



Report to: General Committee

Date of Meeting: 2006-06-19

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**SUBJECT:** Awards – Recognition, Display and Retention  
**PREPARED BY:** Sheila Birrell, Extension 4729; Janet Carnegie, Extension 4723;  
and Barbara Nanninga, Extension 7510

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**RECOMMENDATION:**

That awards presented to the Town of Markham be recognized at the Council level and recorded in the minutes;

And that recognition be placed on the Town of Markham's website and a record of the award and date be logged;

And the award be displayed either in the involved Commission, or in the Great Hall showcase or along the entrance wall into the Council Chamber, to be subsequently removed to another location after an appropriate period of time;

And that the awards be retained for five years with eventual placement, either at the Markham Museum or the offsite archival storage, of those awards with archival value with the balance being disposed of after five years;

And that By-Law No. 2001-101, "A By-Law Establishing Schedules of Retention Periods for all Records Kept by the Town of Markham" be amended to reflect the retention period and eventual disposal of Town of Markham Awards.

**PURPOSE:**

To report and recommend a policy for housing and maintaining awards presented to the Town of Markham.

**BACKGROUND:**

At the meeting of Council held on April 11, 2006, staff were requested to report on a policy for housing and maintaining the many awards presented to the Town of Markham.

**OPTIONS/ DISCUSSION:**

Council minimally receives ten awards presented to the Town of Markham every year. Some of these are represented by a plaque, some by certificates, and some of a much larger scale, for example, the Communities in Bloom or Prince of Wales Awards.

The Town's Records Retention By-Law does not speak to a retention period for awards presented to the Town of Markham. The type, size, significance and ultimate archival value of the awards may vary substantially, meaning determination as to specific placement and retention should be made on a case-by-case basis.

**OPTIONS/DISCUSSION: (cont'd.)**

Placement of all awards in one location may not be possible or appropriate given their numbers, size and varying significance and physical space limitations in the Civic Centre public areas. A number of the awards have significance for one Commission only, whereas some hold significance for the Town and Council. Some of the awards are of such significance that they should be displayed either in the showcase or along the entrance wall to the Council Chamber, whereas some might be better displayed in the respective Commission meeting rooms or Offices. Staff are recommending an amendment to the Records Retention By-Law speaking to the short term five-year placement and disposal. With respect to those awards with archival value, staff are recommending eventual placement either at the Markham Museum or the archival storage unit at Iron.

**FINANCIAL TEMPLATE:**

Not applicable

**ENVIRONMENTAL CONSIDERATIONS:**

Not applicable

**ACCESSIBILITY CONSIDERATIONS:**

Not applicable

**ENGAGE 21<sup>ST</sup> CONSIDERATIONS:**

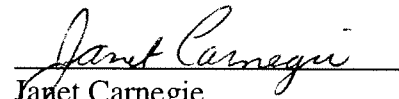
Not applicable

**BUSINESS UNITS CONSULTED AND AFFECTED:**

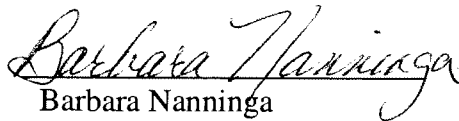
Community Services Commission – Markham Museum

**RECOMMENDED****BY:**


Sheila Birrell  
Town Clerk



Janet Carnegie  
Director of Communications



Barbara Nanninga  
Executive Assistant to the Mayor



Andy Taylor  
Commissioner of Corporate  
Services

**ATTACHMENTS:**

Not applicable