

## Municipal Acknowledgement Policy

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### Policy Statement

The Town of Antigonish values the contributions of volunteers and businesses. Recognizing their efforts promotes community spirit and encourages continued excellence in service.

### Purpose

The purpose of the Municipal Acknowledgement policy is to establish a formal procedure for recognizing volunteers and businesses that have provided exemplary service to the Town of Antigonish. This policy ensures that individuals and businesses who contribute significantly to the community are acknowledged and appreciated in a consistent and transparent manner. This policy extends beyond the Town of Antigonish's Community Volunteer of the Year and Youth Volunteer of the Year, which are separate community-based recognitions.

### Scope

This policy applies to:

- Volunteers who have demonstrated outstanding dedication and service to the community.
- Businesses that have provided exemplary service to the Town as a vendor.

### Community Nominations

Community members are encouraged to contact any member of the Council to recommend individuals, organizations, groups, or businesses for recognition. Council members will consider these recommendations in accordance with this policy.

### Procedure for Recognition

#### Volunteer Recognition

- i) Any Council member or committee member who wishes to recognize a volunteer or volunteer/non-profit organization must bring their nomination forward to the relevant committee for consideration.
- ii) The nomination should include a written submission that includes:
  - The name of the volunteer or volunteer/non-profit organization.
  - A description of their contributions and impact on the community.
  - Any supporting documentation or testimonials.
- iii) The committee will discuss the nomination and, if in agreement, will make a recommendation for a motion of Council to formally recognize the volunteer or volunteer/non-profit organization.

- iv) At the next regular Council meeting, the relevant committee chair will bring the recommendation forward for Council formally recognize the volunteer or volunteer/non-profit organization.
- v) If there is no relevant committee, the nomination and discussion can take place during a Regular Council meeting and a motion may be made following the discussion.

#### Business Recognition

- i) Any Council member who wishes to recognize a business for exemplary service must submit a nomination to the relevant committee responsible for oversight of the specific service delivery.
- ii) The nomination should include a written submission that includes:
  - The name of the business with the manager/owner's information.
  - A description of the exemplary service provided and its positive impact on the Town.
  - Any supporting documentation or testimonials.
- iii) The committee will discuss the nomination and, if in agreement, will make a recommendation to Council to formally recognize the business.
- iv) At the next regular Council meeting, the relevant committee chair will bring the recommendation forward for Council formally recognize the business.
- v) If there is no relevant committee, the nomination and discussion can take place during a regular Council meeting and a motion may be made following the discussion.

#### **Conflict of Interest**

Committee members and/or Council members must declare if they have any real or perceived conflict of interest related to the nomination. If a conflict of interest is declared, the member must recuse themselves from the discussion and voting process to ensure impartiality and fairness.

#### **Formal Recognition**

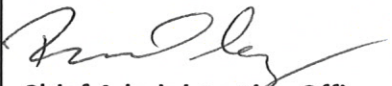
- i) Once Council has approved the nomination, the individual or business will be formally recognized at an upcoming Council meeting.
- ii) Recognition may include, but is not limited to:
  - A formal certificate or plaque
  - Acknowledgement on the Town's website and/or social media
  - A public announcement at a Council meeting.
- iii) An individual, organization, group, or business may be recognized more than once, provided that the rationale for the nomination differs from the previous recognition. Each recognition must reflect distinct contributions or services.

### Internal Tracking and Responsibility of Town Staff

Town staff are responsible for maintaining internal records of all nominations and formal recognitions.

This includes:

- i) Tracking the date and details of nominations.
- ii) Documenting the outcomes of committee and Council discussions.
- iii) Coordinating the presentation of formal recognitions at Council meetings.
- iv) Ensuring that recognized individuals, organizations, groups, and businesses are acknowledged through the Town's communication channels, as appropriate.

<b>CAO's Annotation for Official Policy Book</b>	
Date of Notice to Council Members Intent to Consider (Minimum 7 Days):	
Date of Passage of Current Policy: October 7, 2024	
I certify that this Policy was adopted by Council as indicated above.	
 _____ <b>Chief Administrative Officer</b>	2024-10-27 _____ <b>Date</b>