

<b>SECTION:</b> Human Resources		<b>POLICY #:</b> HR-006
<b>Date Approved:</b> December 17, 2012		<b>Civic Recognition</b>
<b>Revision Date:</b> March 25, 2014; October 1, 2018	<b>Review Date:</b> Sept. 17, 2018	
<b>Authority:</b> Report DCS-25-12; Report DCS 12-18		

## 1.0 PURPOSE

The Town of Hanover is extremely proud of the achievements and contributions of local residents, particularly those whose efforts and accomplishments greatly enhance Hanover’s quality of life, community spirit and progress. This Civic Recognition Policy will assist Municipal Council in consistently and appropriately recognizing a variety of contributions and commitments to the community

## SERVICE TO COMMUNITY

Recognition of exemplary community service towards the betterment of life in Hanover shall include both commendable actions and the length of service by volunteers, political representatives and personnel.

### 1.1. MUNICIPALLY APPOINTED BODY

Participation on various municipal committees, boards and commissions ensures Hanover’s public interests are well represented in an inclusive manner-with an invitation to the annual Christmas party and a gift according to their length of service as follows:.

• 4 years	\$30.00
• 8 years	\$60.00
• 12 years	\$90.00
• 16 years	\$120.00

Volunteer service awards shall be presented by the Mayor or a designate at the annual Christmas party.

### 1.2. COMMUNITY ORGANIZATION

Council may recognize individuals with commendable and considerable length of service through volunteerism with community organizations, in conjunction with the respective organization(s). This service award shall be a framed Town of Hanover Certificate of Merit.

### 1.3. RETIREMENT FOR MUNICIPAL COUNCIL

Members of Municipal Council shall be recognized for their contributions to public service upon retirement from Hanover Council, with the following awards:

• 1 or 2 terms	- Hanover watch/equivalent	Approx. \$100.00
• 3 or 4 terms	- Hanover silver ring/equivalent	\$150.00
• 5 + terms	- Hanover gold ring/equivalent	\$200.00

Council service awards shall be presented by the Mayor or designate at a Council Meeting or appropriate function.

### 1.4. OUTSTANDING ACCOMPLISHMENTS

Outstanding accomplishments, dedication or achievements by volunteers, Council members or personnel employees may be appropriately recognized at the discretion of Municipal Council.

## **1.5. CHRISTMAS SEASON ANNUAL INVITATION**

All volunteers on Council appointed Committees, Boards and Commissions, plus Council members and full-time and permanent part-time personnel shall be recognized annually by invitation to the a-Town Christmas season appreciation banquet/social.

## **2.0 ACHIEVEMENT (Sport, Recreation, Culture or the Arts)**

Recognition of achievement by Hanover residents or a person(s) representing Hanover shall be for provincial, national or international acclaim, designated as such by a championship, an official ranking, judgment, competition or equivalent.

Participation must be at a Provincial, National or International event sanctioned by a recognized Provincial, National or International Sports Governing Body or Cultural Organization. Sanctioned is defined as selection based on performance by a Provincial, National or International governing body to be a representative at a competition.

### **2.1. PROVINCIAL LEVEL**

A Hanover award up to \$50.00 per person, to a maximum of \$1,000.00 per team shall recognize Provincial Champions. Appropriate awards may include a Certificate of Merit, an Ontario Champion pin, small memento or gift.

### **2.2. NATIONAL LEVEL**

A Hanover award up to \$125.00 per person, to a maximum of \$3,000.00 per team shall recognize National Champions. Appropriate awards may include work of local artisans, logo watches, glassware, prestige clocks, silver rings or other jewellery.

### **2.3. INTERNATIONAL LEVEL**

A Hanover award up to \$325.00 per person, to a maximum of \$5,000.00 per team shall recognize International Champions. Appropriate awards may include work of local artisans, distinctive silver or pewter, mantle clocks, gold rings or watches or other jewellery.

### **2.4. GENERAL**

Achievement awards shall be presented by the Mayor or designate, at a Council meeting or appropriate function to honour recipient(s).

Individuals are encouraged to inform Municipal Council of specific achievements and contributions of local residents to allow appropriate recognition to occur.

Civic Recognition Individual Information Forms (Appendix A) will be made available from the Civic Centre and Parks, Recreation & Culture Offices. Individuals, Clubs or Organizations will be required to complete this form for individuals to be considered for recognition.

Parks, Recreation & Culture shall be responsible for administering this Policy and the Parks, Recreation & Culture Advisory Committee shall act as the selection committee regarding eligibility, on behalf of Municipal Council.



## **4.0 MUNICIPAL PROMOTION IDENTITY**

Increasing the profile and image of the Town, both within and outside the community, greatly enhances commerce, economic development, quality of life and progressive identity of the Corporation.

### **4.1. HANOVER REPRESENTATIVES**

Small mementos and gifts should be available for persons representing the town, to extend at various events as goodwill. Items may include Hanover lapel pins, travel mugs, key chains, pens/pencils, or playing cards etc., at the discretion of the Mayor or Chief Administrative Officer/Clerk.

### **4.2. GENERAL PROMOTIONAL ITEMS**

General promotional items addressing municipal identity, promotion and profile should be available for appropriate gifts and purchased at cost price. Items may include Hanover caps, clipboards, money clips, glassware, golf shirts, sweaters or jackets, at the discretion of the Mayor or Chief Administrative Officer/Clerk.

### **4.3. HANOVER'S FLAG**

Hanover's flag shall be flown at appropriate municipal facilities and special events at the discretion of the Mayor or Chief Administrative Officer/Clerk. Proper flag etiquette and protocol shall be practiced and flags shall be available in a minimum two sizes.

### **4.4. HANOVER LOGO**

All corporate advertising and promotion must include the complete Hanover logo, and may include the specific department below the logo, when appropriate.

### Civic Recognition Achievement in Sport, Recreation, Culture or Arts Individual Information Form

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Please include as much information as possible about the individual being submitted for recognition. If it is a team or group of individuals, please see the indicated section. Ensure all names are spelled correctly.

Person's Name: \_\_\_\_\_  
(Note: If a team or group of individuals, indicate main contact here)

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Accomplishment Details – Please include as many details as possible, (ie. what, where, when, dates, results, etc.)

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\*\*\* If a team or group – attach a list of all team / group members, including coaches, instructors, etc.

Form Completed / Submitted by:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Return this form to: Director of Parks, Recreation & Culture  
Hanover Parks and Recreation  
269 7<sup>th</sup> Avenue  
Hanover, ON N4N 2H5