



# POLICY MANUAL

<b>POLICY TITLE:</b> Mayor's Community Awards	<b>POLICY #:</b> 0500-032
<b>AUTHORITY:</b> Administrative	<b>EFFECTIVE DATE:</b> January 21, 2003
<b>ISSUED BY:</b> Director of Corporate Administration	<b>REVIEW SCHEDULE:</b> 2 – 3 years
	<b>APPROVED BY:</b> Council
<b>DATE ISSUED:</b> January 21, 2003	<b>DATE APPROVED:</b> January 21, 2003

**PURPOSE:** To establish a policy for the presentation of an award to recognize individuals or local organizations for going above and beyond on initiatives of community pride and accomplishments.

**POLICY:**

- 1.0 To qualify for presentation of this award a person must be a resident of the Town of View Royal and have made a significant contribution toward the community and/or municipality or brought credit and admiration to the Town. In exceptional circumstances, other persons may be recognized. The Mayor will receive nominations from the community and other Council members.
  - 1.1. A certificate and medal shall be awarded to the person by the Mayor at a regular or special Council meeting.
  - 1.2. The determination of this award is at the discretion of the Mayor with input from Council.
  - 1.3. A limit of twelve (12) awards may be made each year by the Mayor, preferably on a monthly basis; however in exceptional circumstances the Mayor, on the advice of Council, may make extra awards.
  - 1.4. Individuals recognized shall be contacted informing them of the award and request acknowledgement of acceptance.
  - 1.5. The recipients of the year will be invited to attend the annual Volunteer Recognition Dinner.

**DISTRIBUTION:** Electronic file Y:\Administration\0340 \50 Policies and procedures\ Final \0500 and on Town of View Royal website.

RECORD OF AMENDMENTS	REVIEW DATE	AMENDED	OUTCOME	MOTION #
	April 10, 2015			