



PURPOSE

The purpose of the Recognition Policy (the ‘Policy’) is to recognize, support, and encourage community service and achievement within the Municipality of East Hants (the ‘Municipality’). The Policy will:

1. Identify the reasons and occasion for which the Municipality will provide recognition;
2. Identify how the Municipality will provide recognition; and
3. Designate the responsibilities of the Warden, Council, and Staff in providing recognition.

SCOPE

All Councillors, full-time, and part-time staff of the Municipality of East Hants fall within the scope of this policy and must adhere to the policy statements contained within this document.

DEFINITIONS

Term	Definition
Significant Events	Milestone birthdays, anniversaries, and other special milestones within the lives of East Hants residents.
Significant Achievement	Any notable accomplishment by an East Hants resident including: athletic events, academic achievements, acts of heroism, or a cultural performance.

POLICY

POLICY STATEMENT

1. It is the policy of the Municipality of East Hants (the ‘Municipality’) to recognize and celebrate residents, organizations, and businesses that accomplish significant achievements or support the community. Through recognizing achievement, the Municipality will support excellence and community pride throughout East Hants. The Municipality will provide four (4) types of community recognition:
 - 1.1. Resident Recognition;
 - 1.2. Business Recognition;
 - 1.3. Fire Service Recognition; and
 - 1.4. Volunteer Recognition.

2. A minimum of two (2) weeks' notice is required for requests of recognition of any of the four (4) types. Councillors are responsible for the delivery of recognition items.

Resident Recognition

3. To recognize the milestones and achievements of residents, the Municipality will provide notice of achievement or congratulations in the following cases:
 - 3.1. Significant Events;
 - 3.2. Significant Achievements; and
 - 3.3. Keys to the Municipality.
4. Congratulatory Certificates may be requested by a resident or Councillor's to acknowledge Significant Events. Certificates of Achievement or a Letter of Commendation may be drafted by Council for individuals or groups to recognize Significant Achievement at the local, national, or international level in a given field.
 - 4.1. Recognition of birthdays and anniversaries will be awarded in increments of five (5) years.
 - 4.2. Recognition of birthdays can be awarded annually for birthdays at seventy-five (75) years and above.
5. Keys to the Municipality can be awarded to an individual or group that has significantly contributed to the development of, the promotion of, or goodwill towards the Municipality.
 - 5.1. Recommendations to receive the Keys to the Municipality must be made by a sitting Councillor.
 - 5.2. Recipients must have the support of a 2/3's majority of Councillors to receive the award.

Business Recognition

6. To show Municipal support for local businesses, the Municipality will provide recognition to businesses in the following cases:
 - 6.1. Significant Events; and
 - 6.2. Support for Fire Services.
7. Councillors may request Congratulatory Certificates for businesses celebrating significant milestones, events, or contributions to the Municipality.
 - 7.1. Recognition of milestones will be awarded in increments of five (5) years.

8. The Municipality will recognize businesses that allow volunteer firefighters to leave work in order to respond to emergencies as well as to those who provide financial and material support that aid in the delivery of fire services.
- 8.1. Nominations for this award will be made by the Fire Chief to the Fire Advisory Committee for review and recommendation to Council.
- 8.2. Businesses are eligible for recognition once every five (5) calendar years.
- 8.3. Municipal staff will ensure that a list of recipients will be read aloud at the annual Municipal Volunteer Recognition event.
- 8.4. To be eligible for this award, a business must:
- 8.4.1. Allow its employees who are volunteer firefighters to leave work in order to perform their duties as a first responder; or
 - 8.4.2. Allow its employees who are volunteer firefighters, who respond to a call through the night and are not home before their normal hours of work start time, to come in late after they have received some rest so not to be in a state of unrest and possibly pose a safety hazard; or
 - 8.4.3. Make a financial contribution to the fire department that aids in the purchase of a piece of equipment or the ability to provide additional service; or
 - 8.4.4. Make a donation of supplies or equipment that support the delivery of fire and emergency services.

Fire Service Recognition

9. The East Hants Fire Service plays a vital role in supporting the Municipality to create a safe community for residents. The Municipality will recognize members of the East Hants Fire Service as well as organizations that enable their work through the following Long Service Awards.
10. Municipal Long Service Awards will be distributed to Fire Service members after ten (10) and fifteen (15) years of service and in five (5) year intervals after thirty (30) years.
- 10.1. Fire Service members that have provided ten (10) years of service will be given a medal. Service members that have volunteered for fifteen (15) years will be given a bar.
- 10.1.1. Fire departments may invite their Councillor to attend the ceremony and award the medal or bar.
- 10.2. The Municipality will continue to recognize long service in conjunction with the Provincial and Federal Governments for twenty (20) and twenty-five (25) years of service.
- 10.3. Medals will be awarded for thirty (30) years of service and each five (5) years after. Each long service medal awarded after thirty (30) years will be distributed at the annual Volunteer Recognition Event.

10.4. Fire Service members are eligible to receive Long Service Awards if:

- 10.4.1. The nominee is alive on the date of nomination;
- 10.4.2. The nomination is made by the active Fire Chief; and
- 10.4.3. The nominee has provided ten (10), fifteen (15), thirty (30), or more years of volunteer service to any fire service in the community within five (5) year increments.

Volunteer Recognition

11. To encourage volunteerism and to recognize exceptional and long-term volunteers, the Municipality will host an annual Volunteer Recognition Event. The Volunteer Recognition Event will be nomination based and encourage community groups to put forward exceptional members for recognition.

- 11.1. The Municipality will recognize selected nominations at the event through award certificates.
- 11.2. One (1) volunteer from this event will be selected as the Model Volunteer to represent the Municipality at the Provincial volunteer recognition event in the next year.

Additional Recognition

12. The Municipality may choose to recognize residents for their contributions to Municipal life that do not fall within the bounds of the above four (4) categories. Individual Councillors may make motions to recognize and support residents as needed.

13. The Municipality will keep a limited stock of Municipally branded pins on hand for Councillors to distribute for promotional, celebratory, or recognition purposes. Councilors may restock their pin inventory as needed. Pins may also be given out to groups or teams hosting a local event or representing East Hants at the Provincial, National, or international levels. The Municipality will assess its pin stock at budget time.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Employees	Employees will: <ul style="list-style-type: none"> • Support the Municipality in providing resident recognition
Fire Chiefs	Fire Chiefs will: <ul style="list-style-type: none"> • Nominate business for recognition • Present certificate to businesses
Fire Advisory Committee	The Fire Advisory Committee will: <ul style="list-style-type: none"> • Review nominations and make recommendations to Council



Title/Role	Responsibilities
Council	Council will: <ul style="list-style-type: none"> • Approve recommendation to recognize a business
Warden	The Warden will: <ul style="list-style-type: none"> • Sign certificate on behalf of Council
Assistant Municipal Clerk	The Assistant Municipal Clerk will: <ul style="list-style-type: none"> • Facilitate an annual Policy Review • Ensure final approved policies are maintained, stored and posted where appropriate
Policy Editor	The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will: <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	The Policy Owner will: <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner, if necessary, by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, i.e. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	The Approver will: <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision



RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Recognition for Support of Fire and Emergency Services Procedure		Procedure
Recognition for Support of Fire and Emergency Services Nomination Form		Form

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Creation of Policy	Policy Analyst	Director of Corporate Services	Council	October 26, 2022

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk