



Statement of Policy and Procedure			
Department:	Community Services	Policy No.	90
Section:	Recreation Division	Issued:	October 5, 1981
Subject:	Terry Fox Award Policy	Effective:	October 30, 2017
Council Resolution # and Date:	Council Resolution No. 0568 dated October 30, 2017	Page:	1 of 3
		Replaces:	Resolution 0976
Issued by:	Derek Blais, Recreation Manager	Dated:	November 29, 2004
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.1 To provide administrative direction and guidelines for awarding the annual Terry Fox Award.

2 PURPOSE

- 2.1 The Terry Fox medal and citation shall be presented annually by the City of Prince Albert, to recognize those traits in one of its young citizens, which best emulate the ideals and inspiration of one of Canada's leading citizens, the late Terry Fox.
- 2.2 The award will serve to perpetuate the memory of his heroic achievement while acknowledging tangible accomplishment for one who closely identifies with Terry's ideals.

3 SCOPE

- 3.1 The Policy applies to all nominations received by the City of Prince Albert for the annual Terry Fox Award.

4 RESPONSIBILITY

- 4.1 Community Services Department
- (a) Ensuring compliance with this policy.
 - (b) Distributing and gathering the annual nominations.
 - (c) Reviewing the nominations and providing a recommendation to City Council for final decision and approval.

- (d) Coordinating the annual award presentation of the award at a City Council meeting.

4.2 City Council

- (a) Approval of the annual recipient of the Terry Fox Award.
- (b) Presenting the award to the annual recipient.

5 DEFINITIONS – N/A

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE – N/A

7 PROCEDURE

7.1 Eligibility

- (a) Candidates may be male or female.
- (b) Candidates must be under 21 years of age in the calendar year of the award.
- (c) Candidates must have been a resident of the corporate limits of the City of Prince Albert for at least four continuous months during the calendar year of the award. Persons with permanent addresses outside the city limits shall be eligible only if they are in full time attendance at a recognized education institution within the city.
- (d) Persons who have been nominated in prior years but who were not successful, remain eligible for nomination provided all other conditions are met.

7.2 Nominations

- (a) The candidate shall be nominated by written submission only. Nominations shall include the signature of a seconder.
- (b) Only one person shall be nominated per letter, and only one nomination per person will be considered.
- (c) Nominations shall include a resume of the nominee's qualifications and activities for the past years, which in the opinion of the sender shall qualify the nominee for such an award. Such information shall not exceed five hundred (500) words in length, however such other support material as the sender shall deem appropriate may be included.
- (d) Nominations shall be on the form provided or shall include all of the information requested on the form.
- (e) Nominations shall be sent to:

Terry Fox Award
City of Prince Albert c/o Community Services Department
1084 Central Avenue,
Prince Albert, Saskatchewan, S6V 7P3.

- (f) Nominations shall be postmarked no later than a date determined each year by the Community Services Department

7.3 Judging Criteria

- (a) The merits upon which nominees for the award will be judged have intentionally been left with rather broad parameters. Generally, the award is intended to recognize good citizenship, which may have been demonstrated in a number of ways.
- (b) As a general guide, youth who have shown exceptional service to their school, social, athletic, civic or church institutions will be considered. Consideration will be given to individuals who have shown perseverance and determination, whether of a public or personal nature.
- (c) Judges will also consider a life style, an attitude, or series of small accomplishments that in total shall be meritorious, on an equal basis with one singular achievement.
- (d) Although all circumstances will be considered, it is not a requisite that achievements are made in the climate of physical or economic adversity.