



The Corporation of the District of North Vancouver

**COUNCIL POLICY**

Title	Civic Recognition Program
Section	Corporate Administration

**POLICY**

**It is the policy of Council that the District of North Vancouver has a multi-level formal Civic Recognition Program to acknowledge the accomplishments and achievements of individuals or organizations.**

Policy approved on: December 4, 2006  
Policy amended on: March 5, 2007  
March 3, 2008  
June 21, 2010  
May 6, 2013

**PROCEDURE**

The following procedure is used to implement this policy but does not form part of the policy. This procedure may be amended from time to time at the discretion of the Chief Administrative Officer.

The Civic Recognition Program consists of the following levels of recognition:

1. Freedom of the District;
2. Council's Award;
3. Award of Honour;
4. Achievement Award; and,
5. Certificate of Appreciation.

There are many people who, through their exceptional personal or public efforts, have brought recognition, fame, achievement or have otherwise contributed to the District in many tangible or intangible ways, such as countless hours in volunteer capacities; athletes and teams achieving local, national or international levels; donors providing gifts of land or items; residents who have displayed acts of heroism or philanthropy, or residents serving on Councils, Boards or Advisory Committees.

## DEFINITIONS

**Civic Recognition Roll** is a document in which the names of those recognized will be enscribed for historical reference. The Roll will be maintained by and held in the custody of the Clerk's Office. A copy of the Roll will be available on the District's website. The names of the recipients of the following awards will be entered in the Civic Recognition Roll.

1. Freedom of the District
2. Council's Award
3. Award of Honour
4. Achievement Award
5. Certificate of Appreciation

### **Civic Recognition Program**

Council will provide nominees for Freedom of the District and Council's Award. Annually, the Clerk's office will seek broader input from the public for the Award of Honour, Achievement Award, and the Certificate of Appreciation by canvassing partner agencies, advertising in the local newspaper and through social media. Names will be considered annually at year end.

At the end of each calendar year, a Closed meeting will be set aside for Council to discuss and debate the various nominees for the awards.

#### **1. Freedom of the District**

As the highest honour granted by Council, the Freedom of the District status is conferred as a way of recognizing individuals or a distinguished unit of the Armed Forces of Canada or another nation, who have served the community with distinction, and whose exceptional contributions have helped to build the District.

In choosing residents for this honour, six criteria will be used:

##### **1. Contributions**

Relates to what the person has contributed or achieved that sets them apart.

##### **2. Breadth of Recognition**

Reflected in how well the person is known outside of the District of North Vancouver for a significant contribution or achievement.

##### **3. Peer Recognition**

Relates to when an individual's peers view his or her contributions as outstanding.

##### **4. Worth**

Looks at whether the person's contribution or achievement made a significant improvement to the District of North Vancouver's life and culture.

## 5. **Duration**

Considers the length of time a person has been actively involved in the community.

## 6. **Personal Service**

Relates to how people who have made a significant contribution to the District, Province or elsewhere through their sustained or outstanding personal service.

Section 158 of the *Community Charter* provides Council the authority to confer, by unanimous vote of Council, the Freedom of the Municipality upon distinguished persons, or a distinguished unit of the Armed Forces of Canada or another nation. The District of North Vancouver has historically taken a very strict position of reserving the honour for cases of exceedingly high merit only. The criteria outlined in this policy will be used in considering nominations for this award.

Annually, the Clerk's Office will issue a call to Council for nomination for Freedom of the District. Names of potential recipients will be put forward by Council members. These will then be reviewed at a Closed meeting of Council based on the established criteria. A unanimous vote of Council (by means of secret ballot) will be required in order to confer this award.

Recipients of this award will be recognized at a special ceremony where they will be presented with, a gift deemed suitable by Council. Recipients will also have their names inscribed in the Freedom of the District section of the "Civic Recognition Roll".

## 2. **Council's Award**

The purpose of this award is to recognize volunteer groups that have made outstanding contributions to the community. This includes sustained, significant contributions in sports, culture, philanthropy, health, social justice, or safety. This award is given to groups which are volunteer run and directed, with an understanding that the volunteer group may have some paid help, such as bookkeepers or accountants; however, they would be principally volunteer driven. This is a very distinguished award and will only be granted once every Council term.

Nominations for the award are submitted to the Clerk's Office by members of Council and are considered at a Closed meeting of Council. A two thirds (2/3) vote of all Council members (by means of a secret ballot) is required to give the Council's Award.

Recipients will be recognized at a ceremony during a Council meeting at which the Mayor will read and present the framed Council's Award. This will occur at the end of Council's second year in office. Recipients will also have their name inscribed in the Council's Award section of the "Civic Recognition Roll".

## 3. **Award of Honour**

The Award of Honour recognizes individuals or organizations that have made outstanding contributions to the community. This could include significant

achievements in sports, science, and culture either within the District and the Province or nationally or internationally. It could also include significant acts of philanthropy or heroism. This award is used in those instances where the achievement is significant, but does not warrant or qualify for Freedom of the District. Nominations for the award are submitted to the Clerk's Office, and are considered at a Closed meeting of Council. By secret ballot, each councillor will then provide a score for the nominee(s) out of five (5) for each of the six (6) criteria listed below. The Clerk will tally the scores and discard the highest and lowest scores. If the resulting aggregate score is greater than 24/30 the individual may be considered for an Award of Honour. Council, by secret ballot, will then vote on whether or not to confer the award; a minimum vote of 6/7 of Council is required.

**1. Contributions**

Relates to what the person has contributed or achieved that sets them apart.

**2. Breadth of Recognition**

Reflected in how well the person is known outside of the District of North Vancouver for a significant contribution or achievement.

**3. Peer Recognition**

Relates to when an individual's peers view his or her contributions as outstanding.

**4. Worth**

Looks at whether the person's contribution or achievement made a significant improvement to the District of North Vancouver's life and culture.

**5. Duration**

Considers the length of time a person has been actively involved in the community.

**6. Personal Service**

Relates to how people who have made a significant contribution to the District, Province or elsewhere through their sustained or outstanding personal service.

Recipients will be recognized at a ceremony during a Council meeting at which the Mayor will read and present the framed Award of Honour. This will occur at the last council meeting each year. Recipients will also have their names inscribed in the Award of Honour section of the "Civic Recognition Roll".

**4. Achievement Award**

The Achievement Award is presented to individuals, teams or groups who achieve provincial, national or international recognition in the areas of sports and culture, or perform a noteworthy deed which is considered of benefit to the community (e.g. an act of bravery).

The recognition of individuals and/or groups worthy of the Achievement Award may be suggested by any member of Council, staff or the public and is subject to the approval of the Mayor.

The recipient of an Achievement Award will receive a District of North Vancouver pin and certificate, presented during the Recognition section of a Regular Council meeting, annually at year-end. Recipients would also have their names inscribed in the Achievement Award section of the "Civic Recognition Roll".

## **5. Certificate of Appreciation**

The Certificate of Appreciation represents the expression of appreciation of an individual or organization in recognition of the commitment and contribution that person or organization made towards the District of North Vancouver.

Similar to the Achievement Award, the recognition of individuals and/or groups worthy of the Certificate of Appreciation may be suggested by any member of Council, staff or the public and is subject to the approval of the Mayor. Certificates of Appreciation will be presented to the recipients by the Mayor during the Recognition section of a Regular Council Meeting annually at year-end, or during a special event organized for the recognition (such as the Volunteer Appreciation Reception).

## **Other Means of Recognition in the District of North Vancouver**

In addition to the formal Civic Recognition Program, the District of North Vancouver has a number of other means for recognizing individuals and/or organizations:

- **Naming of Street to Honour Special Person**

Names of streets are selected by a staff committee which selects appropriate names for streets in accordance with the established guidelines. These guidelines indicate that streets will not be named after local developers or other living persons.

Requests for the naming of a street will be forwarded directly to the Street Naming Committee. Following consideration by the Street Naming Committee, a request to name a street in honour of an individual who is deceased will be forwarded to Council for approval.

The family of the individual or family who is being honoured by the naming of a street will be invited to a Council meeting and the Mayor will read and present the framed Street Naming Proclamation.

- **The Naming of Parks and Other Parks Related Means of Honouring Special Persons Policy**

Pursuant to Corporate Policy 12-5810-1, the District will name parks after adjacent streets or known neighbourhoods for ease of locating, however, special persons may be honoured by other park related means such as dedicating a fountain, bench, park facility, field etc. as long as there is a clear connection between the community contribution of the individual and the facility or area being named.

Requests are reviewed by staff and, if the submission fits with the Policy, it may be approved by either the Director of Parks and Engineering Services or the Manager of Parks. If the proposal does not fit with the Policy, the proponent may request a review by Council.

- **Centennial Bursary Awards (Academic)**

This program is intended to provide recognition to students who have excelled in their academic work. Local schools will provide recommendations to the Centennial Bursary Committee who will choose the recipients of the awards.

Recipients will be presented with a bursary cheque at a Council meeting.

- **Sports Awards**

Residents who make outstanding contributions to the sporting life of the North Shore may be recognized. The Sports Awards Committee, which consists of representatives from the North Vancouver Recreation Commission, the West Vancouver Parks and Recreation Commission, the North Vancouver Community Sport and Recreation Council and the West Vancouver Sport Council and two members at large from North Vancouver and West Vancouver receives nominations and makes recommendations for awards, naming of facilities, and other forms of recognition of those residents who contribute to the sporting life of the North Shore deemed to be appropriate.

Recipients of awards will be invited to a Sports Awards Ceremony which is held annually. On recommendation from the Sports Awards Committee, recipients may also be invited to a Council meeting where they will be presented with a framed Certificate.

- **Other Awards**

As part of their mandate, the various advisory committees, commissions and boards of Council may make recommendations for awards to individuals or groups of individuals in various categories. These may include, but are not limited to:

Advisory Design Panel Awards

Heritage Awards

Photo Award Contest

Youth Awards

The arrangements for the presentation of these awards will be undertaken by the staff liaison to the committee in cooperation with the Clerk's Office. The awards will be presented to the individual(s) at a Council meeting.

- **Certificate of Recognition**

Certificates of Recognition are awarded to recognize a wedding, anniversary, birthday or other personal milestones reached by a District resident; or if applicable, by clubs or organizations.

Requests for Certificate of Recognition are submitted directly to the Mayor's Office who will prepare and forward the Certificate to the recipient.

- **Civic Appreciation Reception**

A Civic Appreciation Reception will be held annually to show appreciation to the many volunteers who serve on advisory boards, committees and commissions of Council.

The Clerk's Office will maintain a list of the volunteers and ensure that each volunteer and guest is invited to the Reception.

**District of North Vancouver Civic Recognition Program**

**Nomination for Recognition**

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Name of Nominee: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

- Level of Recognition:
- Award of Honour
  - Achievement Award
  - Certificate of Appreciation

Main Reason for Nomination: \_\_\_\_\_

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Details of Nominee’s Contribution (please provide as much detail as possible to justify your nomination as this is used as the biography to introduce the recipient at the recognition ceremony – use additional sheets if necessary): \_\_\_\_\_

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Contacts of who may be able to verify contributions and/or contribute additional information to justify nomination:

Name	Telephone	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## DNV Civic Recognition Program

Award Type	Nominated by	Nominations Solicited	Nominations Considered	Vote/ Approval	Awarded	Award Type	Name in Section of Civic Recognition Roll
Freedom of the District	Council	Annually (September)	Closed meeting at year end (early November)	Unanimous	Special Ceremony (as needed)	"appropriate gift" as determined by Council	Freedom of the District section
Council's Award	Council	Second year of term only (September)	Closed meeting at year end (early November)	2/3	Second year of term year-end council meeting (December)	Framed Council's Award	Council's Award section
Award of Honour	<ul style="list-style-type: none"> <li>• Council</li> <li>• Public</li> <li>• Partner Agencies</li> <li>• Newspaper</li> <li>• Social Media</li> </ul>	Annually (September)	Closed meeting at year end (early November)	6/7	Year-end council meeting (December)	Framed Award of Honour	Award of Honour section
Achievement Award	<ul style="list-style-type: none"> <li>• Council</li> <li>• Public</li> <li>• Partner Agencies</li> <li>• Newspaper</li> <li>• Social Media</li> <li>• Staff</li> </ul>	Annually (September)	Closed meeting at year end (early November)	Mayor	Year-end council meeting (December)	Pin and certificate	Achievement Award section
Certificate of Appreciation	<ul style="list-style-type: none"> <li>• Council</li> <li>• Public</li> <li>• Partner Agencies</li> <li>• Newspaper</li> <li>• Social Media</li> <li>• Staff</li> </ul>	Annually (September)	Closed meeting at year end (early November)	Mayor	Year-end council meeting (December), special event or Volunteer Appreciation Reception	Certificate of Appreciation	None