

Awards Showcase

Policy Number: CAO.03-02

Sub-Topic: Municipal Awards and Recognition

Topic: General

Applies to: All employees

Policy Statement and Strategic Plan Linkages

In creating an environment for extraordinary public service, the Strategic Leadership Team supports all efforts for the Town and employees to be recognized for awards. Recognition from peer agencies and professional organizations is an achievement and deserving of communicating internally and externally where appropriate. This policy supports the Town's vision of creating a community *Well Beyond the Ordinary* by municipal employees supported by Council who are making Newmarket *even* better and recognized for their efforts through receiving awards.

Purpose

The intent of this corporate policy is to provide a consistent reference for employees when an award is received for or on behalf of the Town recognizing employee efforts and work conducted under the auspices of the Town of Newmarket. This policy excludes any awards that recognize an individual employee and is only intended to cover those awards and accomplishments of a Business Unit, Department, Commission or the Town as a whole. Showcasing awards in a display case helps to share the recognition with employees and the community and for employees to take pride in being part of the reason for receiving the award.

Definitions

Award: a trophy, plaque, medal or item that is conferred, bestowed or received from a victory, contest, competition or conquest, especially on the basis of merit and when preserved or mounted as a memorial.

Recognition: the action of recognizing, providing special notice or attention, or formal acknowledgment of a merited action or project outcome.

Provisions

An award received by an employee on behalf of the Town recognizing operational excellence and/or extraordinary public service shall be initially displayed in the appropriate business unit/department to share amongst fellow staff and then showcased in a display cabinet located in a public area within a Town facility in accordance with the Awards Showcase Procedure #CAO.03-02-001 to share the achievement and accomplishment recognized by the external organization with the Newmarket community.

The responsibilities to provide notification for receipt of awards on behalf of the Town shall include posting on the Town's website and other communications where appropriate, as detailed in the Awards Showcase Procedure.

This policy has no reference to the awards the Town gives out for recognizing volunteers as part of the Newmarket Volunteer Evening of Distinction; Corporate Policy CAO-3.01 on Public Services Awards recognizing long-term members on Council; nor Service Recognition & Retirement Awards Policy HR.8-03 recognizing employees for long-term service and retirement milestones.

Cross-References

Awards Showcase Procedure CAO.03-02-001

Contact

Innovation & Strategic Initiatives - Strategic Initiatives at Ext. 2048 or by email at [Strategic Initiatives](#)

Policy Details

Approved by: Bob Shelton, Chief Administrative Officer

Adoption Date: September 12, 2018

Policy Effective Date: September 12, 2018

Last Revision Date:

Revision No: 000