

# TOWN OF FOX CREEK

## Policies & Procedures Manual

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***“Achievement Recognition Policy”***

***No: PO47-2012***

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**Policy Title:** “Achievement Recognition Policy”

### **SECTION - 1 PURPOSE OF POLICY**

1. The Town of Fox Creek is committed to recognizing individual, team, organization and business achievements.

### **SECTION – 2 DEFINITIONS**

1. **Culture:** For the purposes of this policy, culture is defined as the arts (performing/visual/media), libraries, folklore, festivals, events, heritage, museums, commercial arts (architecture/graphic design), natural environment.

### **SECTION - 3 SCOPE OF POLICY**

1. This procedure applies to an individual, team or group who: wins an elite competition; makes a cultural, community or town service contribution; or achieves a significant milestone.
2. The town recognizes various types of achievements, such as:
  - a. Provincial, national or international competition, or other similar acclaim;
  - b. Culture or community services;
  - c. Milestones, such as 40<sup>th</sup> wedding anniversaries; 80<sup>th</sup> birthdays and 10<sup>th</sup> anniversaries of organizations and businesses in Fox Creek;
  - d. Official openings of organizations and businesses in Fox Creek; and
  - e. Community and Town Volunteers.
3. The town will not support recognition of any achievement that, either directly or through third part arrangements, supports the use of:
  - a. Alcohol and other addictive substances
  - b. Tobacco
  - c. Pornography
  - d. Weapons and other life-threatening products
  - e. Demeaning or derogatory portrayals of individuals or groups that is likely to cause deep or widespread offence
  - f. Religious or political matters that might be deemed prejudicial to other religious or political groups

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- g. Religious or political messages, a political party or election candidate.

### **SECTION – 4      PROCEDURE**

1. Recognition requests may be made through the Town Administration Office.
2. Letter of Congratulations are presented for:
  - a. Significant milestones of individuals, such as
    - 40<sup>th</sup> wedding anniversaries and every 10 years thereafter
    - 80<sup>th</sup> birthdays and every 10 years thereafter
    - Residency in Fox Creek for 50 years and every 10 years thereafter
  - b. Significant milestones of organizations and businesses, such as
    - 10<sup>th</sup> anniversaries of organizations and businesses and every 10 years thereafter
  - c. Official openings of businesses.
3. Certificates of Recognition are presented to:
  - a. Individuals, groups or teams who win a provincial, national or international competition, or who achieve other similar acclaim; and
  - b. Individuals or groups who have contributed to the well-being of the town, through cultural or community service.
4. An award of merit event (event) may be held to recognize individuals that participate in the highest competition available at either a national or an international level recognized by a governing body. An event may be held to recognize gold, silver and bronze medal holders at a national or an international level or for individuals and groups who achieve other similar acclaim, at a cultural or academic level.

An event may include, but is not limited to a presentation at a Council meeting, ceremonial signage, or reception.

### **SECTION 5 -      RESPONSIBILITIES**

1. The Town of Fox Creek Administration Office is responsible for:
  - a. Reviewing requests for letters and certificates.
  - b. Issuing letters and certificates.

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- c. Working with appropriate departments to coordinate an event.
  - d. Providing the required information to the Executive Secretary for inclusion of recognition on a Council meeting agenda, if required.
2. If recognition is to be in the form of an event, the appropriate department(s) will:
- a. Communicate with the recipient(s) and/or nominator(s) to confirm details of the achievement(s).
  - b. Determine the appropriate type of event for the achievement, and the date, time, and location of an event.
  - c. Communicate details of the event and explain logistics/procedures of the event to the recipient(s) and/or nominator(s).
  - d. Greet award recipient(s) upon arrival and assemble recipient(s) and/or nominator(s).
  - e. Coordinate presenter(s) to speak.
  - f. Take photographs.
3. If recognition is at a Council meeting, the appropriate department(s) will:
- a. Provide the required information to Administration for the inclusion of recognition on a Council meeting agenda and get confirmation of the Council meeting date at which the recognition will take place.
  - b. Communicate with the recipient(s) and/or nominator(s) to confirm details of their achievement(s), determine the number of people to receive recognition, date, time and location of Council meeting where presentation(s) to the recipient(s) and/or nominator(s).
  - c. Greet award recipient(s) upon arrival and assemble recipient(s) into alphabetical order for presentation(s) by the presenter(s).
  - d. Coordinate presenter(s) to speak on behalf of the group or groups when there are large groups or several groups being acknowledged at the same Council meeting.
  - e. Take photographs.

Accepted by Resolution # 350-12 on the 16<sup>th</sup> day of July, 2012.

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Leora MacKinnon  
Mayor

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Ken Gwozdz,  
Chief Administrative Officer