



# The Township of Otonabee-South Monaghan

## Policies and Procedures

<b>Policy Title:</b>	Wall of Honour Policy	<b>Policy Number:</b>	A-01-25
<b>Effective Date:</b>	April 28, 2025	<b>Approved By:</b>	Council

### Purpose

The Township of Otonabee-South Monaghan acknowledges and appreciates the valuable contributions which residents have made to improve the community. The Wall of Honour is established as a means to recognize and honour those who have exercised extraordinary commitment to the community of Otonabee-South Monaghan or performed voluntary services deemed to have been of great importance to the community. In addition, the Wall of Honour will identify former residents who have accomplished great achievements and have acted as ambassadors for the Township of Otonabee-South Monaghan.

The Wall of Honour is a permanent tribute consisting of a plaque with a photograph of the honouree alongside a brief description of their contributions and/or accomplishments.

This policy establishes the procedures for the selection of honourees as well as the criteria that will guide members of the Selection Committee in recommending names for approval by Municipal Council.

### Criteria

The following criteria should be used in selecting individuals for this honour:

1. Had a significant impact on the continuation and/or enhancement of established community programs and/or created new opportunities for the community through new facilities or programs;
2. Provided unique contributions that are marked by excellence and are worthy of honour;
3. Had a clear and demonstrated positive impact on the lives of the citizens within Otonabee-South Monaghan;
4. Made noteworthy accomplishments that have brought honour to the Township of Otonabee-South-Monaghan;
5. Quality and length of community service;
6. The candidate may be living or deceased. Candidates may include any member of the public, as well as those with previous experience serving the Township, such as former employees, former elected officials, and former members of Township Committees. However, current and/or active employees, sitting officials, and active committee members are not eligible.

## **Procedure for Nominating and Selecting Individuals to be Honoured**

1. Nominations shall be in writing on an approved nomination form of the office of the CAO (see Schedule "B"). In some instances, it may be appropriate to actively solicit suggestions and, in those cases, a time frame for submissions will be established.
2. All nominations, whether from an individual or an organization, must include the name and address of the submitter. No anonymous nominations will be accepted. All nomination applications must be accompanied by a letter of reference.
3. The Deputy Clerk is responsible for conveying the nomination forms to the Selection Committee to evaluate the recommended nominations.
4. The term of office of the Selection Committee shall be the term of Council. The Selection Committee shall be comprised of five (5) members appointed by resolution of Council as follows:
  - a) 1 Member of Council of the Township of Otonabee-South Monaghan
  - b) 4 Residents of the Township of Otonabee-South Monaghan who are deemed qualified by Council in accordance with Schedule "A" herein.
5. One (1) honouree may be inducted into the Wall of Honour each year. However, the Selection Committee, with Council approval has the right to make exceptions to this rule as needed.
6. The Selection Committee will consider the criteria outlined above and may prepare a recommendation to Council, citing the notable achievements and contributions of the candidate.
7. The recommendation(s) received from the Selection Committee shall be placed on Council agenda for final approval, which shall be taken by Council Resolution.
8. For confidentiality purposes, only the names of those selected will be released.
9. Nominees who are eligible for selection but were not selected will be kept on file for future consideration for a period of three (3) years. All nomination forms and applicable documentation will become the property of the Township of Otonabee-South Monaghan and will not be returned to the Nominator unless specifically requested at the time of nomination. Returned nominations will not be automatically included for future consideration.
10. Nominations will be solicited annually through an annual advertising campaign in the months of January and February.

## **Timeline for submitting Nominations**

1. Closing date for nominations is February 28<sup>th</sup> of each year.
2. Nominations will be reviewed by the Selection Committee by March 31<sup>st</sup> of each year.
3. Recommended nominations will be presented to Municipal Council for approval in April of each year.

## **Recognition – Once Approved by Council**

The honourees will be publicly recognized in the following ways:

1. Once approved by Council, inductees will receive recognition on the Wall of Honour consisting of a plaque with the honouree's name, photograph, and a concise description of their contributions.
2. Honourees, along with their family members and guests, will be invited to attend an unveiling ceremony at the Wall of Honour at a mutually convenient time.
3. Honourees will also be recognized via an announcement on the Township's website and social media outlets.



# The Township of Otonabee-South Monaghan

## Wall of Honour Policy

### Schedule "A"

#### **Selection Committee Criteria**

The **Selection Committee** is composed of individuals who can objectively evaluate candidates. The following criteria are to be considered:

#### **Community Representation:**

- Should be residents or have significant ties to the community.
- Should represent diverse segments of the community to ensure a wide range of perspectives.

#### **Experience and Expertise:**

- Prior experience in similar committees or boards is beneficial.
- Expertise in relevant fields, such as history, community service, or public relations, to provide informed insights.

#### **Commitment and Availability:**

- Must be willing to dedicate the time required for meetings and evaluations.
- Should be committed to the objectives of the Wall of Honour and its significance to the community.
- Impartiality and Integrity:
- Must have a reputation for fairness and unbiased judgement.
- Should not have conflicts of interest regarding potential nominees.

#### **Understanding of Eligibility Criteria:**

- Should be knowledgeable about the specific eligibility criteria for the Wall of Honour to guide discussions and decisions.

#### **Interpersonal and Communication Skills:**

- Strong communication skills to facilitate discussions and present viewpoints effectively.
- Ability to work collaboratively in a committee setting.
- Dedication to Recognition of Excellence:
- Passionate about recognizing and honouring individuals who have positively impacted the community.



# The Township of Otonabee-South Monaghan

## Wall of Honour Policy

### Schedule "B"

### **Application Form for the Township of Otonabee-South Monaghan Wall of Honour**

Please review the criteria below before submitting an application to nominate an individual for the Wall of Honour.

#### **Criteria:**

1. Had a significant impact on the continuation and/or enhancement of established community programs and/or created new opportunities for the community through new facilities or programs;
2. Provided unique contributions that are marked by excellence and are worthy of honour;
3. Had a clear and demonstrated positive impact on the lives of the citizens within Otonabee-South Monaghan;
4. Made noteworthy accomplishments that have brought honour to the Township of Otonabee-South-Monaghan;
5. Quality and length of community service;
6. The candidate may be living or deceased. Candidates may include any member of the public, as well as individuals with previous experience serving the Township, such as former employees, former elected officials, and former members of Township Committees. However, current and/or active employees, sitting officials, and active committee members are not eligible.

#### **Nominee**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### **Nominator**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\*Please attach an outline of the reasons for your nomination, a letter of reference, and any other documentation in support of the nomination. If you have any questions regarding the nomination process, please contact the Deputy Clerk's office at 705-295-6852 ext. 214.

**Completed applications can be submitted electronically to [deputy-clerk@osmtownship.ca](mailto:deputy-clerk@osmtownship.ca) or mailed to the Township of Otonabee-South Monaghan, PO Box 70, 20 Third Street, Keene, Ontario K0L 2G0.**