

**Policy Title: MAYOR'S AWARDS**

**Policy # B-115**

**ADMINISTRATIVE PROCEDURES**

**Date Approved by the CAO: May 21, 2026**



## **1. PURPOSE**

1.1. These procedures establish the administrative process for the annual Mayor's Recognition Awards and Mayor's Special Awards in accordance with Policy B-115: Mayor's Awards.

## **2. NOMINATION CYCLE**

2.1 Nominations will be invited from the public once annually. The nomination deadline for the Mayor's Recognition Awards is March 1. The nomination deadline for the Mayor's Special Awards is November 1.

2.2 Nominations submitted outside of the annual nomination period will be referred to the next application cycle as described in section 2.1.

2.3 A span of three years must elapse before a previous Mayor's Award recipient will be considered for an additional award, subject to Council discretion.

2.4 The Mayor's Recognition Awards will be presented at a Regular Council meeting during National Volunteer Week or other appropriate venue.

2.5 The Mayor's Special Award will be presented at the annual Community Holiday Party.

## **3. NOMINATION FORM AND SUBMISSION REQUIREMENTS**

3.1 All nominations shall be submitted on the municipal nomination form available on the municipal website. Paper copies shall be available at the municipal administration office and the Jasper Activity Centre.

3.2 All nomination forms must be submitted to the Legislative Services Coordinator.

3.3 Nominations will be invited from members of the public with no age restriction on the nominator or the nominee.

3.4 Council may nominate potential recipients.

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3.5 Close family members (parents, grandparents, aunts, uncles, siblings) cannot nominate potential recipients.

3.6 Posthumous nominations are allowed in the Mayor's Special Awards category only.

#### **4. PROMOTION AND PUBLIC NOTICE**

4.1 Administration shall advertise the nomination period using municipal communication channels, which may include the municipal website, social media, community bulletin boards, direct stakeholder outreach, and methods to reach Jasper youth (under 18 years of age) specifically.

#### **5. ADMINISTRATIVE REVIEW**

5.1 Upon closure of nominations, Administration shall review each submission for completeness, eligibility, and alignment with award criteria.

5.2 Administration may contact nominators for clarification or additional documentation.

5.3 Administration shall prepare a confidential nomination summary package for Council review.

#### **6. EVALUATION CRITERIA**

When preparing nominations for Council consideration, Administration shall assess nominees against the following factors:

- significance of the contribution or achievement;
- measurable or demonstrated impact on the Municipality of Jasper;
- level of leadership, initiative, or volunteerism;
- duration or sustainability of contribution, where applicable;
- degree to which the nominee reflects positively on the municipality; and
- exceptional or extraordinary circumstances, where relevant.

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## **7. COUNCIL CONSIDERATION**

- 7.1 Award recommendations shall be presented to Council in a closed or confidential format as appropriate.
- 7.2 Council may approve, defer, re-categorize or decline any nomination. Council decisions on nominations are final.
- 7.3 Council may determine the number of awards presented in any year. Mayor's Awards may not necessarily be presented each year.

## **8 AWARDS**

- 8.1 The Mayor's Awards will consist of a plaque or other gift deemed appropriate by the Mayor with a monetary value in the range of \$100 for the Mayor's Recognition Award, and \$350 for the Mayor's Special Award.