

# OKOTOKS HALL OF FAME

## Nomination Guidelines and Selection Criteria

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### SECTION I

#### 1.0 Introduction

#### 1.1 General Guidelines

- The Okotoks Hall of Fame Committee shall be a subcommittee of the Culture, Parks and Recreation (CPR) Committee.
- An individual or organization may make a nomination.
- Subcommittee members are not eligible to nominate individuals, groups, organizations, or teams.
- Nominations must be submitted to the subcommittee within the time specified in any notice requesting nominations.
- An individual may be nominated posthumously.
- A nomination to the Okotoks Hall of Fame may be valid for a period of three (3) years.
- The subcommittee, with the consent of the nominator, may alter the nominee's designation from the nominated category or award to another which they (the subcommittee) deem more suitable.
- Following final recommendation by Council for inductees, written approval must be obtained from the inductee consenting to nomination for the award.

#### 1.2 Eligibility

##### *Individuals*

- Any person who resides/resided within the municipal boundaries of the Town of Okotoks or within an approximate 10km radius of Okotoks (see map on last page).
- The activities for which such person has been nominated have been conducted for the benefit of Okotoks and the surrounding area in proximity to Okotoks (see map).

**Groups/Organizations/Teams** that represent Okotoks, the province of Alberta or Canada shall be considered if:

- A majority of their members reside/resided within the municipal boundaries of the Town of Okotoks or within an approximate 10km radius of Okotoks (see map on last page).
- The activities for which such group/organization/team has been nominated have been conducted for the benefit of Okotoks and the surrounding area in proximity to Okotoks (see map).
- Or as representatives of Okotoks.

## 1.3 Definitions

**Sport:** is defined as regulated forms of physical activity recognized by a national organization as a contest between two (2) or more participants for the purpose of determining a winner by fair and ethical means.

**Arts:** shall include but are not limited to the literary arts, visual arts, performing arts, film, video, and emerging art forms.

**Community Builder:** involves activities that enhance the quality of life in the town of Okotoks, and shall include the areas of human services, health, recreation, and education.

## 1.4 Residency Requirements

Each nominee must meet one (1) or more of the following:

- At the time of his/her career or achievement(s) he/she was a resident of Town of Okotoks or surrounding area in proximity to Okotoks (see map on last page).
- At the time of his/her career or achievement(s) he/she was a member of a group which was considered Okotoks based.
- A resident of the Town of Okotoks or surrounding area in proximity to Okotoks (see map) for a minimum of five (5) years.

## 1.5 Special Circumstances

Under special circumstances the Okotoks Hall of Fame Committee may at its discretion:

- Waive the residency requirement.
- Adjust the conditions of nomination where the body of work takes precedence over any specific performance.
- Waive a normally required waiting period.

## 1.6 Letter of Nomination: Guidelines

Letters should be on official letterhead (if coming from an organization) and have contact information for the nominator. Letters from individuals shall include contact information for the nominator.

Letters should include:

- A detailed letter of support for the nomination;
- A detailed summary of relevant activities;
- An explanation of the nominee's role in those activities and the time and duration of each activity;
- Reference made to the character of the nominee;
- National or international recognition received by the nominee;
- The nominee's activities that have brought recognition to Town of Okotoks; and
- The significance of the nominee's activities and impact they have had on the community.

## **SECTION II**

### **Okotoks Hall of Fame Nomination Categories**

#### **2.0 Okotoks Hall of Fame Nomination Process**

Nominations for an Okotoks Hall of Fame induction must be accompanied by:

- Five (5) signatories of support.
- Materials identifying the accomplishments or records of service (newspaper articles, documentation).
- When appropriate, one (1) of the letters should include endorsement by a recognized organization in the area of nomination.
- Nominations shall be submitted to:  
Community Services Manager  
c/o Town of Okotoks  
P.O. Box 20 Station Main  
Okotoks, Alberta  
T1S 1K1
- Questions can be directed to the Community Services Manager at (403) 938-8908 or [communityservices@okotoks.ca](mailto:communityservices@okotoks.ca)

There will be no more than seven (7) inductees each year. There shall be a maximum of two (2) inductees in each classification. These are not necessarily annual awards.

## 2.1 Sports Classification

Categories	Purpose	Conditions for Nomination
Athletes / Teams	To honour outstanding national and international calibre athletes/teams who have: <ol style="list-style-type: none"> <li>1. Represented Okotoks in a recognized manner in athletic competition over a number of years, and</li> <li>2. Demonstrated sportsmanship, which has brought credit to the sport and high regard for the individual.</li> </ol>	<ol style="list-style-type: none"> <li>1. A nominee must have participated as an amateur or professional athlete on a provincial, national or international level, and</li> <li>2. All other requirements for nomination are met. <i>See pages 1 and 2.</i></li> <li>3. Individual members of groups and/or teams playing for a Canadian or provincial team would be considered under the title of “members of a team”</li> <li>4. The team has trained and played out of an Okotoks based facility and/or club.</li> </ol>
Community Builder	To honour individuals who have contributed significantly to the development of sport.	<ol style="list-style-type: none"> <li>1. A nominee must have demonstrated exceptional service to sport activities within Okotoks.</li> <li>2. All other requirements for nomination are met. <i>See pages 1 and 2.</i></li> </ol>

## 2.2 Arts & Culture Classification

Categories	Purpose	Conditions for Nomination
Artist	To honour outstanding individuals or groups whose body of work in the arts has brought credit to themselves and Okotoks.	<ol style="list-style-type: none"> <li>1. Gained national or international acceptance or recognition.</li> <li>2. All other requirements for nomination are met. <i>See pages 1 and 2.</i></li> </ol>
Community Builder	To honour individuals or organizations who have given sustained and exceptional service to artists and artistic activities in Okotoks.	<ol style="list-style-type: none"> <li>1. Demonstrated significant contributions to the artistic community in Okotoks.</li> <li>2. All other requirements for nomination are met. <i>See pages 1 and 2.</i></li> </ol>

## 2.3 Community Service Classification

Categories	Purpose	Conditions for Nomination
Leader	To honour individuals or groups who have demonstrated exceptional leadership or service to the development and sustainability of community service for a significant period of time.	<ol style="list-style-type: none"> <li>1. Contributions that have extended over a significant period of time.</li> <li>2. Demonstrated benefits to the community.</li> <li>3. All other requirements for nomination are met. <i>See pages 1 and 2.</i></li> <li>4. Contributions may be voluntary or within the scope of a paid position.</li> </ol>
Community Builder	To honour individuals who have founded a service or worked to sustain the service through exceptional support over a significant period of time which was critical to the development of the service in the town of Okotoks.	<ol style="list-style-type: none"> <li>1. Demonstrated outstanding contributions to Okotoks.</li> <li>2. All other requirements for nomination are met. <i>See pages 1 and 2.</i></li> <li>3. Contributions may be voluntary or within the scope of a paid position.</li> </ol>

## 2.4 Award of Distinction

This is an award presented solely at the discretion of the Okotoks Hall of Fame Committee. This is not necessarily an annual award.

Purpose	Conditions for Nomination
To recognize and honour those individuals or groups who have gained unique national or international recognition for outstanding achievement(s) during the preceding or current year.	<ol style="list-style-type: none"> <li>1. Considerable skills, training and/or research in a chosen field that have resulted in personal recognition and/or significant benefits for the Okotoks community and beyond.</li> <li>2. Contributions may be voluntary or within the scope of a paid position. <i>See pages 1 and 2.</i></li> </ol>

## SECTION III

### Amendments

These Nomination Guidelines and Selection Criteria may be amended at any time by the Okotoks Hall of Fame Committee. This document is eligible for review and revision every three (3) years commencing April 1, 2013.

# **Okotoks Hall of Fame** **Nomination Review Process**

(as discussed and accepted April 17, 2013)

1. The subcommittee will review the list of Okotoks Hall of Fame nominee's using the general criteria provided and prepare a list for recommendation.
2. The subcommittee will vote for each selected candidate for the Okotoks Hall of Fame. Each successful applicant must receive the support of at least 75% of the members of the subcommittee.
3. Not every classification and/or category will be awarded every year.
4. No later than one (1) week before the review meeting the Chair of the subcommittee will notify the Chair of Culture Parks and Recreation (CPR) Committee of the names of the recommended Okotoks Hall of Fame inductees. The subcommittee Chair will forward copies of their application to other members of the CPR Committee for review and recommendation to Council.
5. The list of recommended inductees shall be forwarded to Town Council for final endorsement.
6. All nominations shall be treated as confidential information by members of: the subcommittee; Culture Parks and Recreation Committee; Town Administration; and Council.

## **Okotoks Hall of Fame Committee FAQs**

(Frequently Asked Questions)

### **What does the Okotoks Hall of Fame Committee do?**

- Solicit nominations from the general public.
- Receive and evaluate nominations.
- Determine the recipients to receive awards.
- Attend and help with events

### **How often does the Okotoks Hall of Fame Committee meet?**

The Okotoks Hall of Fame Committee meets annually to review nominees and makes recommendations for inductees.

### **For what areas are nominations accepted?**

There are three (3) primary classifications for which nominations are accepted - Sports, Arts & Culture, and Community Service.

### **Where is the Okotoks Halls of Fame?**

The Okotoks Hall of Fame will be located at the Okotoks Recreation Centre.

### **What is the role, as an Okotoks Hall of Fame committee member, during the awards ceremonies?**

During the ceremonies the members are responsible for greeting and hosting the inductees, the Mayor of Okotoks, members of Okotoks Town Council, and other VIP's.

**What is the relationship between the Town and the Okotoks Hall of Fame Committee?**

- The Okotoks Hall of Fame committee currently works with Community Services to ensure the long withstanding tradition of the Town of Okotoks recognizing its outstanding citizens that contribute to our community.
- The Town of Okotoks provides the financial support for this program.
- The Town of Okotoks provides the administrative expertise which facilitates and supports the program in the form of a liaison.

**What is the structure and requirements for Okotoks Hall of Fame Committee members?**

- The Okotoks Hall of Fame committee is a subcommittee of the Culture Parks and Recreation (CPR) Committee.
- There are five (5) voting members of the Okotoks Hall of Fame Committee.
  - a. Four (4) members who are members of the CPR Committee or appointed by the CPR Committee and one (1) Council representative to act as a liaison.
  - b. The Community Services Manager or designate shall sit as a non-voting member.
  - c. Committee members must be a resident of Okotoks for a minimum of five (5) years.

**What is the anticipated annual timeline?**

1. Nomination Period – January 1<sup>st</sup> to April 1<sup>st</sup>
2. Review Process – April and May
3. Endorsement by CPR Committee and Council – May
4. Awards Ceremony - June