



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services

Effective Date: November 11, 2013

Department: Legislative Services

Approval Level: Council

Policy Title: Provincial and National
Championship Presentation
- Administration

Section # 3-1
Policy # LEG-ADM6

Purpose

The purpose of this policy is to establish a policy to recognize the achievements of an individual and/or team representing the Town of Cobourg community that achieves a Provincial or National championship or award in a sports/leisure/recreation activity.

Policy

The Provincial or National Championship individual or team will be provided with a team picture mounted on a plaque to be paid for by the Town of Cobourg and presented at a Regular Council meeting to acknowledge the team/individual achievements.

Definitions

"**Provincial**" or "**National**" **Championship**" shall mean an award that is presented to a team or individual by the governing body in Ontario or Canada such as the Provincial Women's Softball Association, Softball Canada, Ontario Minor Hockey, Ontario Rowing etc.

"**Sports/leisure/recreation Activity**" shall mean any sport that a team or individual competes at and awards are given that signifies a Provincial or National Championship title.

Scope

This policy shall apply to any individual and/or team representing the Town of Cobourg, who achieves a Provincial or National Championship or award in a sports/leisure/recreation activity.

Administration

The Chief Administrative Officer shall implement and administer the terms of this policy and shall establish related operating procedures as required.

Cross Reference

Policy #

Procedure #



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Resolution	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:
# 541-13			November 11, 2013

CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services

Effective Date: Nov 11, 2013

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Approval Level: C.A.O

Procedure Title: Provincial/National
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The Provincial or National Championship individual or team will be provided with a team picture mounted on a plaque to be paid for by the Town of Cobourg and presented at a Regular Council meeting to acknowledge the team/individual achievements.

Procedure

1. The Coach/Manager of a Provincial or National Championship Team or Individual shall verify and notify the Municipal Clerk of their respective Team/Individual Sports/Leisure/Recreation Provincial or National Championship Achieved in the current year.
2. The Municipal Clerk shall contact the photographer to arrange for team photograph with the Coach/Manager or Individual in order to incorporate the Mayor's signature and have the photograph mounted on a plaque.
3. Each Team Member or Individual including the Coach(es) and Manager shall be presented with a plaque presented by the Mayor and Parks and Recreation Council Coordinator at a Regular Council meeting.
4. The Town of Cobourg will retain one photograph of each of the team or individual photographs to be kept for archival purposes.
5. The cost for producing the presentation plaques will be set aside annually under the Council Presentation line in the Operation Budget.

Definitions:

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Division Director # DD/NOV/2011	Revision Purpose/Description:	Approved by C.A.O _____ Signature	Division Director Approval Date: November 11, 2013
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