

Civic Awards Program

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 inspirational 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 impactful volunteer efforts, exceptional contributions, and inspirational achievements bringing honour and enrichment to the Municipality of Port Hope.

Celebrating volunteerism, altruism and dedication, this program focuses on the people driving our community spirit and success. The Civic Awards Program is committed to celebrating contributions from individuals and groups of all ages, backgrounds, and abilities, reflecting the breadth of the Port Hope community.

Consideration will be given to those who have dedicated their time and talents in a volunteer capacity, without remuneration. However, individuals or groups whose community impact involves a combination of volunteer and professional roles, such as leaders who blend compensated and volunteer contribution, may also be considered to be eligible for a Port Hope Civic Award. By the nature of this, eligibility extends to working or retired professionals, artists, athletes, farmers, youth, and community groups whose efforts directly benefit the people and community of Port Hope.

Residency Requirements

Nominees are not required to be residents of the Municipality of Port Hope, except for the Outstanding Citizen and Outstanding Youth nominations.

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

Quality of Nominations

Nominators are required to provide a complete and detailed submission that clearly outlines why they believe the nominee should be recognized. Submissions should address the specific criteria of the relevant award category and include both qualitative and quantitative information that demonstrates the nominee's impact, achievements, and community contribution.

The Civic Awards Committee must use the information provided in the nomination package to evaluate nominees and make award recommendations. Incomplete or vague submissions may limit the committee's ability to assess the nomination fully.

Self-Nomination

Nominations are to be submitted by someone external to the organization; self-nominations will not be accepted. Exceptions would be where a Supervisor, Board Member or other Management position is nominating worthy volunteers from their organization.

Posthumous Recognition

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

Previous Recipients

Nominees may not receive awards in multiple categories for the same body of work or contribution. If a recipient has previously received a Civic Award (in any category other than Outstanding Citizen or Outstanding Youth), they are not eligible to receive an award in another category for the same service or accomplishment for which they were already recognized.

Due to the nature of the Outstanding Citizen and Outstanding Youth categories, receipt of one of these awards does not reset or interrupt an individual's years of service tally or future eligibility for other categories.

Previous recipients may be considered for recognition in the same category (excluding Outstanding Citizen and Outstanding Youth) if:

- The nominee has significantly exceeded their previous level of achievement or has made an impact in a new area distinct from their prior recognition;
- Five (5) years have passed since their last award for the same achievement, and the nominee's contributions have been sustained or expanded during that time.

Category Assignment

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

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

Nomination Forms

Nomination forms must be completely and accurately filled out. If a nomination is not completed to the satisfaction of the committee, the form may be disqualified, and the nomination rejected.

Nomination Forms are available online, printable .PDF, or hardcopy by request.

Civic Award nominations can be submitted in the following ways:

Online: www.porthope.ca/civic-awards
Hand Deliver: Town Hall, 56 Queen Street, Port Hope
Mail: 56 Queen Street, Port Hope, ON, L1A 3Z9
Fax: 905.885.7698
E-mail: civicawards@porthope.ca

Timeline for Submitting Nominations

The nomination period for Civic Awards opens as soon as practicable after November 1st each year. All program administration timelines such as nomination deadline, decision meeting, date of in-camera consideration, notifications, ceremony date etc. will be set on an annual basis by the Committee.

Once nomination intake opens, nominations will be accepted. 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 nomination intake, the Civic Awards Committee will review all nominations submitted in a closed session meeting, in accordance with the category criteria. All award processes will strive to be inclusive and equitable, recognizing a diversity of contributions, perspectives, and lived experiences.

Award decisions will be recommended by Committee resolutions which will then be presented in the form of an in-camera report prepared by the Staff Lead, in conjunction with the Committee Secretary, for consideration of Council.

The Committee Chair, Director of Parks, Recreation & Culture or designate, will participate in the closed session and answer any applicable inquiries associated with the nomination review, award recommendations, and program administration.

There is no defined limit to the number of awards presented in all categories, except the Outstanding Citizen, and Outstanding Youth categories where only one will be presented. The Committee and Council will apply a level of scrutiny during the review process to uphold the integrity of the program and seek to select nominations who have brought honour and enrichment to Port Hope.

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.

Awards for Individuals, Teams and/or Groups

Awards may be presented to individuals, teams and/or groups in all the award categories, except Outstanding Youth & Outstanding Citizen. Nomination forms must specify if the nomination is for a group, an organization or an 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 are given in this circumstance.

If nominating individuals within a group/organization, the nominator is requested to supply complete contact info, years of service and an explanation of impact for each individual member and submit the nomination as one package. An award will be provided to each individual in this circumstance.

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.

Family members of committee members may be eligible to receive a Civic Award.

If a nomination has occurred, for a member or a family member of the Civic Awards Committee, the committee member must declare a conflict of interest and are not eligible to be part of the discussion or vote on whether 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 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, Philanthropy, Heritage 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 achievements and inspirational volunteer contributions, in multiple areas, within the community.

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

- Demonstration of civic mindedness and community spirit;
- The benefits and positive impact of their contributions and/or innovations to the community;
- Length of service and sustained commitment;
- Diversity of service across multiple sectors or initiatives;
- Their service as a role model who inspires others;
- Leadership in mobilizing, mentoring, or guiding others;
- The measurable and lasting impact of their actions on the quality of life in Port Hope.

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 minimum of 4 letters of support;
- An individual shall not be eligible if they have previously been awarded the Outstanding Citizen Award within a 20-year timeframe.

Outstanding Youth Award

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

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

- Demonstration of civic mindedness and community spirit;
- The benefits and positive impact of their contributions and/or innovations to the community;
- Length of service and sustained commitment;
- Diversity of service across multiple sectors or initiatives;
- Their service as a role model who inspires others;
- Leadership in mobilizing, mentoring, or guiding others;
- The measurable and lasting impact of their actions on the quality of life in Port Hope.

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 minimum of 3 letters of support;
- An individual shall not be eligible if they have previously been awarded the Outstanding Youth Award.

Agricultural Award

The Agricultural Award is presented in recognition of outstanding efforts that have made a considerable impact in the field of agriculture within the Municipality of Port Hope. This award recognizes contributions that strengthen the agricultural sector, honour Port Hope's rural roots, and promote the sustainability and vitality of farming in the community.

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

- The degree of contribution in promoting and advancing agriculture in

Port Hope;

- Recognition or achievement in a provincial, national, or higher-level agricultural competition;
- Demonstrated leadership and innovation within the agricultural community (e.g., new practices, technologies, or models);
- Involvement in volunteering, mentoring, education, or advocacy that encourages sustainable agriculture in Port Hope;
- Contributions to agri-tourism, preservation of Port Hope's rural identity, and promotion of the community's agricultural landscape.

Philanthropy Award

The Philanthropy Award is presented in recognition of outstanding generosity and commitment to promoting the welfare of others through charitable giving, volunteerism, and the donation of money, goods, talent, or services.

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

- The degree of positive impact on residents of the Municipality of Port Hope resulting from their contributions;
- Demonstrated leadership in fundraising and the ability to inspire others to give generously;
- The value and significance of contributions (monetary and non-monetary);
- Demonstrated spirit of philanthropy and civic-mindedness;
- Sustained commitment to charitable giving and/or volunteerism over time;
- Active support of local causes and innovative initiatives that address identified community needs and priorities.

Environment Award

The Environment Award is presented in recognition of outstanding leadership, innovation, and action in support of environmental sustainability and stewardship within the Municipality of Port Hope.

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

- Demonstrated leadership in environmental initiatives, including advocacy, awareness-raising, or mobilizing community action;
- Tangible benefits to the local environment, such as conservation efforts, habitat restoration, or the implementation of sustainable and innovative practices in construction, operations, or daily life;
- Educational initiatives that inspire others to adopt environmentally responsible practices;
- Efforts that advance climate action and sustainability goals within the community;
- Success in fundraising or resource mobilization for local environmental projects;
- Contribution to raising public awareness of environmental issues, including through media or community engagement.

Arts & Culture Award

The Arts & Culture Award is presented in recognition of outstanding achievement in the arts and/or significant contributions to cultural life in the Municipality of Port Hope.

The committee, in selecting the recipient(s) for the Arts & Culture Award, will consider:

- Demonstrated artistic achievement and excellence in their chosen discipline;
- Contributions that advance artistic excellence and strengthen the local creative community;
- Leadership in teaching, mentoring, or engaging the public in cultural or artistic projects;
- Inspirational efforts that foster local arts and culture development, including collaboration and innovation;
- Projects or initiatives that enhance the vitality, vibrancy, and cultural identity of Port Hope.

Athletics Award

The Athletics Award is presented in recognition of outstanding achievement and/or leadership in sport within the Municipality of Port Hope.

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

- Athletic achievement, including:
 - Placing first, second, or third at a provincial or national championship;
 - Selection to represent Ontario at a national competition;
 - Selection to represent Canada at an international competition;
- Demonstrated leadership and/or innovation in athletic coaching, education, or advocacy;
- Efforts to engage and inspire youth or peers in developing a lifelong connection to sport and physical activity.
- Inclusive athletic achievement, recognizing contributions and successes in para-sport and initiatives that promote accessibility and equity in sport.
- Recipients may be recognized in multiple years if they continue to achieve success at qualifying competitions.

Heritage Award

The Heritage Award is presented in recognition of exceptional contributions to the preservation, restoration, education, and promotion of Port Hope's heritage.

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

- Preservation or restoration of a heritage building, structure, or site;
- Heritage research, documentation, and/or interpretive publications that enhance understanding of local history;
- Development of heritage-related educational programs or initiatives;
- Contributions and innovations that advance recognition, safeguarding, or

celebration of Port Hope's heritage identity—past, present, and future.

Additional Qualifications

By the nature of this category, those that demonstrate a strong and lasting commitment to heritage conservation in Port Hope may be nominated, including:

- Property owners (residential or commercial),
- Organizations or institutions that lead or support heritage initiatives;
- Individuals and businesses who contribute or donate services to heritage conservation (including volunteers, retired or active professionals such as architects, contractors, and apprentices).

Community Service Award

The Community Service Award is presented in recognition of those who make a positive and lasting impact on the Municipality of Port Hope through their volunteer efforts. This award celebrates those whose dedication, compassion, and commitment enhance the quality of life for others and strengthen our community.

The committee, in selecting the recipient(s) for the Community Service Award, will consider:

- Demonstrated impact on the community and contribution to making Port Hope a better place to live;
- Involvement across multiple areas of volunteerism;
- Leadership and initiative in addressing community needs;
- Length and consistency of service over time;
- Inspiration to others through civic-mindedness and commitment;
- Innovation in creating or improving ways to support the community;
- Exemplary effort that embodies the true spirit of volunteerism and altruism.

Additional Qualifications

This award is intended to recognize sustained and substantial contributions. Volunteers who have participated solely in a single, one-day activity will not be considered.

Special Commendation

Special Commendation provides the Civic Awards Committee and Council with the authority and flexibility to provide special recognition to one-time or extraordinary efforts that do not fall neatly within the existing award categories but are nonetheless deserving of civic recognition.

The Special Commendation Award is not open to public nominations. A certificate may be prepared and presented at the discretion of the Committee and Council.