



POLICY

Policy No. 12 -329 - 24/12/09

Department: Administration

Public Recognition Policy

1. PURPOSE:

The purpose of this policy is to provide a clear and structured process for recognizing significant personal milestones, outstanding community achievements, and contributions to the community. This policy ensures that individuals and groups are acknowledged in a meaningful and consistent manner, fostering civic pride, and celebrating the positive impact of community members.

2. CRITERIA:

2.1. Recognition of Major Personal Milestones

2.1.1 The Town values and celebrates personal milestones that reflect longevity, commitment, and resilience, such as:

- Birthdays: Milestone celebrations including the 90th, 100th, and subsequent years.
- Wedding Anniversaries: Landmark anniversaries such as the 50th, 60th, 75th, and beyond.

2.1.2 Request Process:

- Submission: A written request must be submitted to the Town Office at least four weeks prior to the milestone date.
- Details Required: The request should include the name(s) of the individual(s) being celebrated, the milestone being recognized, the date of the milestone, and any additional relevant details.

2.1.3 Recognition Process:

- Upon approval, the recipient(s) will receive a personalized letter of congratulations signed by the Mayor, along with a commemorative card.
- The Town Office may arrange a public acknowledgment or brief presentation at a community event, depending on the circumstances.

2.2 Tribute Wall for Outstanding Community Achievements

The Tribute Wall serves as a lasting testament to individuals and groups who have made exceptional contributions to the community through volunteer service, leadership, and dedication to improving the quality of life for residents.

2.2.1 Nomination Process:

- **Eligibility Criteria:** Nominations may be submitted for individuals or groups who have demonstrated outstanding achievements, including:
 - Significant volunteerism.
 - Leadership in community organizations.
 - Exceptional service that has positively impacted the Town.
- **Submission Requirements:**
 - A written nomination must be submitted to the Town Office.
 - The nomination must include the nominee's full name, detailed accomplishments, and any supporting documentation such as letters of support or media articles.

2.2.2 Approval Process:

- All nominations will be reviewed annually by the Council at its organizational meeting.
- The Council will deliberate and pass a resolution to approve the names to be added to the Tribute Wall.
- Approved nominees will have their names engraved on a plaque, which will be displayed on the Tribute Wall, along with a brief description of their achievements, if applicable. The wording for the plaque will be developed in consultation with the person making the nomination and the Town of Nanton Legislative Services.

3.1 ALIGNMENT WITH RELATED POLICIES

This policy works in conjunction with other Town policies to ensure comprehensive and consistent recognition of contributions:

- Public Asset Donation Policy (Policy 72-300-19/09/16): Outlines procedures for recognizing donations of public assets, including naming rights and commemorative acknowledgments.
- Municipal Naming Policy (Policy 12-106-24/04/01): Provides guidelines for naming public spaces and assets to honor individuals or groups who have contributed to the community.

4.1 ANNUAL REVIEW AND CELEBRATION

The Tribute Wall and its honorees will be prominently featured during an annual event or ceremony dedicated to celebrating community achievements. This event will serve as an opportunity to acknowledge the exceptional contributions of individuals and groups, fostering a sense of pride and unity among residents. In addition to the Tribute Wall, the Council may explore and implement further initiatives to recognize and promote outstanding contributions, such as public announcements, awards, or additional commemorative displays. These efforts ensure that the community's gratitude is expressed in meaningful and lasting ways.

6. POLICY REVIEW AND AMENDMENT

To maintain its relevance, this policy will be reviewed by Council every three years or as needed. Any amendments will reflect feedback from the community and Council to enhance recognition practices.



AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments
Next Review Date:		


MAYOR

Dec 12, 2024
Date


CHIEF ADMINISTRATIVE OFFICER

Dec 12, 2024
Date

REVISION HISTORY

Policy

In Effective

Inactive

