



SAINT JOHN

**Title: CIVIC RECOGNITION/AWARDS POLICY**

Subject: Civic Awards	Category: Policy
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Area(s) this policy applies to: Mayor, Common Council, Nominating Committee, Office of the Common Clerk and the public	Office Responsible for review of this Policy: Common Clerk
Related Instruments:	Policy Sponsor: City Manager
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Revision History:

Common Clerk's Annotation for Official Record

I certify that the –Insert Title-Policy Statement was adopted by resolution of Common Council on Month-Day-Year.

I certify that the –Insert Title -Policy was approved by the City Manager on Month-day-Year

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Common Clerk

\_\_\_\_\_

Date

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## 1. CIVIC RECOGNITION POLICY STATEMENT

Common Council recognizes deserving individuals, military units, groups, organizations, and businesses for outstanding service, accomplishments, actions, or milestones through a Civic Recognition Program. There are four levels of “Civic Recognition” which may be bestowed.

1. “Freedom of the City” represents the highest honour the Common Council can bestow on a person or persons including a military unit. The award is sporadic as “any person or persons of Honourable Distinction” are considered, and by legislation must be approved by Common Council by unanimous consent. A formal ceremony outside Council Chambers of a special or regular meeting of Council is provided to present the Freedom of the City award.
2. “Citizen of the Year” is awarded to a resident individual, group, organization or business in the City of Saint John that has made a significant impact on the City, making it a better place to live, through their exemplary actions, volunteer efforts, achievements or contributions; including advancing the growth of the City. There will be at least one (1), and up to three (3), recipients awarded annually. The recipient(s) may be nominated by a Council Member or (2) two members of the public. The nominations are reviewed and recommended by Committee of the Whole and approved by resolution of Common Council. A formal ceremony outside of Council Chambers or a special or regular meeting of Common Council may be arranged to present the Citizen of the Year award.
3. “Council Commendation” represents the expression of appreciation to an individual, group, organization or business in the Greater Saint John Region for their distinguished services and/or contributions that have benefitted the community at the municipal or regional level. The frequency of the award is at the discretion of Council. The recipients are nominated by a Member of Council, recommended by the Committee of the Whole and approved by resolution of Common Council. The Council Commendation Award is presented at a special or regular council meeting.
4. “Mayor’s Congratulatory Certificate, Proclamations and Letters of Greeting” the Mayor recognizes significant milestones including newborns, birthdays, anniversaries, retirements, achievements and official openings by presenting a Mayor’s Certificate. The award is at the discretion of the Mayor. No formal ceremony is provided. The Mayor also provides Proclamations following the Proclamations Policy and may provide Letters of Greeting for printed programs or display purposes to groups, organizations and businesses hosting events in the City.

## 2. SCOPE

The Policy establishes criteria for individuals, military units, groups, organizations and businesses to receive formal recognition from the Mayor and Common Council, for outstanding service, accomplishments, actions or milestones that have made the City of Saint John a better place to live or benefitted the Great Saint John Region at the municipal or regional level.

## 3. LEGISLATION

An Act to Authorize the Common Council of the City of Saint John to Confer Freedom of the City upon any Person or Persons in Certain Cases, CAP. xlv, c. 44, 1 Edward VII, A.D. 1901

The 1901 Act to amend the Royal Charter of the City of Saint John allowed the City to confer Freedom of the City upon any person for the purpose of Honourable Distinction by unanimous vote.

## 4. ROLES AND RESPONSIBILITIES

The Office of the Common Clerk is responsible for the administration of the Civic Awards Program.

### 1. Freedom of the City Award

- a) (i) A member of the public and /or a Member of Council may nominate a person or persons or military unit for Freedom of the City, and submit their nomination to the Office of the Common Clerk.  
(ii) Any member of the public and/or a Member of Council may nominate a military unit for Freedom of the City and submit their nomination to the Office of the Common Clerk.  
(iii) A Military Unit may request the Freedom of the City.
- b) The Common Clerk will provide the nominations to the Committee of the Whole to review and recommend to Common Council.
- c) Approval of the Freedom of the City Award requires a resolution of Common Council by unanimous consent.
- d) The Freedom of the City Award may be presented during a formal ceremony hosted outside Council Chambers or during a special or regular meeting of Common Council.
- e) The criteria is to be a “person or persons of Honourable Distinction”.
- f) The Freedom of the City award is presented sporadically.

### 2. Citizen of the Year Award

- a) Citizen of the Year Award recognizes a resident individual, group, organization or business in the City of Saint John that has made a significant impact on the City,

making it a better place to live, through their exemplary actions, volunteer efforts, achievements or contributions; including advancing the growth of the City.

- b) Any two (2) members of the public or a Council Member may forward their recommendation on the Citizen of the Year Nomination Form provided to the Office of the Common Clerk.
- c) Recommendations are reviewed and recommended by the Committee of the Whole and approved by a resolution of Common Council.
- d) A formal ceremony hosted outside Council Chambers or a special or regular meeting of Common Council is provided to present the Citizen of the Year award. There will be up to three (3) recipients awarded annually.
- e) The criteria is to be a resident (individual, group, organization or business) that has made the City of Saint John a better place to live.
- f) The Citizen of the Year Award is presented annually.

### 3. Council Commendation

- a) Any Council Member may nominate an individual, group, organization, or business in the Greater Saint John Region whose distinguished services and/or contributions have benefitted the community at the municipal or regional level.
- b) Nominations are submitted to the Office of the Common Clerk.
- c) Nominations are reviewed and recommended by the Committee of the Whole and approved by a resolution of Common Council.
- d) The criteria is to be an individual, group, organization or business in the Greater Saint John Area who has benefitted the community at the municipal or regional level.
- e) The award may be offered throughout the year.

### 4. Mayor's Congratulatory Certificate, Proclamations and Letters of Greeting

- 1. The Mayor may recognize milestones which occur in the City, such as newborns, 90<sup>th</sup> birthdays, 50<sup>th</sup> anniversaries, achievements, official openings and subsequent significant anniversaries of organizations and businesses. Requests are submitted to the Office of the Common Clerk.
- 2. The Mayor may in his / her discretion approve or deny the requests.
- 3. The Mayor may also provide, upon request, Proclamations following the Proclamations Policy, and may provide Letters of Greeting for printed programs or display purposes to groups, organizations or businesses hosting events in the City.

### 5. MONITOR AND REVIEW

- a. The Office of the Common Clerk will ensure the Civic Recognition Policy is kept current and valid.

- b. The Policy will be maintained and made available to the public online using the City's website.

## 6. IMPLEMENTATION

Once approved by Common Council, the Policy will be implemented.

## 7. AUTHORIZATION

The Policy is authorized by resolution of Common Council.

## 8. RESOURCES

It is expected that the City's financial resources will affect the forms of recognition. Enhancements to these awards, such as receptions and formal dinners, are at the discretion of Council. There will be no financial consideration to the recipient(s) attached to the Civic Awards. Funding for the Civic Recognition program will be provided from Common Council's operating budget.

- (i) A recipient person or persons of the Freedom of the City (not a Military Unit) shall:
  - a. Receive a certificate from the Mayor during a civic ceremony;
  - b. The ceremony may be a presentation during an event hosted outside Council Chambers or a special or regular council meeting.
  - c. Other enhancements approved by resolution of Common Council.

A recipient Military Unit shall:

- a. Receive a certificate from the Mayor during a civic ceremony; the ceremony may be a presentation during an event hosted outside Council Chambers or a special or regular council meeting;
- b. Have the privilege to parade in the City in the military tradition, "to march through the street with drums beating, colours flying and bayonets fixed."
- c. Other enhancements approved by resolution of Common Council.

- (ii) A recipient of the Citizen of the Year Award shall:
  - a. Receive a Certificate presented at an event hosted outside Council Chambers or a special or regular meeting of Council, photos taken, City News Release;
  - b. Other enhancements approved by resolution Common Council.

- (iii) A recipient of the Council Commendation Award shall:
  - a. Receive a Certificate presented at a regular or special meeting of Council, photos taken, City News Release;
  - b. Other enhancements approved by resolution of Common Council.

- (iv) A recipient of the Mayor’s Congratulatory Certificate, Proclamation or Letters of Greeting shall receive one of the following:
  - a. Congratulatory Certificate bearing an embossed seal and signed by the Mayor
  - b. Have the Proclamation read into the record at a Council Meeting;
  - c. Receive a Letter of Greeting for printed programs or display purposes to requesting groups, organizations and businesses hosting events in the City.

## 9. PROCEDURES

Procedures for the Policy including Citizen of the Year Nomination Form, requirements for eligibility and ineligibility, will be prepared in a Standard Operating Procedure (SOP) document.

## 10. GLOSSARY

**Certificate** may include other forms of recognition, such as a special plaque

**Greater Saint John Region** includes the City of Saint John and the Towns of Grand Bay-Westfield, Quispamsis, Rothesay and the village of St. Martins.

**Individual** includes person or persons

**Military Unit** includes a Cadet Corps

**Resident** means a resident individual, group, organization or business in the City of Saint John

## 11. INQUIRIES

Inquiries may be directed to the Office of the Common Clerk.

## 12. APPENDICIES

“A” Act to Confer Freedom of the City

APPENDIX "A" Chapter 44, 1 Edward VII, A.D. 1901

An Act to authorize the Common Council of the City of Saint John to confer the freedom of the said City upon any person or persons in certain areas.

Common Council may confer freedom by unanimous vote.

Passed 3<sup>rd</sup> April, 1901

Be it enacted by the Lieutenant-Governor and Legislative Assemble as follows:-

Whenever the Common Council of the City of Saint John shall, by a unanimous vote thereof, declare that it is desirable to confer the Freedom of the said City upon any person or persons for the purpose of Honourable Distinction, it shall and may be lawful for the said Council, and it is hereby authorized and empowered so to do, notwithstanding anything contained in an Act of the General Assembly 33 Victoria, Chapter 4, "An Act in further amendment of the Charter of the City of Saint John".