

	Hall of Fame Program	
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	To be Reviewed:	Once per term
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Policy Statement

The Hall of Fame Program provides an opportunity for members of Council to formally recognize and celebrate Okotoks residents or groups who have made outstanding contributions to the community in any of the following three (3) categories:

- Arts and Culture;
- Community Service; or
- Sports.

Policy Purpose

The purpose of the Hall of Fame Program Policy is to outline the nomination and selection process.

1. Definitions

- 1.1 Arts and Culture - an individual or a group of collective, creative minds, artists, performers, or cultural enthusiasts united by a common artistic vision, purpose, or cultural expression. This individual or group works to produce innovative, thought-provoking, and impactful works of art, performances, exhibitions, or cultural events that enrich and inspire audiences, promote diversity, and foster a deeper understanding of human experiences, heritage, and identity.
- 1.2 Community Service - an individual or group engaged in community service volunteering their time, skills, and resources to address social, environmental, or humanitarian challenges within their community or beyond. This individual or group works to identify needs, develop and implement effective solutions, and make a positive and sustainable impact on the lives of others, demonstrating altruism, empathy, and a strong sense of civic responsibility and solidarity.
- 1.3 Sports - an individual or group demonstrating an outstanding calibre of competitive athleticism over a number of years at a provincial, national, or international level. The individual or group demonstrate passion for athletic competition, teamwork, and the pursuit of excellence in their respective sport or physical activity. They collaborate, train, and compete harmoniously, displaying exceptional sportsmanship, dedication, and a commitment to achieving collective goals while embodying the values of fair play, discipline, and resilience.

- 1.4 Resident - at the time of the individual's achievements, they were a resident of the Town of Okotoks or, if a member of a group, the group was considered Okotoks-based. An individual or group will have resided in Okotoks for a minimum of five (5) years.
- 1.5 Town - the Corporation of the Town of Okotoks in the Province of Alberta, and where the context so requires, the area of land within the corporate boundaries thereof.

2. Selection Process

- 2.1 The Hall of Fame Program nomination and selection timelines are concluded by June 30 of the final year of each Council term.
- 2.2 The process is initiated by receipt of a nomination package from a resident or group to Administration.

3. Council's Role

- 3.1 The selection panel for the Hall of Fame Program shall be the Governance and Priorities Committee (GPC).
- 3.2 Scoring criteria include Impact & Contribution; Leadership & Innovation; Commitment & Longevity; Inspiration & Role Model; and Legacy & Recognition. A minimum score of 70 points (through consensus scoring) is recommended to warrant induction into the Okotoks Hall of Fame. The evaluation matrix based on these criteria is referenced in Appendix A.
- 3.3 There will be no more than six (6) inductees each nomination period.
- 3.4 There shall be a maximum of two (2) inductees in each category.
- 3.5 Not every classification and/or category will be awarded each nomination period.
- 3.6 Administration will notify nominees privately about their nomination, providing context and significance while offering them the option to decline if they wish. Nominees will also be informed that, if selected to receive a Hall of Fame Award, they must provide supporting documentation to validate their accomplishments and may need to undergo a criminal background check.
- 3.7 Administration will prepare a Closed Session report to the GPC containing a list of nominees for review outlining the nominee's general criteria along with a prepared list containing Administration's recommendation(s).

- 3.8. The GPC, with the consent of the nominator(s), may alter the nominee's designation from the nominated category or award to another category deemed more suitable by the GPC.
- 3.9. The GPC's recommendations for Hall of Fame inductions will be forwarded to Council in Closed Session for approval.
- 3.10. Individuals or groups being inducted will remain confidential until they have been notified and scheduled to attend a Council meeting for public commemoration.
- 3.11. Members of Council are not eligible to submit nominations for the Hall of Fame.

4. Awards

- 4.1 Commemoration of the Hall of Fame shall take place as follows:
 - 4.1.1 Inductees are recognized with a plaque that contains a photograph of the individual or group along with a condensed biography.
 - 4.1.2 The plaque will be displayed in the designated Hall of Fame area of the Okotoks Recreation Centre.
 - 4.1.3 Each inductee to the Hall of Fame will be recognized during the public portion of a regular Council Meeting, or an awards recognition event, and will be presented with a keeper plaque.

Appendix A

HALL OF FAME NOMINEE EVALUATION MATRIX

Criteria	Description	Weight (%)	Scoring Guide (1–10 scale)
Impact & Contribution	Demonstrated significant and measurable contributions to community well-being through service, arts, or sport.	30%	1-3 = Minimal impact; 4-7 = Moderate influence with some reach; 8-10 = Significant, long-lasting community impact
Leadership & Innovation	Shows initiative, leadership, or creativity in advancing programs, initiatives, or performance in their field.	20%	1-3 = Limited leadership; 4-7 = Some leadership roles/initiatives; 8-10 = Outstanding leadership or pioneering innovation
Commitment & Longevity	Depth and duration of involvement in the community (years of service, sustained activity).	20%	1-3 = <3 years; 4-7 = 5–10 years; 8-10 = 15+ years sustained contribution
Inspiration & Role Model	Inspires others, serves as a role model, and encourages broader participation or awareness.	15%	1-3 = Limited influence on others; 4-7 = Recognized locally as a role model; 8-10 = Widely recognized as inspirational
Legacy & Recognition	Lasting legacy, awards, or recognitions that reflect excellence and community appreciation.	15%	1-3 = Little/no recognition; 4-7 = Some local recognition; 8-10 = Multiple major recognitions, enduring legacy