

#51. TOWN OF LUNENBURG PROCEDURAL POLICY:

RECOGNITION OF PROMINENT LUNENBURGERS

I. Purpose

The purpose of this Policy is to establish a procedure for recognizing the accomplishments of individuals, organizations, small groups and teams who have distinguished themselves through achievements recognizable beyond the community to be outstanding and lived in the Town of Lunenburg for at least some portion of their life.

II. Procedural Statement

1. Process for Nominations

(a) Nominations will be received by the Town for individuals, organizations, small groups and teams to be recognized.

(b) A person, group or government agency (including the Town) can make application to have an individual, organization, small group, and/or team recognized.

(c) Individuals may be recognized for their accomplishments in the areas such of Community Builder/ Business leader, Politics, Culture, or Special Commemoration;

(d) Recognition can be for a one-time event or a lifetime of achievements or for a level/degree of accomplishment that is outstanding.

(e) The nominating party shall be responsible for providing all required background information, including any additional information which the Town Council may request.

(f) Individuals are limited to only one official recognition although it may be for more than one area of prominence).

(g) A public call for nominations may be posted in the local media from time to time as determined by Town Council.

2. Eligibility

(a) Individuals, organizations, small groups, and teams may only be recognized.

(b) Individuals, organizations, small groups, and teams must have been born in Lunenburg, lived a portion of their life in Town or been based in Lunenburg or operated a business/practice in Lunenburg for a substantial amount of time.

(c) Individuals must be deceased for a minimum of three (3) years.

3. Process for Review of Nominations

- (a) Nominations will be received by the Heritage Advisory Committee (H.A.C.)
- (b) The H.A.C. will review the nominations and make recommendations to Council by motion.
- (c) The H.A.C. will decide to either:
 - (i) deny it;
 - (ii) defer it pending further review which may include requesting additional information from the nominating persons or organizations; or
 - (iii) refer it to Town Council with a recommendation to approve the nomination.
- (c) Town Council will review the application and will either:
 - (i) deny it with reasons;
 - (ii) defer it pending further review which may include requesting additional information from the nominating person or organization or from the H.A.C.;
 - (iii) refer it back to H.A.C. for further review; or
 - (iv) approve it.
- (d) all individuals or organizations putting forth nominations whether approved or denied will be informed of the H.A.C. or Town Council's decision by way of letter.

4. Commemoration

- (a) The Town will commemorate each Prominent Lunenburger with a dedicated page on the Town's website; and any other method that Council may approve.
- (b) The Town may hold a ceremony when appropriate to officially commemorate the Prominent Lunenburger nomination or nominations.