



Heroism Award Policy

Policy Number: A-GEN-006

Authority: 317/25

Date Approved: December 9, 2025

Department Responsible: Office of the Mayor and Council Services

Revision Dates: N/A

Review Date: Once per term of Council

Status: Active

1. Policy Statement

- 1.1 This policy establishes the criteria and process for recognizing individuals; civilians, emergency personnel, and municipal staff who perform lifesaving actions or acts of exceptional bravery within the community.

2. Scope

- 2.1 This Policy applies to any person who meets the criteria of the Awards outlined in Schedule "A".

3. Definitions

- 3.1 **Award** shall mean the Medal of Valour, Act of Heroism, Mayor's Commendation and Unit or Team Citation, as described and defined in Schedule A.
- 3.2 **Clerk** shall mean the Town's Clerk appointed under s. 228 of the *Municipal Act* or their designate.
- 3.3 **Mayor** shall mean the head of council of the Town, or their designate.
- 3.4 **Nomination Package** shall mean the Nomination Form and supporting documentation.
- 3.5 **Nominator** shall mean the person who submits a Nomination Package.
- 3.6 **Nominee** shall mean the person identified in the Nomination Package.
- 3.7 **Policy** shall mean the Heroism Award Policy.
- 3.8 **Town** means the Corporation of the Town of LaSalle.

4. Policy

4.1 General

- 4.1.1 Decisions regarding the Award is based on the information contained in the Nomination Package and any additional information that may be gathered by the Mayor.
- 4.1.2 A Registry of Honorees recognized under this Policy will be maintained by the Clerk and available for public viewing.

4.2 Nomination Process

- 4.2.1 The Nominator must complete the Nomination Form and submit it to the Office of the Mayor.
- 4.2.2 The nomination shall include the following information:
 - Nominator's name and contact information;
 - Nominee's name and contact information;
 - The date, location, and description of the incident; and
 - The award that is being recommended and an explanation of why the nominee is deserving of that award.
- 4.2.3 Nominations must be submitted within one (1) year of the incident date.
- 4.2.4 Nominations shall be reviewed at the discretion of the Mayor. There is no set timeline for review. The Mayor may consult with the Town's Fire Chief, Police Chief, EMS Director, Clerk, or other Administrator before making a final decision.
- 4.2.5 The Mayor's decision with respect to nominations received under this Policy is final and not subject to review or appeal.

4.3 Award Presentation and Public Recognition

- 4.3.1 Awards will be presented during a regular meeting of Council. However, awards may be presented at an annual recognition ceremony, community/civic event, or privately.
- 4.3.2 With the nominee's consent, recognition will be shared via social media, newsletter, press release, or other public platform at the discretion of the Mayor.

5. Roles and Responsibilities

5.1 Mayor's Office

- 5.1.1 Review Nomination Packages and make decisions about awards.
- 5.1.2 Prepare certificates and procure any hardware associated with the award.

5.2 Council Services

- 5.2.1 Coordinate and organize, in consultation with the Mayor's Office and the nominee, a suitable date for award presentation.
- 5.2.2 Maintain registry of award recipients.

5.3 Strategy and Engagement

- 5.3.1 Coordinate the publication of the Award and its recipient via social media or other public platforms.

6. References and Related Documents

None.

7. Attachments

Schedule A – Award Description and Criteria

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Award Name	Purpose	Eligible Recipients	Criteria	Type of Award
Medal of Valour	To recognize individuals who risked their lives to save others in extreme circumstances.	Emergency personnel, municipal staff, or civilians	Placed themselves in significant danger (e.g., fire, violence, disaster) to save or attempt to save a life.	Medal presentation with certificate
Act of Heroism	To honour outstanding service, leadership, or professionalism during emergencies or critical incidents.	Emergency personnel, municipal staff, or civilians	Stayed calm, demonstrated bravery, made a significant impact, and performed life-saving measures without risking own life.	Plaque with certificate
Mayor's Commendation	To acknowledge courageous or quick-thinking actions that contributed to life safety.	Emergency personnel, municipal staff, or civilians	Demonstrated leadership, good judgment, compassion, and calmness during an emergency, contributing to a life being saved. Showed bravery, initiative, or a quick response, but did not perform direct life-saving measures.	Certificate with town pin
Unit or Team Citation	To recognize effective collaboration and coordinated efforts that led to a life-saving or critical outcome.	Cross-agency or departmental teams	Team demonstrated exceptional coordination, communication, and joint response in a high-impact event.	Group plaque and individual certificates