

Village Of Harrison Hot Springs Policy

POLICY NAME:	Civic Recognition and Commemorative Naming		
POLICY NUMBER:	1.45		
APPROVING AUTHORITY:	☒ Legislative (Council Approved)	☐ Administrative (CAO Approved)	
DATE ADOPTED:	July 13, 2026		
LAST AMENDED:			

PURPOSE

To establish guidelines for individuals to receive formal recognition from Council for outstanding service and contribution to the Village of Harrison Hot Springs, and to ensure a fair and consistent practice for selecting a recipient. This policy also sets out a process for the naming or renaming of Village Assets in honour of an individual.

DEFINITIONS

Village means the Village of Harrison Hot Springs

Village Asset means a public asset that the Village has the authority to name, including but not limited to roads, streets, bridges, parks, trails, beaches, plazas, public squares, buildings, facilities, statues, monuments, pathways, docks, trees, gardens, fountains, forests, recreation facilities or sports fields

POLICY

1. Civic Achievement Award

- a. Annually, Council will consider awarding a Civic Achievement Award through a nomination process as outlined in section 6 of this policy to one (1) individual who has demonstrated exemplary and outstanding service to the Village of Harrison Hot Springs in any of the following areas:
 - i. Volunteer or community service;
 - ii. Business or entrepreneurial;
 - iii. Arts or entertainment;
 - iv. Public health;
 - v. Education;
 - vi. Environmental stewardship;
 - vii. Heritage conservation;
 - viii. Sports or youth leadership;
 - ix. Public safety;
 - x. Accessibility, diversity or belonging; or
 - xi. Any other contribution Council considers appropriate to recognize.

- b. Council may, in exceptional circumstances, award more than one Civic Achievement Award for the same nomination period.
- c. Council reserves the right not to award a Civic Achievement Award.

2. Commemorative Naming or Renaming of Village Assets

- a. Village Assets should generally be named after geographic features or nearby roads and in a manner that is consistent with the use and purpose of the Village Asset.
- b. Council may:
 - i. Name or rename a Village Asset after an individual at any time by resolution in cases where there is a clear connection between the individual and the Village Asset; or
 - ii. May initiate a nomination process for a commemorative naming or renaming as outlined in section 7 of this policy.
- c. Commemorative naming or renaming is intended to honour an individual's significant community contribution, service, achievement, or historical significance.
- d. Renaming a Village Asset that is already named after an individual is discouraged and should only be considered in the event of historical inaccuracies, evidence of negative conduct or behaviour by the individual or in support of reconciliation, diversity or inclusion.
- e. Council reserves the right not to name or rename a Village Asset after an individual.

3. Commemorative Naming or Renaming Requests

- a. Any member of the public may submit a commemorative naming or renaming request at any time.
- b. Requestors seeking a commemorative naming or renaming cannot request that a Village Asset be named after themselves.
- c. Requestors must complete a request form endorsed by at least two (2) other people who support the request.
- d. Commemorative naming or renaming requests submitted without a call for nominations will not be referred to the Civic Recognition Committee but will instead be considered directly by Council on a case-by-case basis.
- e. Council reserves the right not to grant a commemorative naming or renaming request.

- f. Any commemorative naming or renaming request not granted by Council may be resubmitted for any Village Asset for a period of one (1) year after Council considered the original request.

4. Eligibility for Nomination for a Civic Achievement Award or Commemorative Naming or Renaming

- a. Nominees must be either a resident of Harrison Hot Springs or have a demonstrated connection to Harrison Hot Springs to be eligible for nomination.
- b. A demonstrated connection includes, but is not limited to, a former resident, property owner, business owner, community volunteer or employee working within the Village of Harrison Hot Springs.
- c. An individual may not nominate themselves.
- d. Current members of Village Council or staff are not eligible to be nominated.
- e. Current members of the Civic Recognition Committee as outlined in section 5 of this policy are not eligible to be nominated.
- f. Former members of Village Council, staff or the Civic Recognition Committee are not eligible to be nominated until one (1) year after leaving office or retiring from their position.

5. Civic Recognition Committee

- a. A Civic Recognition Committee is hereby established as a select committee for the purposes of reviewing nominations and making recommendations to Council.
- b. The Civic Recognition Committee will operate in accordance with the committee's Terms of Reference.

6. Civic Achievement Award Nomination Procedure

- a. In January of each year, the Village will accept nominations from the public for achievements that took place during the year prior.
- b. Nominators must complete a nomination form endorsed by at least two (2) other nominators.
- c. Applications must be received by January 31 to be eligible for consideration.
- d. The Civic Recognition Committee must make a recommendation to Council regarding a recipient by no later than March 31 each year.

7. Commemorative Naming or Renaming of Village Asset Nomination Procedure

- a. Should Council initiate a nomination process pursuant to section 2(b) of this policy, the Village will accept nominations from the public for a period of one (1) month.
- b. Nominators must complete a nomination form endorsed by at least two (2) other nominators.
- c. The Civic Recognition Committee must make a recommendation to Council by no later than two (2) months after the close of nominations.

8. Consideration of Nominations and Commemorative Naming or Renaming Requests

- a. All nominations and commemorative naming or renaming requests will be subject to a background review to ensure the accuracy of the information contained in the nomination package.
- b. Both the Civic Recognition Committee and Council must consider the following when reviewing nominations:
 - i. The nominee's length of service;
 - ii. The nominee's positive impact on the Village; and
 - iii. If applicable, any negative conduct or behaviour that could reasonably bring the Village or award into disrepute.

9. Selection

- a. The Civic Recognition Committee will consider nominations confidentially and make a report and recommendation to Council at a closed meeting.
- b. The final determination as to whether a Civic Achievement Award or Commemorative Naming or Renaming is to be granted will be at the sole discretion of Council.
- c. Prior to announcing the recipient of a Civic Achievement Award or a Commemorative Naming or Renaming, the Village must consult the individual to be honoured, or in the case of a posthumous award, that individual's family, and obtain their consent.

10. Civic Achievement Award Procedure

Recipients of a Civic Achievement Award will be honoured with a plaque and recognized during a regular meeting of Council.

11. Commemorative Naming or Renaming Procedure

- a. Council may recognize a Commemorative Naming or Renaming by:
 - i. Holding a naming or renaming ceremony at the location of the Village Asset;
or
 - ii. Holding a grand opening at the location of a new Village Asset.
- b. A commemorative plaque or sign will be installed at the location of the Village Asset.

12. Revocation of Recognition

Council reserves the right to revoke any Civic Achievement Award or Commemorative Naming or Renaming if information becomes known that would have disqualified the recipient or would reasonably bring the Village into disrepute.

RECORD OF AMENDMENTS	
DATE AMENDED	SUMMARY OF AMENDMENTS