MUNICIPALITY OF THE COUNTY OF ANNAPOLIS	AM – 1.2.6
POLICY AND ADMINISTRATION MANUAL	
Section	Subject
Procedure and Organization of Council	Certificates of Recognition Policy

1.0 Policy Statement

- 1.1 Our County is enriched by the many people who, through their exceptional personal or public efforts, have contributed to the region's quality of life in tangible or intangible ways. The purpose of this policy is to provide a guideline for the presentation of municipal certificates that acknowledge and recognize individuals or groups that:
 - achieve a significant milestone;
 - make an outstanding contribution to the community.

2.0 Policy Objectives

- 2.1 The County of Annapolis will recognize individual birthdays for County residents at age 90 and in five-year increments thereafter. Starting at age 100, the County will provide annual recognition.
- 2.2 The County will recognize wedding anniversaries of residents for 50 years and every 5 years thereafter.
- 2.3 The County of Annapolis shall also present certificates of recognition to members of registered volunteer fire departments or registered volunteer emergency service providers or fire department auxiliaries who have served in one or more of the departments or auxiliaries for 10 years and in five-year increments thereafter.
- 2.4 The County may be requested to provide acknowledgement of an outstanding contribution by an individual or group or simply to mark a special occasion. This may include:
 - volunteers or community organizations that, in the opinion of Municipal Council, should be recognized for service of longstanding or significant contributions to the community;
 - athletes, school / community clubs or teams for provincial, national or international achievements;
 - donors providing gifts or land or other items;
 - residents who have performed acts of heroism or philanthropy;
 - residents serving on councils, boards or advisory committees of the County of Annapolis.

In these cases, the Municipal Council shall have discretion whether an acknowledgement by the County is provided.

3.0 Policy Procedures

- 3.1 Certificates of Recognition shall be presented by a member of Municipal Council at a special function or at a regular meeting of Municipal Council.
- 3.2 A standard form, *Request for Certificate of Recognition*, shall be completed and submitted for all requests.
- 3.3 Whenever possible, requests for certificates should be submitted to the Municipal Clerk's Office at least 3 weeks prior to the event.

<u>Wanda Atwell</u>

March 24, 2017

Acting Municipal Clerk

Date

At Annapolis Royal Nova Scotia

Approved June 17, 2014 Amended March 21, 2017:

- amended Sub-section 3.3 of AM - 1.2.6 Certificates of Recognition Policy by replacing the words "Communications Coordinator" with "Municipal Clerk's Office"