



The Corporation of the
Town of Cobourg

Resolution

Moved By	<u>S. Seguin</u>	Resolution No.:
Last Name Printed	<u>SEGUIN.</u>	056 - 2019
Seconded By	<u>C. Barpan</u>	Council Date:
Last Name Printed	<u>Barpan</u>	February 25, 2019

WHEREAS the Committee of the Whole has considered a Report from the Economic Development Officer, regarding the Business Achievement Awards: Mayor's Award Policy;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Mayor's Award Policy attached hereto as Appendix "A".

CORPORATION OF THE TOWN OF COBOURG



Division:	General Administration	Effective Date:	February 2019
Department:	Economic Development	Approval Level:	Council
Policy Title:	Mayor's Award	Section #	2 – 3
		Policy #	ECO-ADM19

Purpose

The Mayor's Award has been presented annually at the Town of Cobourg and Northumberland Chamber of Commerce Business Achievement Awards (Business Achievement Awards) since 2004 to recognize and celebrate high achievement in Cobourg's business community. The Mayor's Award Policy provides criteria to determine the formal recognition by the Mayor, on behalf of the Council of the Town of Cobourg, to entrepreneurs, businesses or organizations for their outstanding service and achievement in the Town of Cobourg.

Policy

The Mayor's Award is proposed to be given to an entrepreneur, business or not-for-profit organization operating within the Town of Cobourg that exemplifies the qualities of a community-minded Cobourg business. The Mayor, either on their own or with the advice of the Deputy Mayor and the Arts, Culture and Tourism Council Coordinator, will select one annual recipient for the award to be presented at the Business Achievement Awards.

The award will be bestowed to an entrepreneur, business or not-for-profit organization that best meets the following criteria, as judged by the Mayor and the Deputy Mayor and Arts, Culture and Tourism Coordinator, as appropriate:

- Significant and helpful charitable donation;
- Involvement in the Cobourg community (e.g. sponsorship of sports groups, volunteerism);
- Contributions to employees (e.g. quality working conditions, employee development and retention programs, employee wellness programs);
- Leadership through business investments that align with Cobourg's strategic plan objectives;
- Significant social and economic contributions;
- Display good business ethics;
- Display leadership in their sector and have excelled in customer service; and
- Any other act or achievement of singular significance that has strengthened and benefited the Cobourg business community.



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Selection Process

The recipient for the Mayor's Award is selected by the Mayor and is not open for public nomination. Economic Development Staff will provide a preliminary and suggestive list of candidates that shall take into consideration the eligibility criteria specific to the Mayor's Award. The number of candidates suggested shall be reasonably reliant on the amount of eligible entrepreneurs, businesses or not-for-profit organizations appropriate to the year in which the Mayor's Award is awarded. Each suggestion shall be accompanied with detailed information in support of how the particular entrepreneur, business or organization best meets the eligibility criteria, in addition to any other supporting material that staff may deem appropriate.

The Mayor on their own or with the Deputy Mayor and the Arts, Culture and Tourism Council Coordinator shall meet with appropriate staff to review the list of eligible candidates. The Mayor shall reserve the ultimate decision on the selection of a recipient for the Mayor's Award.

Municipal/government employees at any level and employees of the Northumberland Central Chamber of Commerce will not be considered for an award.

Definitions

"Business" means a business where goods and services are exchanged for money.

"Not-for-profit Organization" means an organization that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives and keeping it running

"Entrepreneur" means an individual or group of individuals operating or providing business services

"Staff" means Town of Cobourg Economic Development Staff

"Municipal/Government Employee" means any person employed by the Municipal, County, Provincial or Federal Governments

"Town of Cobourg and Northumberland Central Chamber of Commerce Business Achievement Awards" means the Business Achievement Awards held annually to recognize excellence and honor high achievers in the local Cobourg and Northumberland Central Chamber of Commerce caption area.



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Section # 2 – 3
Policy # ECO-ADM19

Administration

The Chief Administrative Officer hereby designates the Economic Development Department to implement and administer this policy and any related procedures.

The President of the Northumberland Central Chamber of Commerce will be advised of the selected recipient for the Mayor's Award and only select members of the Business Achievement Awards Committee will have knowledge of the winner for the purpose of preparing the scripts, trophies and media packages for the Business Achievement Awards Gala.

Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:
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