



108C  
Civic Recognition

Supporting Procedure: 108P

Prepared By: Office of the CAO

Effective Date: July 12, 2021

Council Resolution No.: 21-286

References: Council Remuneration Policy

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**POLICY STATEMENT**

The Town of Olds Council wishes to acknowledge/recognize exceptional achievements of Town of Olds Residents, Organizations and Special Event.

**PURPOSE**

To provide general criteria regarding the recognition of Residents, Organizations and Special Event in a professional and consistent manner.

**SCOPE AND GUIDELINES**

This policy applies to all Elected Officials and Administration.

**DEFINITIONS**

“Appropriate Gift” means an appropriate gift provided for an event or milestone, as provided for through the promotional inventory.

“Organizations” means community group, non-profit operating within the Town of Olds corporate limit.

“Resident” means a person who is born to or resided during a period of their lifetime within the boundaries of the Olds municipality and/or within the Olds rural recreation area (the lands legally described within the boundaries of Mountain View County as per Schedule 5, in the Intermunicipal Cooperation Committee Master Agreement).

“Special Event / Event” means a planned public or social occasion to which the Mayor and/or Council have been invited to attend. In some cases when a Special Event involves funding such as a golf tournament or gala, attendance requires prior approval by Council.

**RESPONSIBILITIES**

The Chief Administrative Officer (CAO) and/or designate(s) is responsible for this policy.

**STANDARDS**

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.

To be eligible for recognition from Council the recipient of the recognition must live within the Town of Olds municipal boundary. The request should also include the correct spelling of the Person/Team or Couple’s names, date of the Event or anniversary, and if any, the place and time of the celebration, as well as the contact person’s information, including phone number and email address.

Administration shall consider and work with any citizen or group to identify possible opportunities for forms of recognition not addressed in this policy.

Upon request, and the criteria has been met, Town of Olds will issue:

- a) A congratulatory certificate signed by the Mayor will be issued to Town of Olds Resident /Organizations to commemorating the following:
  - 65<sup>th</sup> birthdays and every five years thereafter
  - 25<sup>th</sup> anniversary of private business or registered non-profit Individual or team champion or Provincial, National or International competitions
- b) A congratulatory certificate signed by the Mayor and Appropriate Gift will be issued to Town of Olds Residents/Organizations to commemorating the following:
  - 100<sup>th</sup> birthdays
  - 50<sup>th</sup> wedding anniversaries
  - 50<sup>th</sup> anniversary of a private business or registered non-profit

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, the Legislative Clerk will arrange for certificate to be mailed out or picked up.

#### **OTHER RECOGNITION**

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. When appropriate recognitions unavoidably occur in advance of scheduled Council meetings, such recognitions are required to be approved by Council resolution after the Event.

Any exceptional accomplishment or achievement that is reached by a Resident or community group of the Town of Olds, which is beyond the scope of achievements outlined in this policy, shall be placed on the next available agenda, for Council to determine an appropriate expression of congratulations to be presented to the successful individual or group.

Recognition may be presented for an exceptional single athletic achievement or for a continuous outstanding performance. If obtained at a sanctioned national or international competition, or set national or international records, or achieved national or international titles while competing.

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.

*Approved: May 4, 2015*

*Amended: February 27, 2006*

*Amended: September 14, 2020 Resolution: 20-330*

*Amended: July 19, 2021 Motion: 21-286*