

CITY OF NORTH BATTLEFORD AWARDS PROGRAM

ORDER OF MERIT/ YOUTH AWARD OF EXCELLENCE

GENERAL INFORMATION

The Order of Merit and the Youth Award of Excellence are a prestigious recognition of excellence, achievements, and contributions to the social, cultural, and economic wellbeing of the City of North Battleford and its residents.

The Order of Merit and the Youth Award of Excellence is an annual award which recognizes individuals who have made their mark locally, nationally, or internationally in the following areas:

- Arts & Culture
- Business & Industry
- Science
- Community Leadership
- Recreation & Sports
- Volunteer Service

NOMINATION CRITERIA/ELIGIBILITY

- Any citizen who is a current or former long-term resident of the City of North Battleford
- Any individual or group can submit nominations.
- Must not be self-nominated.
- Elected officials at any level who are currently serving in office shall be deemed ineligible to receive an award.

AVAILABLE AWARDS

- Two Awards
 - **Order of Merit (Adults over 25 years of age)**
 - **Youth Award of Excellence (Youth under 25 years of age)**
- A maximum of **three (3)** individuals selected per year between the Order of Merit and the Youth Award of Excellence
- A maximum of **one (1)** award per category per year

TIMETABLE

Friday, August 8 th	Deadline for nominations to be received by the City.
By Friday, August 29 th	Committee review and evaluation of nominations
By October 15 th	Awards Ceremony at Chapel Gallery

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NOMINATION PROCESS

- Only **one (1) nomination form** is required per nominee. The person submitting the nomination must sign the nomination form.
- The nomination form is available in the following formats:
 - An online form- available on the city website at: www.cityofnb.ca . All supporting documents can be uploaded to the online application.
 - A downloadable form which can be scanned with support documents to: executiveassistant@cityofnb.ca
 - Hand-delivered in a sealed envelope to:
City Hall (Monday to Friday from 9:00 am to 4:30 pm)
ATTN: Executive Assistant
1291 101 Street, North Battleford, S9A 2Y6

NOMINATION FORM COMPONENTS:

- **Introductory Information**
 - Nominator and nominee information
 - Summary statement
- **Letters of Support**
 - Three (3) to six (6) letters from others in support of the nomination, explaining why your nominee is worthy of this honour.
- **Additional Information**

Acceptable:

 - An expanded statement of your reasons for the nomination
 - A biography of the nominee, and/or list of their achievements

Non-acceptable:

 - Cassettes/CDs/USB Drive/Video/URLs

SELECTION PROCESS:

- A selection committee consisting of five (5) individuals- One (1) from City Council, One (1) from City Administration and Three (3) from the community at large.
- Each nomination will be reviewed and evaluated using an evaluation matrix to ensure all nominations are reviewed with equal integrity.
- Successful nominees and their nominators will be notified by the City via e-mail letter and phone call.

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NOMINATION FORM

PART A: AWARD TYPE: *(Check one box)*

- ☐ Award of Merit *(Adults over 25 years of age)*
- ☐ Youth Award of Excellence *(Youth under 25 years of age)*

PART B: INTRODUCTORY INFORMATION:

Nominee:

Full Name	
Address	
Postal Code	
E-mail Address	
Phone Number	

Nominator:

Full Name	
Address	
Postal Code	
E-mail Address	
Phone Number	

PART C: SUMMARY STATEMENT: Briefly explain the reasons you are nominating this person

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PART D: LETTERS OF SUPPORT

- Attach three (3) to six (6) letters of support from others in support of the nomination, explaining why your nominee is worthy of this honour.

PART E: ADDITIONAL INFORMATION

- Attach supplementary materials via upload, scanned document or hard copy
- You may provide supplementary materials in support of your nomination
 - An expanded statement of your reasons for the nomination
 - A biography of the nominee, and/or list of their achievements

PART F: NOMINATOR DECLARATION

I hereby state that all the information noted above or attached is accurate to the best of my beliefs and I take full responsibility for the correctness of the information

Nominator Signature

Date

Office Use Only

Date of receipt of nomination: _____ Received by: _____

Received via:

- ☐ online submission
- ☐ e-mail submission
- ☐ hard copy submission