



District of Lantzville

Incorporated June 2003

Policy No.: 3000 - 8

Date of Implementation: February 22, 2016

Council Resolution: C16-24

Freedom of the Municipality Honour

Purpose

To provide a process by which Council can formally honour distinguished service to the community of the District of Lantzville.

Policy

Freedom of the Municipality is the highest honour a municipality may bestow upon individuals to recognize their distinguished service. This policy is a guideline for nominating, selecting and awarding a distinguished individual or an armed forces unit, the honour of Freedom of the Municipality. Bestowing the honour of Freedom of the Municipality will only be by a unanimous vote of all of Council, in compliance with the *Community Charter*, and in accordance with this Policy unless waived by Council. This honour will not be awarded annually but only on rare and exceptional occasions, at the discretion of Council, to individuals of the highest merit.

The following is the process for nomination, selection and awarding the honour of Freedom of the Municipality.

Eligibility

Nominees for selection:

- must ordinarily be a resident of the District of Lantzville who has given long-term distinguished service to the community, preferably in more than one capacity
- may be a non-resident, who has demonstrated an outstanding commitment or service to Lantzville resulting in a significant improvement in District life, culture and well-being of our community
- may include residents who have achieved success, recognition or celebrity in their chosen field or talent or other special achievement, who has gained national or international acclaim and who has, as a result, brought recognition to Lantzville.

Outstanding contributions may be related to the arts, business and commerce, culture, environment, humanities, politics, community service, science, sports, professional endeavors, or any other aspect of service that Council sees fit to honour.

A serving Councillor or Mayor of the District of Lantzville is not eligible for nomination. The honour of Freedom of the Municipality cannot be bestowed posthumously. With the exception of a distinguished unit of the armed forces of Canada or another nation, groups or organizations are not eligible for this honour.

Selection Criteria

Nominees will be judged by Council on their record of service to the community or achievement, on the basis of the following criteria:

- length of service in a field (or fields) of activity
- level of commitment to the field (or fields) of activity
- benefit to the community, including more broadly to the province or nation
- personal leadership qualities and special achievements

Nomination, Selection and Awarding Process

Generally, the following process will be followed to preserve the integrity and importance of bestowing the honour of Freedom of the Municipality upon any distinguished individual or armed forces unit:

- Nominations are submitted by members of Council at any time. Nomination requests are accepted but not solicited from the public.
- Nominations shall be submitted in writing, using the form available, in an envelope labelled confidential and addressed to Council, and should clearly outline the history of community service, accomplishments and/or the distinguished contribution that the individual or military unit nominated has made to Lantzville specifically, or to British Columbia or Canada in general.
- Nominations must be made in the strictest confidence without the nominee's knowledge.
- Nominations will be considered during the portion of a Council meeting that is Closed to the public ("In-Camera"). The form of approval is a motion passed by a unanimous vote of all members of Council, and confidentiality shall be maintained until the presentation ceremony, except as provided in this policy.
- There is no obligation upon Council to confer the honour of Freedom of the Municipality on a regular basis, e.g. annually or biennially; it is awarded when Council deems it is warranted.
- In the event that Council approves a nomination, prior to any announcement, the Chief Administrative Officer or Director of Corporate Administration shall personally contact the nominee, on a confidential basis, to confirm their acceptance of the award. Should a nominee decline to accept the award, all Council members will be informed and the matter will lapse. Confidentiality shall be maintained.
- On confirmation of acceptance, administration will inform all Council members confidentially, a ceremony will be scheduled for a mutually agreeable meeting date, photo scheduled, certificate and engraving ordered, and media release drafted.

The Ceremony

Unless otherwise determined by Council, recipients of this honour are recognized during a special ceremony at a Council meeting. The ceremony consists of the Mayor,

or designated representative of Council, reading and then presenting the recipient with a framed certificate summarizing the recipient's distinguished service to the District of Lantzville and a name badge depicting "Honorary Freeman of the District of Lantzville". This is followed by an opportunity for a response by the Freeman, and a photo opportunity.

Privileges

Freedom of the Municipality recipients are entitled to be known as an Honorary Freeman of the District of Lantzville, an honorary title and recipients:

- will be presented with a name badge which identifies them as an Honorary Freeman of the District of Lantzville, along with a certificate and photo to commemorate receiving the award
- will have a photograph displayed in a prominent location at the District Office, with an engraving indicating their name and special status
- may be invited to ceremonial or formal functions hosted by Council (e.g. inaugural Council meetings)
- have the right to be registered and to vote in the election for Mayor and Councillors, despite current or future residency or property ownership in the District of Lantzville
- are listed first in the Voters List; and
- if Canadian, are qualified to be nominated, elected and hold office in the District of Lantzville.

Related benefits cannot be transferred or bequeathed and the title carries no privileges other than those set out in the policy; it is purely an honour.

The Commanding Officer of a unit honoured with Freedom of the Municipality has, by virtue of office, the same qualifications and privileges as an individual honoured with Freedom of the Municipality.

Legislation

Community Charter

Freedom of the municipality

158 (1) A council may, by unanimous vote, confer freedom of the municipality on

- (a) a distinguished person, or
- (b) a distinguished unit of the armed forces of Canada or another nation.

(2) Unless the council revokes the honour, a person given freedom of the municipality or the commander of the armed forces unit, as applicable,

- (a) is deemed to be an elector of the municipality and is eligible to be registered as such and to vote in an election for mayor or councillor, and
 - (b) despite any other enactment, if the person is a Canadian citizen, is deemed to be qualified to be nominated, be elected and hold office on the council.
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