

**Corporation of the District of Oak Bay**  
**Wall of Fame**  
**Community Recognition Policy & Procedures**

**I. Purpose**

This Wall of Fame Community Recognition initiative is established as a means to honour individuals who have been instrumental in the development of Oak Bay's parks, facilities, and programs and who have exercised extraordinary commitment to the community of Oak Bay or performed voluntary services deemed to have been of great importance to the community.

The Wall of Fame is a permanent tribute displayed in the Social Lounge of the Oak Bay Recreation Centre consisting of a photograph of the honoree alongside a brief description of their contributions.

This policy establishes procedures for the selection of individuals to be recognized as well as criteria that will guide members of a Selection Committee in recommending names for approval by Municipal Council.

**II. Criteria**

The following criteria shall be used in selecting individuals for this honour:

1. Ten (10) or more years of significant community service contributions;
2. Had a significant impact on the continuation and/or enhancement of established community programs and/or created new opportunities for the community through new facilities or programs;
3. Had a positive impact on the lives of Oak Bay's citizens;
4. Candidate may be living or deceased

**III. Procedure for Nominating and Selecting Individuals to be Honoured**

1. Nominations shall be made in writing on an approved nomination form to the office of the Director of Parks and Recreation.
2. In some instances, it may be appropriate to actively solicit suggestions and, in those cases, a time frame for submissions will be established.
3. All submittals, whether from an individual or an organization, must include the name and address of the submitter. No anonymous submittals will be accepted.
4. The Director is responsible for conveying the nominations to the Selection Committee. The Director's office will assure that adequate time is allowed for the Selection Committee to evaluate the recommended names.
5. The Selection Committee will be formed on an ad hoc basis by appointment by the Mayor and shall include two representatives of the Parks and Recreation Commission, two

representatives of Municipal Council, and one representative from the general community who has contributed volunteer work to the community. A staff member from the Director's office will provide staff assistance to the committee but will be a non-voting member.

6. The Selection Committee will consider the criteria outlined above, the written nominations, and form a recommendation to Council citing the notable achievements and contributions of the individual.
7. Except for the initial inception of the Wall of Fame, no more than three (3) individuals may be inducted into the Wall of Fame in any one year. For the initial inception, up to 6 individuals may be chosen.
8. The recommendation(s) received from the Selection Committee shall be placed on Council agenda, in camera, for final approval, which shall be taken by Council Resolution.
9. There shall be no publicity as to the proposed nominees or voting at any time. The only name(s) released to the public shall be those elected to the Wall of Fame.
10. Nominees who are eligible for selection but were not selected will be kept on file for future consideration for a period of three (3) years. All nomination forms, applicable documentation, and/or photos will become the property of the Corporation of the District of Oak Bay and will not be returned to the Nominator unless specifically requested at the time of nomination. Returned nominations will not be automatically included for future consideration.

#### **IV. Timeline for Submitting Nominations**

- Closing date for nominations is February 28<sup>th</sup> each year;
- Nominations reviewed by Selection Committee by March 31<sup>st</sup> each year;
- Recommendation of recipient/s to Municipal Council for approval April of each year;
- Recipient and one guest (in the event a recipient is deceased two other family members) will be invited to Municipal Volunteer Recognition Dinner held in May.

#### **V. Recognition**

Once approved by Council, inductees will receive recognition on the Wall of Fame consisting of a photograph of the honoree alongside a concise description of their contributions.

The honoree(s) will be publicly recognized at the annual municipal dinner for community volunteers or some other appropriate time as set by Council.

#### **VI. Exclusions**

Current members of Municipal Council or Council appointed boards or committees are not eligible for nomination.

**APPLICATION FOR NOMINATION to the Wall of Fame – Parks and Recreation**

Please review the criteria below before submitting an application to nominate an individual for the Wall of Fame. Applications that are incomplete or do not meet the criteria will not be accepted.

**Criteria:**

- (1) Ten (10) or more years of significant contribution to the development of Oak Bay’s parks, facilities, and programs;
- (2) Had a significant impact on the continuation and/or enhancement of established community programs and/or created new opportunities for the community through new facilities or programs;
- (3) Had a positive impact on the lives of Oak Bay’s citizens;
- (4) Candidate may be living or deceased

**Date:** \_\_\_\_\_

**Name of Nominee:** \_\_\_\_\_

**Years of Service to Oak Bay:** \_\_\_\_\_

**Current Address (not applicable if deceased):** \_\_\_\_\_

**Nominating Individual:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please attach an outline of your reason(s) and any supporting documentation for the reason(s) that you believe this person should be inducted into the Wall of Fame.

If you have any questions regarding the nominating process, please contact the Director’s office at 250-370-7130. **SUBMIT COMPLETED APPLICATIONS TO:**

**Wall of Fame Submission – Director’s Office  
1975 Bee Street, Victoria, BC V8R 5E6**

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**Office Use Only:**

**Date Received:** \_\_\_\_\_

**Submitted to Selection C’tee:** \_\_\_\_\_

**Material to be returned to Nominator: Yes\_\_\_ No\_\_\_**