

Big Lakes County Policy

FCSS-03 Wall of Fame Award Policy

Policy Number:	FCSS-03
Legal Authority:	
Approved by Council:	June 26, 2016
Effective Date:	June 26, 2016
Revised Date:	April 12, 2023

Policy and Procedure Statement

Big Lakes County will implement a Wall of Fame Policy to outline how the municipality will decide the recipients for the Wall of Fame Award given to extraordinary volunteers in the municipality. This policy is for Big Lakes County Council who may choose two recipients through multiple nominees.

Definitions

For the purposes of this policy:

“C.A.O” shall refer to the Chief Administrative Officer

“County” shall refer to Big Lakes County

“Applicant” shall refer to any individual who has been nominated for the Big Lakes County Wall of Fame Award.

“Application” shall refer to a Big Lakes County form attached to this policy as Schedule “A.”

“Recipient” shall refer to anyone who has successfully been selected and will receive the Wall of Fame Award.

“Posthumously” shall mean after the death of an Applicant.

Eligibility Requirements

1. An Applicant must be a resident of the County for a minimum of 5 years.
2. An Applicant must have 10+ years of experience within the County to be eligible.
3. An Applicant must be nominated by a County resident.

4. An Applicant may be nominated Posthumously.
5. An Applicant is eligible to receive this award once in their lifetime.

Application Process

1. The Wall of Fame Nomination Form is attached as Schedule "A."
2. All Applications for nominations must be submitted by May 31st of each year without exception.
3. Applications may be either be mailed to the County at
Box 239
High Prairie, AB T0G 1E0,

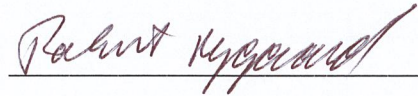
or dropped off in person to one of the following offices:
 - County Administration Building in High Prairie
 - County Office in Kinuso
 - FCSS Office in Faust
 - FCSS Office in Grouard
 - FCSS Office in Jousard
 - FCSS Office in Enilda
4. Applications received shall be forwarded to the FCSS Manager as soon as possible following the deadline.

Selection Process

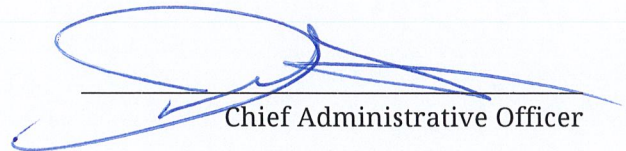
1. The FCSS Manager shall review nominations to ensure enough information is provided, ensure that the Applicants meet eligibility requirements, and verify the Applicants' information is correct, and contact the references provided.
2. The reference checks will be shown in the Applicant's credentials and provided to Council as part of the Request for Decision.
3. A Request for Decision will be prepared, reviewed by the C.A.O. and presented to Council at a Regular Council Meeting prior to the Annual County BBQ.
4. The Request for Decision shall include all Applications received with the Applicant's name redacted to ensure an unbiased decision. Only the Applicant's credentials will be shown.

Delivery of Program

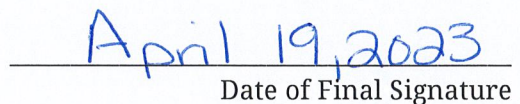
1. A maximum of two (2) Recipients will be chosen for the award annually.
2. At the Annual County BBQ, Recipients shall be recognized with the presentation of a certificate and a plaque. The plaque shall be displayed at the High Prairie Administration Office outside the front doors on the Wall of Fame.
3. The Big Lakes County Wall of Fame Award will be presented to the Recipients by members of Council at the Annual Big Lakes County BBQ.
4. In the event a Recipient is unable to attend the Annual County BBQ, arrangements will be made to present the award in person either at their home or at the County Administration Office at the discretion of the CAO.
5. In the event a Recipient is awarded Posthumously, the Recipient's family shall be notified to receive the award in accordance with sections 3 and 4 above.



Reeve



Chief Administrative Officer



Date of Final Signature