

COUNCIL POLICY

NAME: Mayor's Recognition Program	POLICY NUMBER: LS-C-02
DEPARTMENT: Legislative Services	SUPERSEDES: A-01-91
DATE APPROVED: November 4, 2024	Review Date: November 4, 2027

**1. POLICY STATEMENT**

The Town of Drumheller is committed to recognizing its citizens for milestone birthdays, anniversaries, and other notable achievements. Through the Mayor's Recognition Program, individuals who meet the eligibility criteria will be acknowledged with an official certificate signed by the Mayor, celebrating their contributions and milestones in the community.

**2. PURPOSE**

To establish clear guidelines for the recognition of individuals who reach significant personal milestones or who have made noteworthy achievements, reflecting the *Town's* commitment to fostering community spirit and appreciation for its citizens.

**3. SCOPE**

This policy applies to all residents of the Town of Drumheller.

**4. DEFINITIONS**

- 4.1. *"Milestone Birthday"* means a birthday occurring on or after an individual's 75<sup>th</sup> year and in increments of five (5) years thereafter;
- 4.2. *"Milestone Anniversary"* means a significant anniversary of marriage, beginning from the 50<sup>th</sup> year and in increments of five (5) years thereafter;
- 4.3. *"Notable Achievements"* means any accomplishment deemed significant by the Mayor, such as awards, honours, or extraordinary contributions to the community;
- 4.4. *"Community Members"* means residents, family members, or community organizations within the Town of Drumheller; and
- 4.5. *"Town"* means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town*, as the context may require.

**5. RESPONSIBILITIES**

- 5.1. *Community Members* are responsible for:
  - a) nominating individuals for recognition under this policy by submitting the required information to the *Town* office.

5.2. Legislative Services employees are responsible for:

- a) managing the application process for eligible individuals, preparing certificates, and arranging the presentation of recognition items.

5.3. The Mayor, or designate, is responsible for:

- a) presenting the recognition to eligible individuals.

## 6. ELIGIBILITY

6.1. Individuals recognized under this policy must either be current residents of the Town of Drumheller or possess a long-standing connection to the community, as determined by the Mayor.

## 7. PROCEDURES

7.1. Nominations for recognition may be submitted by family members, friends, community members, or community organizations.

7.2. Requests must be made in writing to the Legislative Services Department, providing the name, address, and details of the nominee, including the *Milestone Birthday*, *Milestone Anniversary*, or *Notable Achievement*

7.3. Legislative Services employees will:

- a) review the nominations and confirm eligibility based on the criteria outlined in this policy;
- b) prepare recognition items;
- c) coordinate a date for the presentation with the nominee(s) and the Mayor; and
- d) keep a record of all recognitions made under this policy for archival purposes.

## 8. RELATED DOCUMENTS

8.1. Mayor's Recognition Nomination Form


8.2. Certificate Template.


## 9. TRANSITIONAL

9.1. This policy comes into effect on the day it is signed by the Chief Administrative Officer.

9.2. This policy repeals Policy #A-01-91 – Mayor's Recognition Program.



  
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MAYOR

  
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CHIEF ADMINISTRATIVE OFFICER