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Regional Board Policy

EA Director Certificate of Recognition/Appreciation/Achievement? Issuance Policy

Category:	Policy Number:	Replaces:	
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Administration			
Date Adopted:	Board Resolution Number:	Date to be Reviewed:	
Manner Issued:			

PURPOSE:

Board members are under no obligation to issue certificates of recognition, nor is there a requirement to acknowledge new businesses or other accomplishments within an electoral area (EA); however, should an individual Director wish to offer accolades or express appreciation for successes achieved within their EA, this policy provides guidance for a consistent approach to do so.

POLICY:

That, should a Director wish to acknowledge a business, individual, or group for its/their success, achievement, a new venture, or other such accomplishment in their electoral area, support will be provided through the following established process:

- 1) Staff will develop and retain a Certificate of Recognition template for use by electoral area Directors.
- 2) The Director will decide which businesses/individuals/groups they wish to acknowledge, if any.
- 3) If the recognition involves a business or other land-use related venture, the Director is responsible to contact the CRD Planning Department and provide the civic address so

that appropriate zoning may be confirmed. If the intended use of the property is contrary to land use regulations, no certificate will be issued.

- 4) Staff will print the certificate, frame it, and provide it to the Director OR
- 4) The Director will be responsible for printing the certificate (and framing if desired)
- 5) The Director will present the certificate; at which time a photo opportunity may take place.

POLICY STATEMENT:

Individual Director-initiated issuance of Certificates of Recognition will be handled in accordance with this Policy.

***** END OF POLICY *****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>