maggie Kronen*



SECOND READING

