

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 03/2012

*Being a By-law to Establish and Adopt the Terms of Reference for the
Civic Awards Advisory Committee for the Corporation of the
Municipality of Port Hope*

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure of its local boards;
AND WHEREAS the Council of the Corporation of the Municipality of Port Hope deems it advisable to establish the Civic Awards Advisory Committee for the Corporation of the Municipality of Port Hope;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE ENACTS AS A BY-LAW FOLLOWS:

1. Committee Title

That a Committee to be known as the Civic Awards Advisory Committee is hereby established.

2. Definitions

That the definitions as outlined in the Corporation of the Municipality of Port Hope Procedural By-law shall apply.

3. Policies/Procedures

3.1 That the rules and regulations of the Corporation of the Municipality of Port Hope Procedural By-law shall govern all proceedings of the Civic Awards Advisory Committee.

3.2 That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.

4. Records

That the records of the Civic Awards Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of Port Hope Records Retention By-law.

5. Composition

That the Civic Awards Committee shall consist of seven (7) members appointed by Council as follows:

- 1 member of Council
- 6 members who are residents and/or ratepayers, being a minimum of 18 years of age, and not an employee of the Municipality, representing various segments of the community.
All being voting members

Ex-officio

The Special Events Coordinator or designate shall be an ex-officio member of the Committee and shall be a non-voting member.

6. Terms of Office

That members at large shall be appointed by Council for staggered terms, consistent with intervals for the term of office of Council, or until their successors are appointed. Council may reappoint any member whose term has expired and otherwise has discretion in filling any vacancy by appointment for the remainder of any applicable term. There shall be no limit on the number of terms a member may be appointed and all appointments shall be at the discretion of Council. In the event a Committee member resigns prior to the completion of their term, a replacement appointed by Council, will assume the duties to the completion of the term.

7. Mandate

That the Mission Statement and Goals of the Civic Awards Advisory Committee and Terms of Reference are set out in Schedule "A" attached hereto and forming part of this By-law.

That in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of Port Hope.

8. Repeal of By-laws

That By-law 27/2011 of the Municipality of Port Hope is hereby repealed.

9. Force and Effect

That this By-law shall come into force and take effect on the date of its passing.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 10th day of January, 2012.

Linda Thompson, Mayor

S.C. Dawe, Municipal Clerk

SCHEDULE "A" TO BY-LAW 03/2012
CIVIC AWARDS ADVISORY COMMITTEE

TERMS OF REFERENCE

GOALS

To seek nominees worthy of recognition for contributions and/or achievements bringing honour and/or enrichment to the Municipality of Port Hope.

To review such nominees, to determine those individuals, teams and/or groups to receive such honours, and to assist in the organization and execution of "Civic Awards Night".

The following are the Civic Awards categories considered by the members of Council and awarded to deserving volunteers:

Outstanding Citizen

In recognition of outstanding volunteer contribution to the community

Outstanding Youth

In recognition of outstanding volunteer contribution to the community and to their school (must be 19 years of age or less as of Dec.31st. of the year for which it is presented)

Community Service

Awarded to an individual or group. The committee in selecting recipients will consider, Length of service, Impact on the community of the service in making Port Hope a better place to live, Leadership in a project of benefit in making Port Hope a better place to live.

Arts and Culture Award

Outstanding achievement in the arts (music, fine art, dance, writing, singing, public speaking, visual arts, etc.)

Athletics

An individual or team that has done one or more of the following, placed first, second or third in a provincial championship, placed first, second or third in a national championship, qualified for national team funding, been chosen to represent Ontario at a national competition, been chosen to represent Canada at an international competition.

Agriculture Award

To be awarded to a person or group involved in a project that has had a considerable impact on sustainable agriculture in Port Hope.

Inspiration Award

To be awarded to an individual who has supported or inspired you.

Philanthropy Award

To be awarded to an individual or couple for a leadership role in fundraising and encouraging others in philanthropy

Environment Award

To be awarded to a person or group that has completed a local project providing considerable benefits to the environment.

Only individuals who have volunteered their time and service and/or competed at an amateur level and for which no remuneration or payment has been received shall be eligible for a Civic Award.

MANDATE

- To enhance awareness within Port Hope about Civic Awards and the contribution of Port Hope citizens
- To recommend criteria for Council consideration related to awards to be presented. Review nominations for annual awards and determine recipients.
- To support effective volunteer recruitment and recognition, in keeping with Council-approved policies and in cooperation with the Economic Development and Tourism Department.
- By working with the assigned staff to meet the mandate of the committee, implement an annual Council action and communication plans and budgets and by addressing concerns together.
- By assisting staff to coordinate information sharing through existing newsletters, advertising, media releases and/or distributions.
- By giving recommendations regarding Civic Awards to the Mayor and Council through the Economic Development and Tourism Department.
- By evaluating the Municipality's recognition program once each Council term, asking for input from Civic Awards Advisory Committee volunteers who have contributed over the previous 4 years.

DUTIES AND RESPONSIBILITIES

- Managing tracking of each year's award recipients and their contributions to prevent duplication of awards.
- Assisting the Special Events Coordinator with the planning and execution of an annual Civic Awards Night each April.
- Provide a list of each year's Civic Awards recipients on the Municipality's web site.
- Ensure that each recipient receives a duly inscribed award and that the Outstanding Citizen and Outstanding Youth award recipients' names and categories are inscribed and displayed for public viewing in Town Hall.
- Create and alter from time to time a nomination form.

- Establish if necessary, categories and terms of reference for eligibility/criteria to receive a Civic Award.
- Nominations may be submitted to the Committee any time prior to the close of business on the second Thursday in March of each year.
- An official campaign launched by the Committee will commence around January each year.
- By no later than March 30th in the calendar year, from the submitted nomination forms, the Committee shall provide to Council through the Municipal Clerk (Director of Corporate Services), the names of all recipients determined by the Committee to receive awards, along with supporting documentation.

Civic Appreciation Awards Nomination Form

Available formats:

- Online
- PDF [35 KB]

Where to send nomination

Mail: Municipality of Port Hope
56 Queen Street
Port Hope, ON L1A 3Z9

Fax: (905) 885-7698

E-mail: admin@porthope.ca

TERMS OF REFERENCE

1. GENERAL

- 1.1 Committee Meetings shall be conducted in accordance with the Municipality's Procedural By-law and records shall be maintained in accordance with the Municipality's Records Retention By-law.
- 1.2 Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- 1.3 Members shall ensure that policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.
- 1.4 The Committee shall hold regular meetings as required and agreed upon by a majority vote of the members. A quorum is not required for Civic Awards Advisory Committee meetings. If applicable, award sponsors are welcome to attend and will be advised of the meeting schedule if they would like to participate in the selection of the recipient of their award

- 1.5 The Committee shall elect a chairperson and may elect a vice-chairperson annually at its first meeting, or as soon as practicable, from among the members. In the absence of the chairperson, and vice-chairperson as the case may be, an acting chairperson may be appointed by a majority vote of the members present to preside at the meeting where the chairperson is absent. If the chair resigns before the completion of their term, the Vice Chair will complete the term left vacant and a new Vice Chair will be elected to complete the term left vacant.
- 1.6 The Committee may appoint, as it deems necessary sub-committees to act in an advisory capacity to the Committee.
- 1.7 The Committee shall provide recommendations to the Committee of the Whole on matters referred by Committee of the Whole/Council to the Committee.
- 1.8 The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for approved initiatives and is authorized to work jointly with other Municipal Boards, Committees and/or services in encouraging its goals.
- 1.9 Approved minutes shall be forwarded through the Municipal Clerk (Director of Corporate Services) for inclusion in the Committee of the Whole agenda.
- 1.10 The Chair shall submit an annual report outlining the committee activities both past and current and proposed work plan for the upcoming year, to be submitted at the end of each year to Council through the Municipal Clerk (Director of Corporate Services).

2. BUDGET CONSIDERATIONS

- 2.1 The fiscal year of the Committee will be January 1 to December 31 annually. The Budget Committee shall set a budget for the Civic Awards Night event, which reflects the event's operating and capital needs, in keeping with budget directions and timelines. The budget will be presented within the Local Boards and Committees budget submission.
- 2.2 All revenues and expenditures must be authorized in keeping with corporate policies. While fundraising is not expected of the Civic Awards Advisory Committee, any fundraising undertaken must comply with corporate policies and any grant applications must be reviewed by the staff liaison prior to submission to the granting organization.

3. COMMUNICATIONS

Council shall prepare an annual communications plan so that their staff liaison can work with corporate communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, funded by the Civic Awards Advisory Committee annual budget allocation.

4. ROLES AND RESPONSIBILITIES

4.1 CHAIRPERSON:

- Provide leadership to the Committee
- Chair Committee meetings in accordance with the Municipality's Procedural By-law
- Prepare agendas for meetings
- Report to Council annually and at other times as required
- Ensure that adopted minutes are forwarded to the Municipal Clerk (Director of Corporate Services) in a timely manner
- Act as spokesperson for the Committee
- Express consensus as reached by Committee
- Ensure that the Municipalities By-laws and Policies are adhered to with respect to all matters
- Ensure that all invoices recommended for payment are recorded in the minutes
- Ensure that invoices recommended by the Committee for payment are forwarded to the Municipal Finance Department for processing in a timely manner

4.2 VICE-CHAIRPERSON:

- Act in the position of the Chairperson in the absence of the Chairperson.
- Otherwise, regular Committee member role.

4.3 COMMITTEE MEMBERS:

- Attend regular Committee meetings
- Advise the Chairperson if unable to attend a meeting
- Actively participate in Committee meetings
- Actively participate in carrying out the responsibilities of the Civic Awards Committee
- Serve as an advisory body to the Port Hope Municipal Council on matters relating to the selection of Civic Award Nominees.
- Ensure that the nominations meet the criteria for the award and follow the time frame set for the respective awards.
- Assist in making determinations for recognizing eligible nominees for the respective awards.
- Ensure that the respective awards criteria are respected and strictly applied.

4.4 SPECIAL EVENTS COORDINATOR:

- The Special Events Coordinator, with the assistance of the Committee, will organize the annual Civic Awards Night on behalf of Council. The Special Event Coordinator is a non-voting member of the Committee.

4.5 RECORDING SECRETARY:

- The Municipal appointed Recording duties are to record, process and distribute minutes and agendas, and to maintain the files of the Committee, including but not limited to Minutes, Agendas,

policies, correspondence and other file information, in accordance with the Records Retention By-law.

5. AWARDS:

- To solicit nominees for civic awards
- To review nominations and to make determinations on those individuals, teams or groups to receive an award;
- To obtain the awards;
- To assist in the organization and execution of the Civic Awards Night to be held every year in April, and to arrange for the presentation of the awards that would recognize the achievement in the preceding calendar year and in the case of the Outstanding Citizen Award and Outstanding Youth Award the outstanding contribution to the community in the preceding years;
- To submit the names of the Civic Award recipients to Provincial and Federal awards programs where applicable.

5.1 OUTSTANDING CITIZEN AWARD:

5.1.1 There shall be “The Outstanding Citizen Award” to be presented to an individual in recognition of outstanding volunteer contribution to the community. This award shall only be given when warranted in the opinion of the Committee. To be eligible for this award the nominee must be a resident of the Municipality of Port Hope, a nomination form must be received by the Committee prior to the close of business on the second Thursday of March and signed by a minimum of fifteen (15) adults. The Committee shall review all nominations, in confidence.

5.1.2 The Committee, when deliberating on the Outstanding Citizen Award, will consider length of service, diversity of type of service, benefit to the community, and leadership. Previous winners of Outstanding Citizen of the Year are not eligible.

5.1.3 By no later than the last day of business in March, the Committee shall provide the name of the Outstanding Citizen honouree to Council through the Municipal Clerk (Director of Corporate Services).

5.1.4 The Outstanding Citizen Award shall be presented at the ensuing Awards Night. An individual shall be eligible for nomination in more than one (1) year; however, that individual shall not be eligible if he/she has previously been awarded the Outstanding Citizen Award.

5.2 OUTSTANDING YOUTH AWARD:

5.2.1 There shall be “The Outstanding Youth Award” to be presented to an individual in recognition of outstanding volunteer contribution to the community and their school. This award shall only be given when warranted in the opinion of the Committee. To be eligible for this award the nominee must be a resident of the Municipality of Port Hope, nineteen years of age or less as of December 31st of the year for which the award is given, a nomination form must be received by the Committee prior to the close of business on the second Thursday of March and signed by a minimum of ten (10) people of which at least five (5) must be adults. The Committee shall review all nominations, in confidence.

5.2.2 By not later than the last day of business in March in the calendar year, the Committee shall provide the name of the Outstanding Youth honouree to Council through the Municipal Clerk (Director of Corporate Services).

5.2.3 The Outstanding Youth Award shall be presented at the ensuing Awards Night. An individual shall be eligible for nomination in more than one (1) year; however, that individual shall not be eligible if he/she has previously been awarded the Outstanding Youth Award.

5.2.4 The recipient of Outstanding Citizen Award shall be provided with a certificate and the “Helping Hands” sculpture or other appropriate form of recognition and the Outstanding Youth Award shall be provided with a certificate and suitable gift as recommended by the Civic Awards Committee to Council.

5.3 AWARDS FOR INDIVIDUALS/TEAMS AND GROUPS:

5.3.1 Awards shall be presented to individuals, teams and/or groups in the following categories:

1) ARTS AND CULTURE AWARD

Awarded to individuals or groups for high achievement in the Arts (fine art, music, dance, writing, singing, public speaking, visual art etc.) The selection committee will consider

- Level of achievement
- Achievement in multiple areas
- Leadership in promoting the arts or culture in Port Hope

2) ATHLETICS

Awarded to a team or individual that has met one or more of the following criteria:

- Placed first, second or third in a provincial championship
- Placed first, second or third in a national championship
- Has qualified for national team funding

- Has been chosen to represent Ontario in a national competition
- Has been chosen to represent Canada in an international competition

3) COMMUNITY SERVICE

Awarded to an individual or group. The committee in selecting recipients will consider:

- Length of service
- Impact on the community of the service in making Port Hope a better place to live
- Leadership in a project of benefit in making Port Hope a better place to live

4) AGRICULTURAL AWARD

To be awarded to a person or group involved in a project that has had a considerable impact on sustainable agriculture in Port Hope. Areas the committee will consider include:

- Contribution in promoting sustainable agriculture in Port Hope
- Receiving an award in a provincial or higher agricultural competition during the year for which the Agricultural Award is presented
- Degree of impact on sustainable agriculture in Port Hope
- Leadership in the use of sustainable agriculture in Port Hope

5) INSPIRATION AWARD

To be awarded to an individual who has supported or inspired you. The committee in deciding on the recipient will consider:

- Type and nature of the support provided
- Length of time support was provided
- Number of people influenced
- Impact of the support provided

6) PHILANTHROPY AWARD

To be awarded to an individual or couple. The committee in its deliberations will consider:

- Benefit to residents of Northumberland County of the donation
- Leadership role in fundraising
- Leadership role in encouraging others in philanthropy.

Note one will be awarded with a letter going to nominators of unsuccessful but worthy candidates encouraging resubmission the following year.

7) ENVIRONMENT AWARD

To be awarded to a person or group that has completed a local project in one or more of the following areas:

- Completed a local fundraising campaign to benefit any registered environmental agency

- Raised awareness for environmental issues as evidenced by media coverage
- Provided a benefit to the environment in increased conservation, in restoration of natural habitat, in the use of environmentally sound practice in construction or operations.

5.3.2 A nomination must be received by the Committee prior to the close of business on the second Thursday of March and signed by an adult. The Committee shall review all nominations, in confidence, and shall advise Council of the individuals, teams or groups to be honoured.

5.3.3 Awards consisting of a certificate and/or a pin may be presented to individuals and all members of teams and groups at the discretion of Council.

5.3.4 Only individuals who have volunteered their time and service and/or competed at an amateur level and for which no remuneration or payment has been received shall be eligible for a civic award.