

CIVIC RECOGNITION POLICY

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Council Adoption Date: July 25, 2011
Initiation / Revision Date: June 24, 2011

PURPOSE

This policy establishes criteria for community groups, organizations and individuals to receive formal recognition from Mayor and Council for outstanding service that has enriched the Municipality of Delta.

This policy replaces the Civic Recognition Policy adopted by Council on July 26, 2004, and is separate to the Naming and Renaming of Public Parks and Park Amenities Policy which includes Recognition Square.

Examples covered under this policy could include local service clubs, Police Pipe Band, community not-for-profit groups, minor sports and other groups, organizations, and individuals that provide a benefit to Delta through contribution, achievement, exemplary service and/or acts of bravery.

POLICY STATEMENT

To encourage, support and recognize community groups, organizations and individuals who have contributed to the betterment of Delta through particular skills and attributes, actions and community service, and/or, who have attained outstanding achievement in their field of endeavour.

LEGISLATION/REGULATIONS

This policy is separate to Council procedures that recognize volunteers who serve on Delta committees and who are currently recognized at an annual Volunteer Appreciation Awards banquet.

The Office of the Municipal Clerk shall coordinate and manage all duties related to the presentation of Civic Recognition Awards. Funding for the costs related to these awards shall be provided from the Clerk's Office Operating Budget.

POLICY

The Corporation of Delta seeks to recognize noteworthy contributions and achievements of groups, organizations and individuals that provide a benefit to the communities of Delta (Ladner, Tsawwassen and North Delta) by bestowing a "Civic Recognition" award, when deemed appropriate.



There are five levels of “Civic Recognition” which may be bestowed:

1. **Freedom of the Municipality** – Represents the highest honour that the Corporation can bestow on an individual or unit of the armed forces of Canada or another nation, in accordance with Section 158 of the *Community Charter*.

Purpose: To provide Council the authority to confer the Freedom of the Municipality upon distinguished persons, or a distinguished unit of the Armed Forces of Canada or another nation.

Criteria: This honour shall be restricted to only very exceptional cases. In order to maintain this award at the high level it deserves, it requires the Council of the day to take a very strict position of reserving the honour for only cases of exceedingly high merit.

Nominations for potential recipients are submitted by members of Council, and are considered at a closed (Executive) meeting.

The awarding of the Freedom of the Municipality requires the unanimous vote of Council members.

Procedure: In accordance with Section 158 of the *Community Charter*, a person given the Freedom of the Municipality or the commander of the armed forces unit, as applicable:

- a) Is deemed to be an elector of the municipality and is eligible to be registered as such and to vote in an election for Mayor or Councillors; and
- b) Is deemed to be qualified to be nominated, be elected and hold office on the Council.

The recipient of a Freedom of the Municipality Award shall receive the following:

- a) Individually inscribed Freedom of the Municipality Medal, consisting of a “Freedom” Bar, Ribbon and Corporate Coat of Arms;
- b) Framed scroll which describes the achievements of the recipient which warranted the award;
- c) Lifetime pass for the free use of all municipal recreational facilities; and
- d) Name recognition at Recognition Square.

The award will be presented by the Mayor during a special reception, to which the family and friends of the recipient will be invited to attend.



The Office of the Municipal Clerk shall maintain an official record of award recipients through a “Book of Freedoms” in which the names of each award recipient, along with date of the award, are inscribed.

2. **Civic Merit Award** – Represents an award bestowed to an individual who has brought distinction to the community through their outstanding achievement in one or more areas.

Purpose: To bestow a Civic Merit Award on individuals who have brought distinction to themselves and the municipality by outstanding achievements in a variety of areas, including, but not limited to: culture, community service, the environment, heritage conservation, sports, etc.

Criteria: Nominations for potential recipients shall be submitted by members of Council, and are considered at a closed (Executive) meeting. The awarding of the Civic Merit Award requires the unanimous vote of Council members.

Procedure: The recipient of a Civic Merit Award shall receive the following:

- a) Individually inscribed Civic Merit Medal, consisting of a “Civic Merit” Bar, Ribbon and Corporate Logo; and
- b) Framed Certificate which describes the achievements of the recipient which warranted the award.

The award will be presented by the Mayor during a special ceremony at the start of a regularly scheduled Council Meeting, to which the family and friends of the recipient will be invited to attend.

The Office of the Municipal Clerk shall maintain an official record of award recipients through a “Civic Merit Book” in which the names of each award recipient, along with the date of the award, are inscribed.

3. **Major Achievement or Long-term Contribution Award** – Represents recognition given to an organization, group or individual who has demonstrated a particularly high level of long-term service and contribution to Delta.

Purpose: In the case of groups, organizations or individuals who have given a particularly high level of long-term service and contribution to the Municipality of Delta over and above the civic merit or certificate award, Council may bestow particular recognition.



Criteria: More than twenty years of service to the community; had a positive impact on the lives of people in Delta; considered a role model; made a significant contribution, for example by creating opportunities through new facilities or programs. Nominations for a major achievement or long-term contribution award can be made by any individual, group or organization, and requires the unanimous vote of Council members.

Procedure: This recognition may take the form of:

- a) Ceremony in Municipal Hall and placement of a photo and caption as a permanent tribute in a special display case within Municipal Hall; or
- b) Plaque of recognition acknowledging the group, organization or individual (Plaque may be placed at a Municipal facility, or at a place where the recipient(s) earned the recognition).

Recipient(s) of a major achievement or long-term contribution award will be recognized during the Special Presentation section of the Evening Session of a Regular Council Meeting.

4. **Achievement Award** – Represents an award to an individual, team or group of persons, who achieve Provincial, National or International honours in various areas of endeavour, or who perform a noteworthy deed.

Purpose: This award shall be presented to individuals, teams or groups who have achieved Provincial, National or International recognition in the areas of sports and culture; or perform a noteworthy deed which is considered of benefit to the community (i.e. an act of bravery).

Criteria: The recognition of individuals and/or groups worthy of the Achievement Award may be suggested by any member of Council, staff or the public and is subject to the approval of the Mayor. A formal nomination and unanimous vote by Council is not required.

Procedure: The recipient(s) of an Achievement Award will receive a Delta Achievement Pin and certificate, signed by the Mayor, presented during the Special Presentation section of the Evening Session of a Regular Council Meeting.

5. **Certificate/Letter of Appreciation** – Represents the expression of appreciation to an individual, team or group who have provided a service and/or contribution which has benefited the community.

Purpose: To acknowledge an individual, team or group achievement or contribution to the Municipality of Delta. Types of certificates that may be issued include: Commendation, Recognition, Appreciation, Accomplishment, In Memoriam, and Acts of Heroism.



Criteria: In cases where an individual, team or group has given outstanding service to the municipality, or has attained an outstanding achievement in a field of endeavour, including, but not limited to: sport, the arts, environment, community project(s), academia, and acts of heroism, Council may elect to present a Certificate of Appreciation or Certificate of Achievement. A formal nomination and unanimous vote by Council is not required.

Procedure: The recipient(s) of a Certificate/Letter of Appreciation will receive their certificate along with a letter from the Mayor and be recognized during the Special Presentation section of the Evening Session of a Regular Council Meeting or at another event which has been organized for the purpose.

Award recipients from all levels of recognition will be published in an annual commemorative book published by the Corporation of Delta and displayed within Municipal Hall.

Each book will be produced in January of each year and will include all award recipients from the previous year.

Further recognition for all levels could be included on the Corporation of Delta website and/or within the Delta Leisure Guide, on Delta's Reader Board(s), and/or through special editorials in the local media.

Nominations for all levels will be considered and or acknowledged by Council quarterly (March/June/September/December). Presentations by Council will be scheduled during the month of September unless a special presentation is scheduled by the Mayor.

