

<p align="center">TOWN OF COALHURST POLICY & PROCEDURE MANUAL</p>	<p>SECTION: <i>ORGANIZATION</i></p>
<p>POLICY: <i>SPECIAL RECOGNITION AWARDS</i></p>	<p>POLICY NUMBER: <i>00-01-21</i></p>

PURPOSE

To establish a method to provide positive recognition to residents.

COUNCIL POLICY

1. Town Council is responsible for receiving and reviewing nominations. All awards are solely at the discretion of Council and are not subject to appeal.
2. Awards will include a framed certificate of recognition and a Town of Coalhurst pin.
3. Except for the Longevity Awards, the awards will be presented at an appropriate time and place, by a member(s) of Council. The date of the presentation will be subject to the availability of the recipient.
4. A media announcement will be made and distributed to all media outlets giving details of the award, the recipient, and where possible the date and time of presentation.
5. Historic and posthumous nominations will be accepted.
6. The criteria for the four categories are:

a. Athletic Award

i. Purpose:

1. To recognize an individual or team placing first, second or third in a local, provincial, national or international event or competition and which event or competition has been sanctioned by the respective local, provincial, national or international governing body of the particular sport.

ii. General Guidelines:

1. Candidates may have competed at an amateur or professional level.
2. Nominations will be considered only on the basis of standing in an event or sport as opposed to achievement or service to the sport.
3. There is no limit to the number of awards that may be presented in the category in a given year.
4. Achievement must have enhanced the image of the Town of Coalhurst.

b. Fine and Performing Arts Award

i. Purpose:

1. To recognize an individual or group gaining local, provincial, national or international acceptance or recognition of outstanding achievement in one or more of the arts. The recognition may be fore:
 - a. A specific achievement, or
 - b. A series of accomplishments over time.

Original: October 8, 2002
Revision #1: December 2, 2003

PAGE 2
SPECIAL RECOGNITION AWARDS
POLICY #00-01-21

- ii. General Definitions
 - 1. *Arts*: for the purpose of this award, includes literary, visual, performing, film, video and architectural arts.
 - 2. *Group*: two or more individuals assembled together and having some common purpose (e.g. Barbershop Quartet).
- iii. General Guidelines
 - 1. Candidates may hold amateur or professional status; however the achievement must enhance the image of the Town of Coalhurst.
 - 2. Nominations will be considered on the basis of acceptance or recognition of outstanding achievement in one or more of the arts.
 - 3. There is no limit to the number of awards that may be presented in this category in a given year.

c. Citizenship Award

- i. Purpose:
 - 1. To recognize:
 - a. *Distinguished Voluntary Service* that has had a significant impact in the Town of Coalhurst, or
 - b. *Continuous Voluntary Service* of fifteen years or more that has an identifiable benefit to the Town of Coalhurst. This service must be continuous and may have occurred with more than one organization in Coalhurst.
 - 2. General Guidelines:
 - a. Candidates will be individuals.
 - b. There is no limit to the number of awards that may be presented in this category in a given year.

d. Mayor's Special Award

- i. Purpose:
 - 1. To recognize an individual whose service or achievement at the local, provincial, national or international level has been of singular significance, has enhanced the image of the Town of Coalhurst, and whose accomplishments are not adequately described within the framework of the criteria for the Athletics, Fine and Performing Arts or Citizenship categories.
 - 2. The Mayor's Special Award is the highest possible recognition from the Town of Coalhurst.
- ii. General Guidelines:
 - 1. Nominees will be individuals who have demonstrated any of the following:
 - a. Humanitarianism;
 - b. Exceptional achievement in a profession, sport or the arts;
 - c. An act of heroism or bravery.
 - 2. The Mayor's Special Award will not necessarily be presented each year.
 - 3. Where special circumstance warrants, more than one award may be presented in a given year.

e. Longevity Award

- i. Purpose:
 - 1. To recognize long-term residents of Coalhurst on significant birthdays and anniversaries.

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Revision #1: December 2, 2003

PAGE 3
SPECIAL RECOGNITION AWARDS
POLICY #00-01-21

- ii. General Guidelines:
 - 1. Nominees must be a person or couple who are current residents of the Town of Coalhurst and who have lived in Coalhurst for a total of ten (10) years.
 - 2. Nominations must be received at the Town office no later than the 15th of the month for the following month.
 - 3. These awards will be mailed to the nominee for presentation as they see fit.
 - 4. Recognition of birthdays will start at 80 years of age with subsequent recognition at each 5-year increment thereafter.
 - 5. Recognition of anniversaries:
 - a. 25th
 - b. 40th
 - c. 50th
 - d. 60th
 - e. 75th

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