



Council Policy

Policy Title: Recognitions by Council
Policy Number: CP2018-02
Report Number: EC2024-0962
Adopted by/Date: Council / 2018 April 23
Effective Date: 2018 April 23
Last Amended: 2024 October 22
Policy Owner: City Clerk's Office

1. POLICY STATEMENT

- 1.1. Council acknowledges the importance of recognizing significant accomplishments, initiatives, or programs which enhance community spirit and positively impact The City of Calgary and Calgarians.

2. PURPOSE

- 2.1. The purpose of this Council policy is to establish criteria and procedures to ensure Recognitions by Council are carried out in a consistent and professional manner.

3. DEFINITIONS

- 3.1. In this Council policy:
 - (a) "Amateur sports" means any individual or team engaging in sport largely or entirely without remuneration;
 - (b) "Organization" means a not-for profit organization, educational institution, or established community group;
 - (c) "Professional sports team" means one of the following teams: Calgary Flames, Calgary Hitmen, Calgary Roughnecks, Calgary Stampeders, Cavalry FC, Calgary Surge, and Calgary Wild FC;
 - (d) "Recognition" means the acknowledgement of achievement, service or merit; and
 - (e) "Significant anniversary" means a minimum of 50 years, and any factor of 5 thereafter.

4. APPLICABILITY

- 4.1. This Council policy applies to all Recognitions performed by, or on behalf of, Council.
- 4.2. This Council policy does not apply to recognitions performed by individual members of Council on their own accord.



5. **PROCEDURE**

5.1. Recognition of Achievement - General

- (a) Individuals, Organizations, or Administration may be recognized for achievement in the following areas:
 - i. Local, national or international awards in the area of arts, science or academia;
 - ii. Dates of local, national or international significance;
 - iii. Significant achievement in advancing initiatives relating to a City of Calgary or Council initiative, program or priority; or
 - iv. Significant achievement, exemplary action or extraordinary commitment to improving life in Calgary and the lives of Calgarians.
- (b) Organizations and Administration may be recognized for significant anniversaries or milestones.
- (c) The City Clerk's Office will:
 - i. Receive and review each Recognition request and, where requests meet all criteria, recommend an appropriate Council meeting and time; and
 - ii. Select no more than three Recognitions to be presented at a Council meeting and determine the order, in consultation with the City Clerk and the Mayor.
- (d) Recognitions are typically scheduled at the beginning of the Council meeting, in accordance with the order of business contained within the Procedure Bylaw 35M2017, unless otherwise arranged.
- (e) Each presentation shall be no longer than 5 minutes in length, presented by the Mayor or, if the Mayor is not in attendance, the Deputy Mayor.

5.2. Recognitions in the Chamber

- (a) Subject to section 5.1 nominations for a Recognition in the Council Chamber may be submitted to the City Clerk's Office by:
 - i. The Mayor;
 - ii. a Member of Council, provided the nomination has the support of the Executive Committee or the Mayor;
 - iii. a Member of the Executive Leadership Team (ELT), provided the nomination has the support of ELT.

- (a) Regularly occurring Recognitions include:
 - i. Boards Commissions and Committees outgoing member recognition;
 - ii. International Holocaust Remembrance Day;
 - iii. United Way Employee Campaign Results;
 - iv. Freedom to Read Week;
 - v. National Poetry Month;
 - vi. Calgarians who have received the Order of Canada;
 - vii. Departing Members of Council in an election year;
 - viii. Advisory Committee on Accessibility Award;
 - ix. Remembrance Day; and
 - x. Any others that meet the criteria of section 5.1.1 and which may be deemed regular by the City Clerk in consultation with the Mayor.
- (b) Regularly occurring Recognitions are initiated by the City Clerk's Office, which will place the Recognitions on a Council agenda in accordance with the order of business contained in the Procedure Bylaw in consultation with the Mayor and the City Clerk.

5.3. Mayor's special commendation

- (a) The Mayor, on behalf of Council, may issue a special commendation for exceptional achievement by individuals or Organizations in accordance with section 5.1.1, where special Recognition outside the avenues otherwise articulated in this Council Policy is determined to be appropriate.
- (b) This special commendation would be presented outside of a Regular Meeting of Council at a location or occasion deemed appropriate.
- (c) Such nominations are submitted to The City Clerk's Office to be dealt with in accordance with section 5.1.3.

5.4. Mayor's Civic Spirit Award

- (a) The Mayor may nominate individuals or organizations for Recognition by Council where achievement does not meet the criteria of section 5.1.1 but is otherwise notable for its contribution to community spirit, volunteerism, or community building.
- (b) Such nominations are submitted to The City Clerk's Office to be dealt with in accordance with section 5.1.3.

5.5. Exclusions

- (a) Under this Council policy, Council will not generally recognize the following:

- i. Achievement of individuals in their capacity as City employees, with the exception of the Chief Administrative Officer, General Managers or other senior executives at the discretion of the Mayor;
- ii. Private business or corporate anniversaries or special accomplishments, except in the context of section 5.5; or
- iii. Significant anniversaries or birthdays of individual Calgarians, which may be recognized by the Mayor, at their discretion.

5.6. Calgary Awards Program

- (a) Exemplary achievement by Calgarians shall be recognized through the Calgary Awards Program (Program) on an annual basis. The Calgary Awards are The City's highest honour.
- (b) The Calgary Awards shall acknowledge the achievement of Calgarians in the following areas:
 - i. Community Achievement Award: recognizing outstanding contributions and achievement in community life and providing honour to Calgary's exceptional Calgarians;
 - ii. Environmental Achievement Award: recognizing environmental achievement and contributions that reduce the impact on or restore the city's natural environment;
 - iii. International Achievement Award: recognizing an individual who has achieved international acclaim;
 - iv. Accessibility Achievement Award: recognizing buildings or facilities that exceed minimum requirements for accessibility by persons with disabilities; and
 - v. The City of Calgary WO Mitchell Book Prize: recognizing literary achievement by a Calgary author.
- (c) Recipients are to be selected by a jury from amongst nominations and ratified by Council.
- (d) Nominations must meet the following minimum eligibility criteria:
 - i. Nominees are to have made a significant contribution to Calgary;
 - ii. Nominees must be residents of Calgary for a period of two years prior to the date of the nomination, with the exception of those eligible to receive an award under 5.7.2 (c), above;
 - iii. Nominees must not currently hold political office;
 - iv. Nominees may only be nominated for one award in a given award year;
 - v. Organizations must be Calgary-based or have a local branch;
 - vi. City of Calgary employees or elected officials may not be considered for an award for their work as a City employee or elected official. City projects are also not eligible for an award;

- vii. Recipients cannot subsequently receive an award in the same category for the same achievement; and
 - viii. Recipients shall be recognized at an awards presentation hosted by Council, where recipients will receive their awards at a ceremony accompanied by a reception.
- (e) The City Clerk's Office shall be responsible for managing the Calgary Awards Program, including determining award categories and names, selecting and coordinating juries, arranging and coordinating the ceremony, and all other aspects of program design not articulated in this policy.

5.7. Sports Recognition

- (a) When a professional sports team (team) wins their league championship Council shall, in collaboration with the team's ownership, recognize the team.
- (b) Such recognitions are initiated by the City Clerk's Office, which will place the recognitions on a Council agenda in accordance with the Procedure Bylaw in consultation with the Mayor and the City Clerk.
- (c) Following each Olympic and Paralympics Games, and following each Special Olympics World Games, Council shall recognize all Calgary- based athletes, coaches and team officials that are part of Team Canada for these events at a suitable meeting of Council, combined with a private reception for the honorees and invited guests.
- (d) Achievement in amateur sport at the national and international level may be recognized through a letter program, administered by the City Clerk's Office in collaboration with the Mayor's Office.
- (e) Significant achievement in amateur sport by an individual or team at the national or international level may be recognized in a manner similar to 5.8.1 (b), at the recommendation of the City Clerk's Office and at the direction of the Mayor.

5.8. Exceptions

- (a) On occasion, Council may direct it appropriate to recognize individual Calgarians, groups, organizations, and City business units notwithstanding the provisions of this policy. Exceptions to this policy must be presented to the Executive Committee for approval.
- (b) If approved, the City Clerk's Office would place the recognition on a suitable Council agenda in accordance with the Procedure Bylaw and in consultation with the Mayor and the City Clerk.
- (c) If timeframes do not allow the Executive Committee to consider the exception, the Chair of the meeting deemed appropriate by the City Clerk's Office may allow the exception.

5.9. Expenses

- (a) For all Recognitions in this Council Policy, expenses shall be limited to those reasonably incurred for the appropriate implementation of the Recognition program. Existing standards and amounts shall be instructive.
- (b) The Chief Administrative Officer or responsible General Manager may determine whether existing amounts are sufficient and may approve any additional expenditures as required.
- (c) In all cases, where existing budgets are insufficient for a recognition under this policy, the Chief Financial Officer may authorize the use of funds to cover any unbudgeted expenditures.

6. **AMENDMENT(S)**

Date of Council Decision	Report/By-Law	Description
2024 October 22	EC2024-0962	Amendments reflect current practices and incorporate housekeeping amendments to language.
2018 March 2	PFC2018-0112	New Policy

7. **REVIEW(S)**

Date of Policy Owner's Review	Description
2021 December 14	Minor revisions made to correct errors in section number references; updated Priorities and Finance Committee to Executive Committee after Council Committee re-Alignment; updated name of United Way campaign and reflected change from Administrative Leadership Team to Executive Leadership team.