

# Community Recognition Policy



Dauphin

Policy #	1.1
Procedure #	
Replaces	
Revises	
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Our File: 03.03.PO

## 1. PURPOSE

This policy provides guidelines to be used by Council and Administration to acknowledge, celebrate, and show appreciation for members of the community who have contributed to the betterment of Dauphin. It encourages the recognition of outstanding achievements, initiatives, projects, significant milestones, anniversaries, and accomplishments of individuals, volunteers, businesses, and organizations in the city of Dauphin.

## 2. PROCESS

- The recognition is to be nominated or sponsored by a Council Member, with the following information provided:
  - Name of group (with participants) or name of individual(s).
  - Identification of the project, initiative, or achievement.
  - Details of the project, initiative, or achievement, including timelines, location(s), other groups or individuals involved, outcomes and contribution to the community.
- The recognition can be for completion of a project or initiative or for a significant contribution to enriching the quality of life in the community. Nominees can be selected for their significant achievement in the areas of sport, music, arts and culture, education, heritage preservation, citizenship, the environment, and/or social services.
- Preference for recognition to be given upon the completion of a project, initiative, or contribution that benefits the community in any of the areas noted above.
- The recognition and timing thereof to be supported by a majority of Council (through Council resolution).
- The recognition to be provided on behalf of Mayor and Council.
- The recognition can be given in one of several ways, including:
  - A certificate for larger groups and/or larger projects
  - A thank-you card for individuals and/or smaller projects
- Council may also choose to provide a small memento or pin of nominal value to be presented to the individual or group for the purpose of promoting the City.
- The recipient(s) may be recognized at a public Council Meeting or in a private forum if the recipient prefers.

## 2. PRINCIPLES

The following principles will guide the evaluation of nominations of individuals, volunteers, businesses, and organizations to be recognized:

- The nominee and/or project to be recognized shall align with Council’s values, mission, and goals as outlined in the City of Dauphin’s Strategic Plan and shall not:
  - Adversely impact the City’s identity or reputation.
  - Conflict with any applicable laws, City bylaws, or policies.
  - Advance the political interest of any particular party or group.
  - Have the potential to incite violence or hatred.
  - Present demeaning or derogatory portrayals of individuals or groups.
  - Be of questionable taste in style, substance, or presentation.

## 3. CERTIFICATES OF CONGRATULATIONS

Upon request, Certificates of Congratulations, signed by the Mayor, can be presented to residents of the community to recognize the following significant milestones:

- Milestone Birthdays – 80 years, 85 years, 90 years, 95 years, 100 years, 100+ years
- Milestone Wedding Anniversaries – 25 years, 50 years, 55 years, 60 years, 65 years, 70 years, 70+ years

	DISTRIBUTION
	Master Policy Manual
	Notice to Department Heads (Email)
	Notice to All Staff (Email)
	Intranet
	Internet (Public Information)