



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
*Community Milestone Recognition Policy*

1. Purpose

- 1.1 It shall be the intent of the Municipality of the District of West Hants to recognize significant personal, group and community milestones in West Hants on a regular basis during the year by providing appropriate recognition on behalf of the citizens of West Hants.

2. Policy Criteria

- 2.1 Individual birthdays of 80 years and in increments of five years thereafter shall be eligible for recognition.
- 2.2 Anniversaries of 50 years and in increments of five years thereafter shall be eligible for recognition.
- 2.3 Community organizations and relevant groups shall be eligible for recognition in intervals of 25 years and in 25-year increments thereafter; excepting that the Warden or Deputy Warden may authorize recognition outside of these time frames when the organization or group's significant achievement marks an important milestone that is significant by a provincial, national, international organization.
- 2.4 Individual, group or team achievement in sports, arts, culture, etc. shall be eligible for recognition when winning a provincial or higher competition; excepting that the Council may authorize recognition when the achievement is remarkable in terms of the level of completion or result achieved when such is significant in a way other than placement. When the achievement involves multiple people, of whom only some are residents of the Municipality, Council can exercise discretion as to whether West Hants' recognition should include all participants or just those that are residents of West Hants.
- 2.5 The Warden or Deputy Warden, in consultation with Council, shall have the authority to provide recognition to former residents or those individuals or groups based outside of West Hants that are providing service to or a benefit to West Hants residents.
- 2.6 Emergency service providers such as volunteer fire fighters, volunteer ground search and rescue members, and volunteer medical first responders shall be eligible for recognition in intervals of active service of 15 years, 20 years, 25 years, 30 years, 40 years, 50 years and 60 years; such recognition shall include a certificate and a pin



## POLICY

COGE-005.00

and/or medal at designated times throughout the year, with Council authorized to provide additional recognition above this for 50 years' service, as funded from time to time.

2.7 Volunteer firefighters having completed at least 30 years of service to their communities without payment of regular wages or as non-career firefighters are eligible to receive the Municipal Long Service Award through the Canadian Volunteer Fire Services Association (CVFSA) medal plus a Bar(s) may be awarded to a recipient of the medal for each additional five year period of service up to 50 years' service.

### 3. Policy Implementation

3.1 All requests for recognition shall be submitted to the Executive Assistant at least two weeks prior to the event where the recognition will be presented, except for 50-year awards when two months' notice shall be provided. Submissions for the Canadian Volunteer Fire Services Association (CVFSA) medal must be submitted to the Municipal Clerk no later than eight weeks prior to the event where it is to be presented.

3.2 The Executive Assistant shall prepare the appropriate draft recognition for the review by the Warden or Deputy Warden at least one week prior to when the recognition will be presented.

3.3 After approval by the Warden or Deputy Warden, the Executive Assistant shall prepare the final recognition, have it signed by the appropriate Council member, if specific only to the Councillor's electoral district, and arrange with the group or organization to have the recognition presented by a member of Council. The Canadian Volunteer Fire Services Association (CVFSA) medal is to be presented in a public setting or special event by the Warden or Councillor as assigned by the Warden.

3.4 Where it is not possible to present any recognition in person, the Warden or Deputy Warden may authorize the recognition to be presented to another person in the recipient's stead or mailed.

### 4. Communications and Coordination

4.1 On a regular basis, the Executive Assistant, or other position as determined by the CAO, shall review local and provincial newspapers, local websites and other appropriate locations to seek out opportunities for community recognition.



POLICY

COGE-005.00

- 4.2 Members of Council and members of the public may suggest individuals or groups that may be eligible for recognition by providing that information to the Executive Assistant, who shall conduct appropriate inquiries into the suggestion and provide a recommendation to Council.
- 4.3 The Executive Assistant shall consult with the appropriate Councillor or Warden when determining if an individual or group may be eligible for recognition to assess their awareness of the feat and seek further supporting information.
- 4.4 The Executive Assistant shall keep in contact with the local MA and MP's office to share information relating to this policy to help ensure all individuals and citizens are recognized timely and appropriately.
- 4.5 The Executive Assistant, at the request of Council, shall contact and coordinate media coverage for recognition that is deemed extraordinary or symbolic in nature.
- 4.6 In January of each year, the Executive Assistant shall provide a summary report to Council of the recognitions provided during the previous year, categorized by area of recognition, or other method requested by Council.

5. Related Policies, Procedures and Legislation

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the **11<sup>th</sup>** day of **April , 2017**.

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R.N. Brown  
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	March 28, 2017
<i>Approval:</i>	April 11, 2017
<i>Description:</i> Initial approval of the COGE-005.00 Community Milestone Recognition Policy.	



POLICY

COGE-005.00

<i>1<sup>st</sup> Amendment</i>	
<i>Notice to Council:</i>	June 26, 2018
<i>Approval:</i>	July 10, 2018
<i>Description:</i> Amended COGE-005.00 to include a 15-year award in Section 2.6 and a 30-year Canadian Volunteer Fire Services Association in Sections 2.7, 3.1 and 3.3.	