



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**COUNCIL POLICY**

**TITLE: Mementoes, Recognition, and Volunteer Spirit Award**

**NO. ADMIN - 72**

**POLICY:**

**A. MEMENTOES**

- (1) Lapel pins bearing the Municipal Coat-of-Arms may be presented to:
  - (a) Groups visiting Esquimalt from outside the Province.
  - (b) Groups outside the Province being visited by Esquimalt groups.
  - (c) Individuals at conferences, conventions, seminars and meetings being attended by senior staff and elected officials.
- (2) A Municipal memento, including those described above, may be presented to visiting dignitaries or other individuals at the discretion of the Mayor.
- (3) Notwithstanding the above, Municipal mementoes shall be available for purchase at cost (minimum \$1.00 each) as supplies are available, upon request.

**B. RECOGNITION**

(1) Certificates

- (a) A congratulatory certificate shall be awarded to individuals, groups, teams, clubs, etc. who, through their endeavours, have brought recognition to the Municipality.
- (b) A certificate may be awarded to volunteers from within the community in recognition of working in the best interest of the Municipality.
- (c) The certificate shall be suitably inscribed.

(2) Events

A volunteer recognition dinner will be held annually to recognize their service to the Municipality.

**EFFECTIVE DATE:**  
April 13, 2015

**APPROVED BY:**  
Council

**REFERENCE**  
ADM-15-010

**AMENDS NO.**  
Original

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**C. VOLUNTEER SPIRIT AWARD**

Policy:

The Volunteer Spirit Award recognizes an individual or group who voluntarily performs above and beyond normal expectations and is motivated simply by the accomplishments of the task. The acts worthy of recognition must directly benefit the community of Esquimalt.

Procedure:

Community groups, residents, Committees, Council members and staff will advise the Township's Administration, in writing, of a community member's acts of volunteer spirit and describe the significant contribution to our community.

Council will consider the identifiable individual who is being considered for a municipal award or honour at an In Camera meeting [*Community Charter 90(1)(b)*].

If approved by Council, the volunteer will be formally recognized at an open Council meeting.

The recognition will be of nominal monetary value not to exceed ten dollars (\$10.00) and will be in a suitable format appropriate for the occasion, such as a certificate signed by the Mayor and the Chief Administrative Officer and/or noted in the Townships communication media.

<b>EFFECTIVE DATE:</b> April 13, 2015	<b>APPROVED BY:</b> Council	<b>REFERENCE</b> ADM-15-010	<b>AMENDS NO.</b> Original	<b>PAGE 2 of 1</b>
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