

TOWN OF LAKE COWICHAN

COUNCIL POLICY



DATE APPROVED: January 31st, 2012

APPROVED BY: R.0006(1)/12

SUBJECT: Policy on Wall of Fame Recognition

PURPOSE

This Wall of Fame Community Recognition initiative has been established to honour individuals in the Cowichan Lake deserving of their contributions to either Sports or Heritage activities or both. Current or former residents of the Cowichan Lake area (includes Lake Cowichan, Mesachie Lake, Honeymoon Bay, Caycuse and Youbou) who have demonstrated excellence or distinction in the field of sports or through community leadership, volunteer services, culture and the arts which are deemed to be of great importance to the community are eligible for consideration for this award.

The Sports Wall of Fame will be located at the entrance to the Cowichan Lake Sports Arena. The Heritage Wall of Fame will be located at the Vancouver Island Regional Library branch at Lake Cowichan, BC.

This policy establishes guidelines for the selection of individuals to be recognized as well as criteria that will guide members of the Selection Committee in recommending names for approval by Municipal Council.

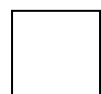
CRITERIA

The following criteria shall be used in selecting individuals for the Sports or the Heritage honour:

1. The (10) or more years of significant community service contributions;
2. Had a significant impact on the continuation and/or enhancement of established community programmes;
3. Had a positive impact on the lives of Cowichan Lake citizens;
4. Candidate may be living or deceased.

PROCEDURE FOR NOMINATING AND SELECTING INDIVIDUALS TO BE HONOURED

1. Nominations shall be made in writing on pre-approved nomination forms that must be submitted to the Municipal Office.
2. In some instances, it may be appropriate to actively solicit public suggestions for council initiated submissions.
3. All submittals, whether from an individual or an organization, must include the name and address of the submitter. No anonymous submittals will be accepted.
4. The Chief Administrative Officer is responsible for conveying the nominations to the Selection Committee. The Administrator's office will assure that adequate time is allowed for the Selection Committee to evaluate the recommended names.



Community Recognition Policy and Procedures

5. The Selection Committee will be formed on an ad hoc basis by the Mayor and shall include two representatives of Municipal Council, and one representative from the general community who has contributed volunteer work to the community. A staff member from the Administrator's office will provide staff assistance to the Committee but will be a non-voting member.
6. The Selection Committee will consider the criteria outlined above, the written nominations, and form a recommendation to Council citing the notable achievements and contributions of the individual.
7. Except for the initial inception of the Wall of Fame, no more than three (3) individuals may be inducted into the Wall of Fame in any one year.
8. The recommendation(s) received from the Selection Committee shall be placed on Council agenda, in camera, for final approval, which shall be by Council Resolution.
9. There shall be no publicity as to the proposed nominees or voting at any time. The only name(s) released to the public shall be those selected for the Wall of Fame.
10. Nominees who are eligible for selection but were not selected will be kept on file for future consideration for a period of three (3) years if the nominator requests to carry the file forward for the next year. All nomination forms, applicable documentation, and/or photos will become the property of the Town of Lake Cowichan and will not be returned to the Nominator.

TIMELINE FOR SUBMITTING NOMINATIONS

- Closing date for nominations is January 31st each year;
- Nominations reviewed by Selection Committee by February 28th each year;
- Recommendation of recipient/s to Municipal Council for approval March of each year;
- Recipient and family members will be invited to the day established for recognition of inductees which may be during the Heritage Days' event.

RECOGNITION

Once approved by Council, inductees will receive recognition on the Wall of Fame consisting of a photograph of the honoree along with a plaque outlining their contributions.

The honoree(s) will be publicly recognized at the annual Heritage Days' event or appropriate time set by Council.

EXCLUSIONS

Current members of Municipal Council or Council appointed Boards or Committees are not eligible for nomination.

Joseph A. Fernandez
Chief Administrative Officer
Town of Lake Cowichan

