

Policy Number: 01-2024
Effective Date: April 15, 2024
Revision Date:

MUNICIPALITY OF NORTH PERTH

COUNCIL RECOGNITION

1.0 PURPOSE:

The purpose of this policy is to establish guidelines to ensure that achievement recognition by council is executed in a consistent manner.

2.0 SCOPE:

This policy applies to individuals, teams or groups from North Perth who win an elite championship, bring honour and/or enrichment to the Municipality of North Perth through their volunteer efforts/exceptional contributions, or who achieve a significant milestone.

3.0 DEFINITIONS:

- Community Service** means unpaid work performed by an individual or group of individuals for the benefit and betterment of The Municipality of North Perth without any form of compensation.
- Clerk** means the Clerk of the Municipality of North Perth, or their designate.
- Group** means two or more individuals assembled together or having a unifying relationship, to meet the requirements of this policy, the group shall be based out of The Municipality of North Perth
- Individual** means a person who is a resident of the Municipality of North Perth
- Mayor** means the Mayor of the Municipality of North Perth, or their designate.
- Team** means a group of people who perform interdependent tasks to work toward accomplishing a common mission or specific objective, to meet the requirements of this policy, the group shall be based out of The Municipality of North Perth



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4.0 POLICY CONTENT:

4.1 LETTER OF CONGRATULATIONS

A Letter of Congratulations shall be issued for:

- Significant milestones of individuals such as; wedding anniversaries, birthdays, long-term residency in The Municipality of North Perth;
- Significant milestones of organizations and businesses such as; anniversaries of an organization or business;
- Official openings of businesses.

4.2 CERTIFICATE OF RECOGNITION

A Certificate of Recognition shall be presented to:

- Individuals, groups or teams who receive a gold, silver, bronze, or equivalent, medal at a provincial, national or international championship, or who achieve other similar acclaim at a cultural or academic level; and
- Individuals or groups who have brought honour and/or enrichment to the Municipality of North Perth through their volunteer efforts/exceptional contributions.

4.3 RECOGNITION CEREMONY

A recognition ceremony may be held to recognize individuals, groups or teams that win a provincial, national or international championship, or who achieve other similar acclaim, at a cultural or academic level.

A recognition ceremony shall take place at a Regular Council Meeting.

4.4 REQUESTS FOR RECOGNITION

Requests for recognition shall be made through the municipal website by completing the *Achievement Recognition* form.



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4.5 STAFF RESPONSIBILITIES

- The Mayor, in consultation with the Clerk, shall review all submitted requests and approve requests in accordance with this policy;
- The Clerk shall communicate with the recipient(s) and/or nominator(s) to confirm details of the achievement;
- Should it be determined that a *Recognition Ceremony* is appropriate, the Clerk shall communicate details of the event and explain logistics/procedures to the recipient(s) and/or nominator(s);
- The Mayor, in consultation with the Communications Coordinator, shall draft *Letters of Congratulations* and *Certificates of Recognition* for all approved requests;
- A complete list of all letters, certificates and awards distributed in accordance with this policy throughout the calendar year will be included in the Consent Agenda of the final Regular Council Meeting of the year, for information.

5.0 POLICY COMMUNICATION:

This policy shall be made publicly available on the municipal website.

6.0 POLICY REVIEW:

This policy shall be reviewed by staff and Council when deemed appropriate.

REVISION HISTORY

Revision	Date	Comments
1	April 15, 2024	Repeals policy AD2-3-1998

