



## City of Waterloo Senior of the Year Nomination Process

### Eligibility for Nomination:

- Minimum age – 65 (must be living)
- Candidate's contributions must have been made in the City of Waterloo when the individual was 65 years old or older, and the individual should still be involved in some or all of the activities
- Candidates must have contributed to the enhancement of life in the City of Waterloo
- Activities must have been voluntary (unpaid positions)
- Volunteer activities may include, but not be limited to, fields such as the arts (music, drama, writing, visual arts), community service, education, environment, and humanitarian activities
- No activities or achievements related to political appointments are eligible
- Individuals may not nominate themselves or family members
- Members of the selection committee are not eligible while they serve on the committee
- No city staff member or sitting city politician is eligible
- Previous recipients of the Senior of the Year Award are not eligible

### Nomination Process:

- Nominators must use the prescribed form
- Nomination submissions will be considered up to 2 p.m., March 31 each year
- Submissions will be accepted all year, but any received after March 31 would be considered for the following year
- All nomination packages will be mailed/sent to:  
  
Waterloo Senior of the Year  
c/o Wing 404 Rotary Adult Centre and Adult Recreation Complex  
510 Dutton Drive  
Waterloo, ON N2J 4A8
- After March 31, a master list of nominations is compiled. If further information about any nominee is required, committee members will be assigned to seek out the information
- In April, the committee will use the prescribed evaluation rubric to identify a nominee for the year's award
- Only one award will be made annually
- All deliberations and results are confidential
- Each nomination application is held for three consecutive years. If, after three years, the nominee has not been selected, the name will be dropped from the list of eligible candidates
- When a recipient is identified, the individual will be notified, and invited to the presentation ceremony in June at City Hall

### Nominee Criteria for the Senior of the Year Award

The nominee will have:

- A distinguished, well-rounded record of community service demonstrated through participation and leadership of community organizations and institutions
- Been an upstanding citizen and model of behaviour in and for various organizations
- Contributed to the life of the City of Waterloo
- Possibly been recognized for service to the broader community (province, country, internationally)
- Identifiable activities that have brought attention/recognition to the individual

### Evidence to Support the Nomination

A limited number of attachments providing evidence of the nominee's accomplishments will be accepted. Consider things like newspaper articles, YouTube videos, not more than two letters of support, commentaries from peers, etc.

### Senior of the Year Award Committee

- The committee will be a working group of the Mayor's Age Friendly Waterloo Committee
- The committee will have a minimum of six (6) and not more than eight (8) members
- At least two (2) of the members of the committee will be city employees
- Committee membership will be for a period of three (3) years
- All members will be well-versed in the city of Waterloo community
- Members will meet up to three (3) times each year – the beginning of April to evaluate nominations, late April to make a final selection, and possibly the presentation at a June (Seniors' Month) City Council meeting

### Communication and Advertising

- City web site, Facebook page
- Downloadable nomination form
- Media press release
- Coordination with City Council agendas and the Mayor