DISTRICT OF NORTH VANCOUVER

CORPORATE POLICY

Title	Civic Recognition Program
Section	Corporate Administration

POLICY

It is the policy of Council that the District of North Vancouver has a multi-level formal Civic Recognition Program to acknowledge the accomplishments and achievements of individuals or organizations.

PROCEDURE

The following procedure is used to implement this policy but does not form part of the policy. This procedure may be amended from time to time at the discretion of the Chief Administrative Officer.

The Civic Recognition Program consists of the following levels of recognition:

1. Freedom of the District;
2. Council's Award;
3. Award of Honour or Achievement;
4. Certificate of Appreciation.

This policy addresses how Council may consider recognizing outstanding achievements, including award categories, scoring, and process. There are many people who, through their exceptional personal or public efforts, have brought recognition, fame, achievement or have otherwise contributed to the District in many tangible or intangible ways, such as countless hours in volunteer capacities; athletes and teams achieving local, national or international levels; donors providing gifts of land or items; residents who have displayed acts of heroism or philanthropy, or residents serving on Councils, Boards or Advisory Committees.

DEFINITIONS

Civic Recognition Roll is a record of the names of those recognized for historical reference. The Roll will be maintained by and held in the custody of the Corporate Officer. A copy of the Roll will be available on the District's website. The names of the recipients of the following awards will be entered in the Civic Recognition Roll.

- Freedom of the District;
- Council's Award;
- Award of Honour or Achievement;
- Certificate of Appreciation.

Civic Recognition Program

Council may consider nominees for the Freedom of the District and Council's Award at any point during the term, with the exception of a moratorium on appointees in the six months preceding the general local elections. The Award of Honour or Achievement and Certificate of Appreciation will be considered annually by Council. Each year, staff will seek nominations for these two awards through public advertisement.

The Corporate Officer will compile the list of nominees for Council consideration annually. In the fall of each calendar year, a Closed meeting will be set aside for Council to discuss the nominees for the Award of Honour or Achievement and Certificate of Achievement.

Freedom of the District

As the highest honour granted by Council, the Freedom of the District status is conferred as a way of recognizing individuals or a distinguished unit of the Armed Forces of Canada or another nation, who have served the community with distinction, and whose exceptional contributions have helped to build the District.

In choosing residents for this honour, six criteria will be used:

1. **Contributions**
   Relates to what the person has contributed or achieved that sets them apart and whether the contribution or achievement made a significant improvement to the District of North Vancouver.

2. **Breadth of Recognition**
   Relates to how well the person is known outside of the District of North Vancouver for a significant contribution or achievement.

3. **Peer Recognition**
   Relates to how an individual's peers view the person's contributions as outstanding or significant.

4. **Duration**
   Relates to the length of time a person has been actively involved in the community or time pursuing achievement.

5. **Personal Service**
   Relates to how people who have made a significant contribution to the District, Province or elsewhere through their sustained or outstanding personal service.

Section 158 of the *Community Charter* provides Council the authority to confer, by unanimous vote of Council, the Freedom of the Municipality upon distinguished persons, or Commander of the Armed Forces of Canada or another nation. The District of North Vancouver has historically taken a very strict position of reserving the honour for cases of exceedingly high merit only. The criteria outlined in this policy will be used in considering nominations for this award. Pursuant to s.158, individuals who are awarded the Freedom of the Municipality are deemed to be an elector of the municipality and despite any other enactment, is deemed to be qualified to be elected and hold office on Council, therefore it is considered the highest award a municipality may bestow. The Freedom of the District cannot be awarded posthumously.

The Corporate Officer will issue a call to Council for nomination for Freedom of the District at the beginning of the year. Council members nominating potential recipients are required to submit a Closed report outlining how the nominee has met the established criteria above. As required in the Community Charter, Names of potential recipients will be put forward by Council members. A unanimous vote of Council is required in order to confer this award. As the matter will be contemplated in Closed, council members are not permitted to indicate how they voted in public should the vote not be unanimous.

Recipients of this award will be recognized at a special ceremony where they will be presented with a plaque commemorating the achievement. Recipients will also have their names inscribed on the Freedom of the District plaque located at District Hall.

Council's Award

The purpose of this award is to recognize volunteer groups that have made outstanding contributions to the community. This includes sustained, significant contributions in sports, culture, philanthropy, health, social justice, or safety. This award is given to groups which are volunteer run and directed, with an understanding that the volunteer group may have some paid help, such as bookkeepers or accountants; however, they would be principally volunteer driven. This is a very distinguished award.

The established criteria is outlined below:

1. **Contributions**
   Relates to the contributions or achievements of the organization or volunteer group and whether the contributions or achievements are considered significant and improved the District of North Vancouver.

2. **Breadth of Recognition**
   Relates to how well the organization or volunteer group is known within the District of North Vancouver or outside the municipality.

3. **Peer Recognition**
   Relates to how other organizations view the contributions of the organization or volunteer group.

4. **Duration**
   Considers the length of time the organization or volunteer group have been actively involved in the community.

Nominations for the Council's Award are submitted to the Corporate Officer by members of Council and are considered at a Closed meeting of Council. Council members nominating an organization or volunteer group are required to submit a report outlining how the group has met the above established criteria. A two thirds (2/3) vote of all Council members is required to confer the Council's Award.

Recipients will be recognized at a ceremony during a Council meeting at which the Mayor will read and present the framed Council's Award certificate. This will occur at the end of Council's third year in office. Recipients will also have their name inscribed in the Council's Award section of the "Civic Recognition Roll".

Award of Honour or Achievement

The Award of Honour or Achievement recognizes individuals or organizations that have made outstanding contributions to the community. This could include significant achievements in sports, science, and culture either within the District and the Province or nationally or internationally. It could also include significant acts of philanthropy or heroism. This award is used in those instances where the achievement is significant but does not warrant or qualify for Freedom of the District. This award may be awarded posthumously. The Corporate Officer will issue a call to Council for nomination for Award of Honour or Achievement at the beginning of the year. Council members nominating potential recipients are required to submit a Closed report outlining how the nominee has met the established criteria and may identify if they are nominating for Award of Honour or Award of Achievement. A two thirds (2/3) vote of all council members is required to confer this award.

The established criteria is outlined below:

1. **Contributions**
   Relates to what the person has contributed or achieved that sets them apart.

2. **Breadth of Recognition**
   Relates to how well the person is known outside of the District of North Vancouver for a significant contribution or achievement.

3. **Peer Recognition**
   Relates to when an individual's peers view his or her contributions as outstanding.

4. **Worth**
   Looks at whether the person's contribution or achievement made a significant improvement to the District of North Vancouver's life and culture.

5. **Duration**
   Relates to the length of time a person has been actively involved in the community.

6. **Personal Service**
   Relates to how people who have made a significant contribution to the District, Province or elsewhere through their sustained or outstanding personal service.

Recipients will be recognized at the last Council meeting of the year, where the Mayor will read and present the recipients with a framed Award of Honour or Achievement certificate.

Certificate of Appreciation

The Certificate of Appreciation represents the expression of appreciation of an individual or organization in recognition of the commitment and contribution that person or organization made towards the District of North Vancouver.

Similar to the Award of Honour or Achievement, the recognition of individuals and/or groups worthy of the Certificate of Appreciation may be suggested by any member of Council. Staff and the public are also able to submit nominations and the Certificate of Appreciation is subject to the approval of the Mayor. Certificates of Appreciation will be presented to the recipients by the Mayor during the Recognition

section of a Regular Council Meeting annually at year-end. Certificates of Appreciation may be awarded posthumously.

Other Means of Recognition in the District of North Vancouver
In addition to the formal Civic Recognition Program, the District of North Vancouver has a number of other means for recognizing individuals and/or organizations:

- **Certificate of Recognition**
  Certificates of Recognition are awarded to recognize a wedding, anniversary, birthday, or other personal milestones reached by a District resident; or if applicable, by clubs or organizations. Requests for Certificates of Recognition are submitted directly to the Mayor's Office.

- **Other Awards**
  As part of their mandate, the various advisory committees, commissions and boards of Council may make recommendations for awards to individuals or groups of individuals in various categories. Staff may also bring forward recipients for recognition as appropriate.

  These may include, but are not limited to:
  Advisory Design Panel Awards
  Heritage Awards
  Photo Award Contest
  Youth Awards
  Centennial Bursary Awards

The arrangements for the presentation of these awards will be undertaken by the staff liaison to the committee, in cooperation with the Corporate Officer or other applicable staff. The awards will be presented to the individual(s) at a Council meeting.

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Nominate someone for civic recognition

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Do you know somebody who you feel deserves public recognition?

Our Civic Recognition program enables Mayor and Council to honour individuals, groups and organizations for outstanding service to the community.

We welcome nominations from the public for the Award of Honour, Achievement Award, and Certificate of Appreciation.

For more details about nominating someone for civic recognition, contact the District Clerk's office, at 604-990-2211.

Your name

First Name | Last Name

Your street address

Your phone number

Your email address

Nominee name

First Name | Last Name

Nominee phone number

Nominee email address

Why would you like to nominate this person?

Submit

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We respectfully acknowledge the original peoples of these lands and waters, specifically the səlilwətaɬ (Tsleil-Waututh), Sḵwx̱wú7mesh Úxwumixw (Squamish), and xʷməθkʷəy̓əm (Musqueam), on whose unceded ancestral lands the District of North Vancouver is located. We value the opportunity to learn, share, and serve our community on these unceded lands. Our journey towards reconciliation

District of North Vancouver Civic Recognition Program

Award Type	Nominated By	Nominations Solicited	Nominations Considered	Vote/ Approval	Awarded	Award Type	Name in Civic Recognition Roll
Freedom of the District	Council	Annually	Closed meeting at year-end (early November)	Unanimous	Special Ceremony (as needed)	"appropriate gift" as determined by Council	Yes
Council's Award	Council	Third year of term only	Closed meeting at year-end (early November)	2/3	Third year of term year-end Council meeting (December)	Framed award	Yes
Award of Honour or Achievement	Council	Annually	Closed meeting at year-end (early November)	2/3	Year-end Council meeting (December)	Framed award	Yes
Certificate of Appreciation	Council Public Staff	Annually	Closed meeting at year-end (early November)	Mayor	Year-end Council meeting (December)	Certificate	Yes

Approval Date:	December 4, 2006	***Approved by:***	Council
1. Amendment Date:	March 5, 2007	***Approved by:***	Council
2. Amendment Date:	March 3, 2008	***Approved by:***	Council
3. Amendment Date:	June 21, 2010	***Approved by:***	Council
4. Amendment Date	May 6, 2013	***Approved by:***	Council
5. Amendment Date	November 24, 2025	***Approved by:***	Council