

Civic Awards Program Policy

POLICY

Municipal Council has established the Civic Awards Program to recognize the broad range of elements that make up Port Hope's inspiring culture, by acknowledging those who contribute time, talent and resources towards improving the quality of life in the community.

The program celebrates nominees worthy of recognition for exceptional contributions and/or achievements bringing honour and enrichment to the Municipality of Port Hope.

PURPOSE

This policy gives guidance to the Civic Awards Advisory Committee, Council, Staff and applicants on the principles and procedures to be used when administering the nominations for the Civic Awards Program.

NOMINATION & ELIGIBILITY GUIDELINES

Nomination Eligibility

The Civic Awards program is designed to recognize volunteer efforts, exceptional contributions and/or achievements bringing honour and/or enrichment to the Municipality of Port Hope. Only those who have volunteered their time and service, and/or competed at an amateur level, and for which no remuneration or payment has been received will be eligible for a Port Hope Civic Award.

Nomination Forms

Nomination forms must be completely and accurately filled out. The Civic Awards Committee can only use the information provided in the nomination package to make an award recommendation. If a nomination is not completed to the satisfaction of the committee, the form may be disqualified, and the nomination rejected.

Civic Appreciation Awards Nomination Form Available formats:

- Online
- PDF

Hand Deliver: Town Hall, 56 Queen Street, Port Hope

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

Fax: 905-885-7698

E-mail: civicawards@porthope.ca

Residency Requirements

Nominees are not required to be a resident of the Municipality or Port Hope, with the exception of the Outstanding Citizen and Outstanding Youth recipients.

Nominators are not required to be a resident of the Municipality of Port Hope.

Quality of Nominations and Self-Nomination

Nominators are required to provide a detailed submission clearly stating why they believe the nominee should be considered. These details should include, but are not limited to, organization(s) they volunteered for, length of service, projects they were involved with, leadership roles, the impact their role had on the community, and the level of commitment shown by the nominee.

Nominations are to be submitted by someone external to the organization. Exceptions would be where a Supervisor, Board Member or other Management position is nominating worthy volunteers from their organization.

Self-nominations will not be accepted.

Categories

Nominees may be eligible to receive awards in more than one category at the annual awards ceremony, should each nomination fulfil the criteria of the award category.

The Civic Awards Advisory Committee reserves the right to change a nomination to an alternative category where they feel appropriate.

Nominees may not receive awards in multiple categories for the same body of work. Should a recipient have received an award (in any category, excluding Outstanding Youth or Citizen), they will not be eligible to receive an award in a different category for the service, work or contribution listed in the approved application of their received award.

Due to the nature of the nomination requirements for an Outstanding Citizen or Youth, receipt of one of these two awards, does not break the years of service tally for the individual in other categories.

Timeline for Submitting Nominations

The nomination period for Civic Awards opens as soon as practicable after November 1st; the Awards Ceremony is to be hosted no later than the end of April. All other program administration timelines such as close of nominations, decision meeting, date of in-camera consideration, notifications etc. will be set on an annual basis and determined by the Committee.

Civic Awards Nominations may be submitted to the Committee any time prior to the deadline for submissions as determined by the Committee for the annual program. Nomination submissions received past the deadline will be disqualified.

Council reserves the right to solicit and approve additional nominations post-deadline, if warranted for special circumstances.

Selection Process & Award Approval

Following the closure of nominations, the Civic Awards Committee will review all nominations submitted by the public, in a closed session meeting.

Award recipients will be recommended by Committee resolutions which will then be presented in the form of an in-camera report prepared by the Staff Lead, complete with supporting documentation for consideration of Council. The Director of Parks, Recreation & Culture or designate will attend the in-camera meeting on behalf of the Committee to respond to any questions regarding the process or nominations.

Final consideration of dispensation of awards is at Council's discretion.

Once an award has been approved by Council and given to a nominee at the awards ceremony, it may not be rescinded.

Posthumous Recognition

Nominations may eligible for posthumous recognition provided the nomination submitted qualifies and meets award criteria in any of the available categories.

Awards for Individuals, Teams and/or Groups

Nomination forms must specify if the nomination is for a group/organization or individual.

Nomination for individuals: the nominator is required to provide the nominee's name, complete contact details, and the required information pertaining to the applicable award category for the nominee, which includes years of service and an explanation of their qualifications.

For nominations of groups or organizations: indicate the name of the group/team, complete contact details and provide required information pertaining to applicable award category, which includes years of service and an explanation of their qualifications. Only one award and certificate is given out in this circumstance.

If nominating individuals within a group/organization, the nominator is required to supply complete contact info, years of service and an explanation of impact for each individual member and submit the nomination as one package.

Awards may be presented to individuals, teams and/or groups in all the award categories, except Outstanding Youth & Outstanding Citizen.

Members of the Civic Awards Committee

Members of the Civic Awards Committee are not eligible to receive an individual civic award, or an award for work done on the Civic Awards Committee, while they are still active on the committee.

Members of the Civic Awards Committee may be eligible to receive a group Civic Award, during their term on the Committee, if they have satisfied the requirements for the award criteria they have been nominated for. If a nomination has occurred, the committee member must declare a conflict of interest, and are not eligible to be part of the discussion or vote on whether or not the nominee(s) have satisfied the award requirements.

Members of Council

Members of Council are not eligible to receive an individual civic award while they are serving their term on Council.

Members of Council may be eligible to receive a group Civic Award, during their term on Council, if they have satisfied the requirements for the award they have been nominated for. If a nomination has occurred, the Council member must declare a conflict of interest,

and are not eligible to be part of the discussion or vote on whether or not the nominee(s) have satisfied the award requirements.

AWARD CATEGORIES & CRITERIA

The Port Hope Civic Awards Program has the following nine available award categories: Outstanding Citizen, Outstanding Youth, Arts and Culture, Athletics, Community Service, Agriculture, Inspiration, Philanthropy, and Environment.

Awards in any of the following categories shall only be given when warranted in the opinion of the Committee and Council, based on the nomination submitted.

OUTSTANDING CITIZEN AWARD

The Outstanding Citizen Award is presented to an individual in recognition of outstanding volunteer contributions in multiple areas within the community.

The committee in selecting the recipient for the Outstanding Citizen award will consider:

- length of service;
- their demonstration of civic mindedness;
- the benefits of their contributions to the community;
- their service as a role model;
- diversity of service;
- leadership

Additional Qualifications:

- To be eligible for this award the nominee must be a resident of the Municipality of Port Hope;
- The nomination form must be accompanied by a Signature Sheet, signed by a minimum of fifteen (15) adults.

An Individual is eligible to be nominated in more than one (1) year; however, that individual shall not be eligible if they have previously been awarded the Outstanding Citizen Award within a 20 year timeframe.

The recipient of the Outstanding Citizen Award shall be provided with the appropriate form of recognition as outlined below at the Civic Awards Ceremony.

OUTSTANDING YOUTH AWARD

The Outstanding Youth Award is presented to an individual in recognition of outstanding achievements and volunteer contributions within their school and community.

The committee in selecting the recipient for the Outstanding Youth Award will consider:

- length of service;
- their demonstration of civic mindedness;
- the benefits of their contributions to the community;
- their service as a role model;
- diversity of service;
- leadership.

Additional Qualifications:

- Recipient must be nineteen (19) years of age or less as of December 31st of the year for which the award is given;
- To be eligible for this award the nominee must be a resident of the Municipality of Port Hope;
- The nomination form must be accompanied by a Signature Sheet, signed by a minimum of ten (10) people, at least five (5) must be adults.

An Individual is eligible to be nominated in more than one (1) year; however, that individual shall not be eligible if he/she has previously been awarded the Outstanding Youth Award.

The recipient of Outstanding Youth Award shall be provided with shall be provided with the appropriate form of recognition as outlined below at the Civic Awards Ceremony.

AGRICULTURE AWARD

The Agricultural Award is presented to the individual or group who is involved in a project that has had a considerable impact in the area of agriculture in the Municipality of Port Hope.

The committee in selecting the recipient(s) for the Agricultural Award will consider:

- Degree of contribution in promoting agriculture in Port Hope;
- Received an award in a provincial or higher agricultural competition during the year for which the Agricultural Award is presented;

- Leadership and innovation within the agricultural community;
- Involvement within the community volunteering, teaching, promoting, or encouraging sustainable agriculture within the Municipality of Port Hope.

Previous recipients will be eligible for consideration if:

- Their achievement is in a different area than they were previously nominated for;
- Five (5) years have passed since their last award for the same achievement;
- If in the same category, they have significantly exceeded their previous achievement.

INSPIRATION AWARD

The Inspiration Award is presented to an individual who inspires those around them to serve more, to think bigger, who encourages action, is a strong source of support within the community, or pushes those around them to believe in themselves.

The committee in selecting the recipient for the Inspiration Award will consider:

- Type and nature of the inspiration provided
- Type and nature of the inspiration provided;
- Number of people influenced;
- Impact of their actions.

Previous recipients will be eligible for consideration if:

- Their achievement is in a different area than they were previously nominated for;
- Five (5) years have passed since their last award for the same achievement;
- If in the same category, they have significantly exceeded their previous achievement.

PHILANTHROPY AWARD

The Philanthropy award is to be awarded to an individual, couple or group for their outstanding desire to promote the welfare of others through the generous donation of money, goods, talent or services.

The committee in selecting the recipient for the Philanthropy Award will consider:

- The degree of benefits to the residents within the Municipality of Port Hope as a result of philanthropic contribution;

- Leadership role in fundraising and the encouragement of other to give generously.

Previous recipients will be eligible for consideration if:

- Their achievement is in a different area than they were previously nominated for;
- Five (5) years have passed since their last award for the same achievement;
- If in the same category, they have significantly exceeded their previous achievement.

ENVIRONMENT AWARD

The Environment Award is to be awarded to a person or group for outstanding leadership, inspiration, vision, innovation or action on behalf of environmental causes.

The committee in selecting the recipient for the Environment Award will consider:

- Completed a local fundraising campaign to benefit a local environmental project;
- Raised awareness for environmental issues (including media coverage);
- Provided a benefit to the environment through increased conservation, through restoration of natural habitat, in the use of environmentally sound practices in construction or operations.

Previous recipients will be eligible for consideration if:

- Their achievement is in a different area than they were previously nominated for;
- Five (5) years have passed since their last award for the same achievement;
- If in the same category, they have significantly exceeded their previous achievement.

ARTS & CULTURE AWARD

The Arts and Culture Award is to be awarded to an individual or groups for promotion or high achievement in the Arts and/or significant cultural contributions to the community.

The committee in selecting recipients will consider:

- High achievements in the arts;
- Their contribution to artistic excellence within the community;
- Their leadership in teaching, encouraging, and engaging the public in cultural or artistic projects;
- Projects that enhance the vitality and vibrancy of Port Hope.

Previous recipients will be eligible for consideration if:

- Their achievement is in a different area than they were previously nominated for;
- Five (5) years have passed since their last award for the same achievement;
- If in the same category, they have significantly exceeded their previous achievement.

ATHLETICS AWARD

The Athletics Award is designed to recognize individuals or teams who have excelled within their particular sport.

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

- Placed first, second or third in a national championship;
- Placed first, second or third in a provincial championship;
- Has been chosen to represent Ontario in a national competition;
- Has been chosen to represent Canada in an international competition.

Given the level of achievement, previous year's award recipients may be eligible for consideration.

COMMUNITY SERVICE AWARD

The Community Service award recognizes individuals or groups who positively impact the Municipality of Port Hope through their volunteerism by enhancing quality of life for others.

The committee in selecting recipients will consider:

- Demonstrable impact on the community in the service of making Port Hope a better place to live;
- Multiple areas of volunteerism;
- Project leadership;
- Length of service.

Volunteers who have volunteered solely for a one-day will not be considered for this award.

Previous recipients will be eligible for consideration if:

- Their achievement is in a different area than they were previously nominated for;

- Five (5) years have passed since their last award for the same achievement;
- If in the same category, they have significantly exceeded their previous achievement.

Service Organization recipients to be based upon 5 year increments of membership and service. Consideration to an exception may be provided for an activity that meets the Impact on Community requirement in an exceptional and outstanding way.

SPECIAL COMMENDATION

The Civic Awards Committee and Council have the authority to provide special accommodation to a nomination that does not neatly fit any of the existing award categories and implement the Special Commendation Award. This award is not open for nominations, but a special certificate can be prepared and presented if the Committee and Council deem appropriate.