



TOWN OF KENTVILLE POLICY STATEMENT G67 RECOGNITION OF COMMUNITY CONTRIBUTIONS

1.0 PURPOSE

To provide guidelines to Town Council when acknowledging the contributions made by citizens (either individually or as a group) towards the programs, special events, facilities and the well-being of the Town of Kentville, and further, to ensure equity and fairness during the selection process.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

#1 Committee Service

Upon the retirement of a citizen from service on a Town committee, board or commission, acknowledgement of that service will be made as follows:

- After 1 term of service, a framed Certificate of Appreciation signed by the Mayor and Chairperson of that Committee.
- After 2 terms of service, a frame Certificate of Appreciation signed by the Mayor and Chairperson of that Committee and a Town Pin.
- After 3 terms of service, a framed Certificate of Appreciation signed by the Mayor and Chairperson of the Committee and a small commemorative gift.

#2 Acts of Heroism

Acts of Heroism, deemed to be over and above the routine “call of duty,” performed by Town Staff, Town Council members or other citizens, will be acknowledged publicly.

- The Town will encourage anyone having knowledge of an act of bravery or heroism, to contact the administration department of the Town Office.
- Details regarding the incident, such as persons involved, date, time and action taken, must be established. (In some instances, verification of these details may be required.)
- If agreeable by the individual(s) in question, Town Council will reserve time on a future agenda to acknowledge this deed.
- The presentation of a certificate, plaque or an appropriate gift will be made by the Mayor at that time.

#3 Influential and Outstanding Citizens,

Those citizens who have had an impact on historical events, or whose political, volunteer contributions or prowess has greatly

Organizations and Teams

enhanced the Town, may be eligible for special recognition. Those methods of acknowledgement may include, but are not limited to, the following:

(a) Street Naming

Section 313 (1) c of the Municipal Government Act, states that Council may, by policy, name or rename any street or private road. Guidelines

- Submissions of street names proposed by developers will be considered by Council.
- Submissions of street names proposed by the public will be considered, when requested by Council.
- Submissions of street names will be accompanied by the rationale for the proposal.
- The names of all new streets will be ratified at a regular meeting of Council.
- In naming new streets, reference will be given to **Appendix A – Street Type Definitions**, as attached.

(Note: It is Council's prerogative to name a new street after an historical event, instead of an individual, if deemed appropriate.)

(b) Naming of Municipal Lands, Facilities and Elements

Guidelines

Definitions:

- "Municipal Lands and Facilities" means all real property, including unimproved lands, buildings and structures, owned by the Town of Kentville, including, but not limited to, parkland, open space, recreational facilities and bridges, along with operation and administrative buildings.
- "Elements" means substantial features, or portions of Municipal lands or facilities, that are deemed by Council to warrant a separate and distinct name from the Municipal lands or facilities they are a part of. This may include, but is not limited to, such things as rooms or structures within a building, recreation structures, trails, playgrounds, gardens and individual trees.

- In these cases, the naming of Municipal Lands and facilities or elements is at the discretion of Council.
- Names shall not be discriminatory, derogatory or political in nature.
- Names that recognize an organization must be aligned with the values of the Town of Kentville.
- Where the name of an individual or organization is selected, approval shall be obtained from the individual (or family when appropriate) or the organization for such naming.
- Parks will not be named after individuals, with the exception of the following:
 - i. The acquisition of the new municipal property

- which has a commonly known and established name.
- ii. Contractual requirements for the acquisition of the new property.
- The Town of Kentville shall consider other methods to recognize the contributions made to the Town of Kentville, some of which could include:
 - i. Plaques of recognition at a facility.
 - ii. Certificates of Appreciation
 - iii. Naming a tree in honour of the individual or organization.

(c) Public Recognition

Those individuals, organizations or teams, who have demonstrated excellence in a specific field, will be publicly recognized for this achievement. This may include, but is not limited to, the field of sports, business, the arts, or humanitarian work.

Guidelines

A list of extraordinary citizens will be maintained by the Community Economic Development Officer (CEDC) and the Parks and Recreation Communication and Resource Coordinator (CRC). To add a person to this list, staff or community members can nominate someone by letter or email. Every month, a candidate will be chosen from this list to be recognized. The candidate will be contacted and informed that the Town is proud of their achievement(s), and would like to recognize them publicly. If they support this recognition, the Town will acknowledge the resident in one or more of the following ways:

- A post on social media that recognizes the recipient
- A post on the Town website that recognizes the recipient
- A public service announcement on local radio or in a local newspaper that recognizes the recipient
- A gift or card from the Mayor, or from the Mayor and Town staff that recognizes the recipient
- A public meeting in Council Chambers where the recipient is awarded a gift or a gathering to celebrate the recipient
- A public meeting at a community space to celebrate the recipient

(d) Awards Dinner and Ceremony

The Town of Kentville pays tribute, during the Annual Volunteer Awards Ceremony, to those individual volunteers and community organizations deserving of special recognition.

- Names of individuals, or organizations, along with resumes of their volunteer work, are solicited by the Town.
- All candidates receive a Volunteer Certificate of Appreciation at the Kentville Awards Ceremony.

- Of those nominated, one volunteer is selected by a committee, to represent the Town's spirit of volunteerism at a Provincial Dinner and Ceremony in Halifax.

(e) Key to the Town

When an individual (or organization) has made a contribution to the Town that is of the magnitude, as to impact the Town's current and future well-being and prosperity, that individual (or organization) is deserving of elite recognition. Council, upon its discretion, may present that individual (or organization) with a "Key to the Town."

- A special event may be arranged for this prestigious acknowledgement.

5.0 ASSOCIATED DOCUMENTS

Upon adoption of Policy G67-Recognition of Community Contributions, the following Policy Statements are rescinded:

- *G2- Recognition of Citizen Appointees Retiring from Committees, Commissions, Boards and Agencies*
- *G35- Public Recognition for Outstanding Heroism*
- *G-27- Street Naming Policy*

6.0 POLICY REVISION HISTORY

Date Created: October 27, 2014
Revisions: January 2017. Reformatted.
February 13, 2017



Chief Administrative Officer, Mark Phillips

Street Type Definitions

Street Type & Abbreviation	Similar to	Definition
Alley ✓		A narrow passage between or behind buildings without sidewalks, curb and gutter usually used by pedestrians and in an urban setting.
Avenue ✓ (Ave.)		A wide street or thoroughfare, often lined with trees, predominantly straight, normally with sidewalks, leading through residential or commercial development.
Boulevard ✓ (Blvd.)	Parkway	A broad street often tree-lined and landscaped, sometimes with a median down the centre, usually used for arterials or collectors.
Circle ✓ (Cir.)	Loop, Place Cul-de-Sac	Normally residential, terminates at the same point where it originates.
Connector	Crossing	A road that connects other areas and acts as an arterial.
Court ✓ (Crt.)	Cul-de-sac Place, Loop	A short, dead-end street, constructed with a turn around area at the end and referred to as a cul-de-sac.
Crescent ✓ (Cres.)		Normally a residential road that travels in a circular pattern, but does not end at the same point that it began.
Crossing	Connector	
Drive (Dr.)		Used in residential and commercial developments, usually not as straight as an avenue or street.
Lane ✓		A narrow street, originally found in rural areas. (i.e. country lane)
Plaza ✓	Square	A public square, or similar open area
Place	Run	A short street
Promenade ✓ (Prom.)	Esplanade	A long, open, level thoroughfare, usually next to a body of water, used most frequently by pedestrians.
Road ✓ (Rd.)		A thoroughfare for public transportation, connecting two places.
Street ✓ (St.)		A route for both vehicles and pedestrians, usually paved and with sidewalks.
Terrace ✓ (Terr.)	Bluff Ridge Knoll Hill	An street, extending above the surrounding terrain, usually with no continuity.
Vale ✓	Hollow Dell Glen Grove	A short street with an elevation below the surrounding terrain, (valley) often treed and with no continuity.
Way		Mostly in residential developments, an arterial road, path or highway affording passage from one place to another.

✓ - definition supported by “Wikipedia”

