

## POLICY #108C

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<b>Policy Title:</b>	<b>Civic Recognition</b>
<b>Policy Number:</b>	<b>108C</b>
<b>Approval:</b>	<b>Town Council</b>
<b>Review Date:</b>	<b>March 11, 2024, Motion 24-99</b>
<b>Review Date</b>	<b>July 12, 2021, Motion 21-286</b>
<b>Review Date:</b>	<b>September 14, 2020, Motion 20-330</b> <i>(was renumbered to 108C)</i>
<b>Approved Date:</b>	<b>February 27, 2006</b>
<b>Supersedes Policy No.:</b>	<b>Rewrite of Policy 102C Council Promotions &amp; Policy 108C Promotion and Public Relations</b>

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### Policy Statement:

Council acknowledges the importance of recognizing significant accomplishments, initiatives, or programs which enhance the community spirit and positively impact the Town of Olds and its citizens.

### Purpose:

To provide general criteria regarding recognizing significant accomplishments, initiatives, or programs within the Town of Olds.

### Standards:

1. This Council policy applies to all Recognitions performed by, or on behalf of, council.
2. This council policy does not apply to recognitions performed by individual members of council on their own accord.
3. Individuals, Organizations or Administration may be recognized for achievements in the following areas:
  - local national or international awards in the area of arts, science, and academia
  - dates of local, national, or international significance; or
  - significant achievement in advancing initiatives relating to a Town of Olds or Council initiative, or program; or
  - significant achievement, exemplary action, or extraordinary commitment to improving life in Olds and the lives of the citizens; or
  - Significant anniversary means a minimum of 65 years, and any factor of 5 thereafter.
4. Organizations and administration may be recognized for significant anniversaries or milestones.
5. Recognitions are typically scheduled at the beginning of a council meeting in accordance with the order of business contained within the procedural bylaw unless otherwise arranged.

### **General Criteria**

6. Council and/or Administration shall not recognize matters that are:
  - of Religious nature
  - of individual conviction
  - with no direct relationship to the Town of Olds
  - that are for profit purposes
  - attempting to influence government policy
  - that are contrary to Town policies or Bylaws.
7. Any Resident or Organizations wishing to receive recognition from Council may submit their request in writing to the Mayor's Office. Requests for recognition are to be received in writing and the date by which the item is required and must contain the specifics.
8. To be eligible for recognition from the Council the recipient of the recognition must live within the Town of Olds municipal boundary.
9. Administration shall consider and work with any citizen or group to identify possible opportunities for forms of recognition not addressed in this policy.
10. Whenever possible the Mayor or Deputy Mayor will make the recognition presentation in person and will be coordinated by Councils' Executive Support and Legislative Clerk. If attendance is not possible, Executive Support or Legislative Clerk will arrange for the certificate to be mailed out or picked up.

### **OTHER RECOGNITION**

11. On occasion, Council may deem it appropriate to recognize individuals or groups for reasons not identified elsewhere in this policy. Council may by resolution determine that they should recognize in some fashion as specified in the resolution, a person, a group, or other body for some reason as Council determines if deserving of recognition.