

## CITY OF PRINCE RUPERT

<b>POLICY TITLE:</b>	Civic Recognition	<b>POLICY NO:</b>	100-05-02
<b>EFFECTIVE DATE:</b>	March 9, 2009	<b>SUPERSEDES:</b>	100-05, 100-11, 100-20
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### **POLICY:**

#### **General:**

The Council of the City of Prince Rupert may bestow a “*Civic Recognition*” award, when deemed appropriate, for the formal recognition of outstanding achievements by an individual, and/or group.

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

- “*Freedom of the City*” Represents the highest honour that the City 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*.
- “*Civic Merit Award*” Represents an award bestowed on an individual who has brought distinction to the community through their outstanding achievement in one or more of the following areas: business and entrepreneurs, arts and entertainment, science and academics, health and education, sports and youth leadership and volunteer and community service.
- “*Civic Appreciation Award*” Represents the expression of appreciation to an individual and/or group for their services and/or contributions that have benefited the community.
- “*Certificate of Appreciation*” Represents the expression of appreciation to an individual for their contribution to a Council established committee or task force to which they have been appointed.
- “*Appreciation Pin*” Represents the expression of appreciation to an individual who has volunteered for a committee or the City for an event within the community.

- “Achievement Award”*** Represents an award given to an individual, team or group of persons, who achieve Provincial, National or International honours in various areas of endeavour, or perform a noteworthy deed.
- “Sgt. William Booth Award For Valour”*** Represents an award presented to an individual who, acting on their own initiative or as members of volunteer organizations, demonstrate unusual humanitarian effort in order to help and protect their fellow citizens, sometimes placing themselves at great personal risk.
- “Council Recognition of Local Citizens and Businesses”*** Represents the significant wedding anniversaries and birthdays of local residents and also special occasions for local businesses.

**I. FORMS OF RECOGNITION:**

**A. Freedom of the City Award**

**Description:**

- I. Section 158 of the *Community Charter*, provides Council the authority to confer the Freedom of the City upon distinguished persons, or a distinguished unit of the Armed Forces of Canada or other nation.
- II. The purpose of this award and bestowing the honour of Freedom of the City is to recognize an individual who has created tremendous pride, given exemplary service to, or made an outstanding contribution to the City of Prince Rupert.
- III. Criteria include; selfless service to the community; outstanding achievements in a number of areas within the arts, business, humanities, political service, community service, sports, environment and professional endeavours over a substantial period of time.
- IV. 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 only for cases of exceedingly high merit.
- V. Nominations for potential recipients are submitted by members of Council. Nominations shall go to the subcommittee of Council and Staff who shall make recommendations to Council.

- VI. Nomination of an ex-Council member is not considered for a minimum of one year after that member's term has ended.
- VII. The awarding of the Freedom of the City requires the unanimous vote of Council members.
- VIII. In accordance with Section 158 of the *Community Charter*, a person given the Freedom of the City 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 and/or Councillors, and,*
  - b) *is deemed to be qualified to be nominated, be elected and hold office on the Council.*
- IX. The recipient of a Freedom of the City Award shall receive the following:
  - a) *Individually inscribed Freedom of the City 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, picture will be hung in Council Chambers and;*
  - c) *Lifetime pass for the free use of all municipal recreational facilities, parking pass, bus pass, civic events & picture awards. Be at the top of the list of electors.*
- X. It is the intent of Mayor and Council to recognize citizens in a timely manner.

**Procedure:**

- I. 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 and which the event will be posted in the local newspaper.
- II. The Office of the Corporate Administrator 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.

**B. Civic Merit Award**

**Description:**

- I. This award shall be bestowed upon individuals who have brought distinction to themselves and the City of Prince Rupert by outstanding achievements in a variety of areas, including, but not limited to: business and entrepreneurs, arts and entertainment, science and academics, health and education, sports and youth leadership, and volunteer and community service. This merit recognizes people who have made a positive and significant difference to our community.

This award will celebrate and honour the dedication, generosity and achievement of its recipient's endeavours.

- II. The recognition of individuals worthy of receiving a Civic Merit Award may be suggested by any member of Council, staff or the public. A formal nomination and unanimous vote by Council is required.
- III. Nominations shall go to the subcommittee of Council and Staff who shall make recommendations to Council.
- IV. Federal, Provincial and Municipal politicians are not eligible for appointment while holding office.
- V. 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.*
  - b) *Framed Certificate which describes the achievements of the recipient which warranted the award.*
  - c) *Name/photo will be placed on the City website.*
- XI. It is the intent of Mayor and Council to recognize citizens in a timely manner.

**Procedure:**

- I. 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 and which event will be advertised in the local newspaper.
- II. After the televised presentation Council will take a short break and a small reception will be held.
- III. The Office of the Corporate Administrator shall maintain an official record of award recipients through a Civic Merit Book in which the names of each award recipient, along with date of the award, are inscribed and a brief description of reasons for receiving the award.

**C. Civic Appreciation Award**

**Description:**

- I. This award shall be presented to individuals who have provided a service and/or contribution which have benefited the community.
- II. The recognition of individuals worthy of receiving a Civic Appreciation Award may be suggested by any member of Council, staff or the public. A formal nomination and unanimous vote by Council is required.
- III. Nominations shall go to the subcommittee of Council and Staff who shall make recommendations to Council.

- IV. The recipients of the Civic Appreciation Award shall receive the following:
  - a) *A signed certificate by the Mayor.*
  - b) *Name/photo will be placed on the City's website.*
- V. It is the intent of Mayor and Council to recognize citizens in a timely manner.

**Procedure:**

- I. The recipient(s) of a Civic Appreciation Award will receive their certificate(s) 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.

**D. Certificate of Appreciation**

**Description:**

- I. This award shall be presented to an individual who has served on a Council established committee or task force and has been appointed by Council.
- II. The recipients of the Certificate of Appreciation shall receive the following:
  - c) *A signed certificate by the Mayor.*
  - d) *Name/photo will be placed on the City's website.*
- III. The Certificate of Appreciation will be presented to the volunteer in the year following completion of their term on the committee or task force.
- IV. It is the intent of Mayor and Council to recognize citizens in a timely manner.

**Procedure:**

- I. There will be an annual event in the month of March hosted by Council to which all Council appointed committee or task force members will be invited to be recognized.
- II. The venue for the event will be coordinated by the office of the Corporate Administrator.
- III. A certificate will be presented only to those members whose terms of engagement have ended. All others will be introduced by name and asked to stand and be recognized.

**E. Appreciation Pin**

**Description:**

- I. General volunteers of the community will be honoured by the committee that they have volunteered for or honoured by the City. The committee will be given Appreciation Pins to distribute to those volunteers.

**F. Achievement Award**

**Description:**

- I. 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, business, academics, social, economic, political or have performed a noteworthy deed which is considered of benefit to the community. These individuals need to be representing Prince Rupert in their endeavours or have represented Prince Rupert in the past.
- II. First (Gold), Second (Silver), Third (Bronze) achieved at Regional, Provincial, National or International Competitions in any of above categories.
- III. Recognition or Award from an established organization recognized in the above categories as adjudicators of the standards expected from those in that field.
- IV. The recognition of individuals and/or groups worthy of the Achievement Award may be suggested by any member of Council, staff or the public. A formal nomination and a majority vote by Council is required.
- V. If the recipient(s) of this award is an individual they shall receive the following:
  - a) *Personalized certificate signed by the Mayor.*
  - b) *Name/photo will be placed on the City website and a personalized certificate.*

If the recipient(s) of this award is a group, each member shall receive the following:

- a) *An Achievement Recognition Pin.*
  - b) *Group certificate signed by the Mayor.*
  - c) *Names/photos will be placed on the City website.*
- VI. It is the intent of Mayor and Council to recognize citizens in a timely manner.

**Procedure:**

- I. The recipients(s) of an Achievement Award will receive their certificate(s) from the Mayor and be recognized during the Special Presentation section of a Regular Council Meeting or at another event which has been organized for the purpose.

**G. Sgt. William Booth Award of Valour**

**Description:**

- I. This award shall be presented to an individual or volunteer group who has on their own initiative or as a member of the volunteer organization, demonstrated unusual humanitarian effort to help and protect their fellow citizens when placing themselves at great personal risk.
- II. Nominations for potential recipients may be submitted by Council, heads of protective service agencies, staff and the public. Nominations shall go to the subcommittee of Council and Staff who shall make recommendations to Council.
- III. The awarding of the Sgt. William Booth Award of Valour requires the unanimous vote of Council.
- IV. The recipient of the Sgt. William Booth Award of Valour shall receive the following:
  - a) *A plaque honouring the individual, detailing the action taken by the recipient and their name will be added to the plaque displayed at City Hall.*
  - b) *Name/photo will be placed on the City's website.*
- V. It is the intent of Mayor and Council to recognize citizens in a timely manner.

**Procedure:**

- I. 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 and which event will be advertised in the local newspaper.

**H. Council Recognition of Local Citizens and Businesses**

**Description:**

- I. Council may recognize significant wedding anniversaries and birthdays of local residents. All 90<sup>th</sup> and 100<sup>th</sup> birthdays are recognized by a congratulatory letter from the Mayor. All 50<sup>th</sup>, 60<sup>th</sup> and 65<sup>th</sup> wedding anniversaries are recognized by a letter from the Mayor.

- II. Council may recognize special occasions for local businesses and organizations by sending a letter or card from the Mayor.

## **II. ADMINISTRATION OF ALL THE CIVIC RECOGNITION AWARDS**

The office of the Corporate Administrator shall coordinate and manage all duties related to the presentation of all Civic Recognition Awards.

Funding for the costs related to these awards shall be provided from the General Government Operating Budget.