

Colchester Courage Award Policy

Purpose

1. The Colchester Courage Award shall be granted to those who have performed acts of conspicuous courage in circumstances of extreme peril or acts of bravery in hazardous circumstances.

Definitions

2. For the purposes of this Policy

Bravery – shall mean courage, valour, heroism, fearlessness.

Council - shall mean the Council of the Municipality of Colchester.

Courage – shall mean the quality of meeting danger or opposition with fearlessness; dealing with anything recognized as dangerous, difficult, or painful, instead of withdrawing from it.

Eligibility

3. Nominees must be residents of the Municipality of Colchester and may be considered posthumously.

Nominations

4. Any person or organization may submit to the Mayor's Office for consideration by Council a written nomination of a person, including sufficient firsthand details of the event or act involving the nominee for a Colchester Courage Award. Nominations made by family members require two nonfamily references. Self-nominations will not be accepted.
5. Nominations must be submitted at any time within two years after the day on which:
 - (a) the incident or act of bravery occurred; or
 - (b) a public entity, including a court, a quasi-judicial tribunal, or a coroner, has concluded its review concerning the circumstances surrounding the incident or act of bravery.

Exceptions may be considered under special circumstances at Council's discretion

Award and Presentation

6. The Nominating Committee shall:
 - (a) consider nominations submitted under this Policy;
 - (b) determine whether nominees are eligible and suitable to the award's purpose;
 - (c) annually compile and submit to Council a list of eligible nominees who, in the opinion of the Committee, meet the purpose of the award;

7. Council shall review recommendations of the Nominating Committee and approve recipients accordingly.
8. The Chief Administrative Officer or designate shall:
 - (a) verify the circumstances prompting a nomination for the award and present nominations to the Nominating Committee;
 - (b) prepare certificates to be signed by the mayor;
 - (c) prepare certificates (framed or dry mounted) for presentation to the recipients;
 - (d) prepare citations for the recipients;
 - (e) arrange for presentation ceremonies to take place at a Council meeting once a year;
 - (f) arrange for the names of persons receiving awards to be published on the Municipality's website, social media channels, and in its newsletter with the consent of the recipients;
 - (g) perform such other functions in respect of Colchester Courage awards as may be required.
9. The Mayor or designate shall present Colchester Courage certificates to recipients at a select Council meeting.
10. Posthumous awards may be presented to a family member or an appropriate representative.
11. If a recipient declines participation in an award presentation ceremony arrangements may be made to have the award delivered to the recipient, or picked up from the Mayor's office.
12. All appropriate steps will be taken to protect the confidentiality of nominations and the evaluation of nominations.

Clerk's Annotation For Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>May 9, 2022</u>	
Date of Passage of Current Policy: <u>May 26, 2022</u>	
I certify that this Policy was adopted by Council as indicated above.	
<u>Rob Simonds</u>	<u>July 7, 2022</u>
Municipal Clerk	Dated

originally approved May 26, 2022

Colchester Courage Award Nomination

Date of Nomination

Name of Award Nominee

Phone

Address

Email

Name of Nominator

Phone

Relationship with Nominee (if applicable)

Email

Detailed description of act of courage or bravery including date and location of the occurrence:

Please attach additional information, supporting documentation, and references (if applicable).