



COUNCIL POLICY MANUAL

POLICY: SCROLL OF HONOUR

SECTION: ADMINISTRATION

APPROVAL DATE: September 18, 2017

GOAL:

To acknowledge up to one individual annually who has demonstrated at least 15 years valuable service to the people of the Cowichan Valley through voluntary work.

SCOPE:

The Scroll of Honour is open to all residents of Duncan and the Cowichan Valley who have not received the Scroll of Honour previously and who are not currently elected to Duncan City Council.

POLICY:

City of Duncan selects up to one recipient for the Scroll of Honour based on letters of support from individuals, clubs or associations. The Scroll of Honour would not debar a recipient from becoming a Freeman at a later date.

PROCEDURE:

Information about the Scroll of Honour will be distributed on the City's website, social media account(s) and quarterly newsletter. Community groups, residents, and the local media will be invited to submit nomination forms, in confidence, to the Corporate Services Coordinator by the end of September each year.

Nominations forms, along with at least three letters of support, may be submitted by an individual, club or association and must be signed by the nominator or club/association representatives.

At a closed meeting, Council will review the nominees and select up to one community member to receive the award. Council to determine the recipient by a 2/3 affirmative vote.

Any unsuccessful nominations will remain active for reconsideration by the Council for the next two subsequent years. If still unsuccessful, the nomination will not be reconsidered unless a new application is submitted documenting significant changes warranting another review.

If selected, the nominator agrees to provide the nominee's biographical information and to make arrangements for the nominee and between six (6) and ten (10) family/friends to attend the award ceremony held on the first Monday of December in the current year. The recipient will be advised that they have been nominated to receive the Scroll of Honour and invited to attend the City's annual general meeting.

At the annual general meeting in December, the award recipient will be recognized by Council and will receive a framed certificate inscribed with their name to keep. The recipient's name will be displayed in a prominent location at City Hall.