



The Corporation of the
Town of Cobourg

Resolution

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Resolution No.:

339-19

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Council Date:

September 9, 2019

WHEREAS at the Committee of the Whole on September 3, 2019, Council considered a Memo from the Records and Committee Coordinator, regarding the proposed Civic Awards Advisory Committee and the Civic Awards Program – Standards and Procedures Manual;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Town of Cobourg's Civic Awards Program – Standards and Procedures Manual as attached to this Resolution.



TOWN OF COBOURG'S CIVIC AWARDS PROGRAM – STANDARDS & PROCEDURES

RESOLUTION #339-19

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1.0 PREAMBLE

The Town of Cobourg's Civic Awards Program was created to recognize volunteer achievements that have made a significant contribution to our community. This is done through hosting an Annual Awards Ceremony that honors the award finalists with a special award presentation generally hosted in the spring of every year.

The Civic Awards Advisory Committee is responsible to oversee the annual Civic Awards Program and reports directly to the Municipal Council of the Town of Cobourg on matters related to the Program.

2.0 PURPOSE

This document establishes the criteria, guidelines and procedures for the formal recognition of individuals and groups who have contributed to the betterment of the Town Cobourg through volunteer service to the community.

Its standards and procedures will assist members of the public to determine the right award category for their nominee and how to submit a nomination, while also setting a framework for the Civic Awards Advisory Committee to refer when providing oversight of the Program on behalf of the Municipal Council.

3.0 NOMINATION ELIBILITY

The Civic Awards Program is designed to recognize volunteer efforts, exceptional contributions and/or achievements in the Town of Cobourg. Individuals, groups or individuals within a group who willingly volunteers their time to benefit others are eligible for an award provided that they live in, operate a business in or volunteer within the boundaries of the Municipality.

Nominees must be volunteers. Any remuneration of any kind for the activity in which the person is involved will make a nomination void.

The Town of Cobourg's Civic Awards Program recognizes two (2) types of awards: Major and Distinguished Awards. For Major Awards, Nominators must ensure that the standard eligibility criteria of Nominees serving a minimum of five (5) years of volunteer service is met, unless noted otherwise in the eligibility criteria for the Award. Distinguished Awards will only require a demonstrated volunteer service of one (1) year.

All Nominations must satisfy the requirement(s) listed in the respective Award that they are nominating individual(s) or groups for. This information is found in Sections 6.0 and 7.0 of this document.

Nominees may be eligible to receive awards in more than one category, should each Nomination fulfil the criteria of the award category. Nominees may not receive awards in multiple categories for the same body of work.

Self-nominations will not be accepted. Nominations may be eligible for posthumous recognition provided the nomination submitted qualifies and meets award criteria in any of the available categories.

Members of the Civic Awards Committee may be eligible to receive a Civic Award during their term on the Advisory Committee if they have satisfied the requirements for the award in which they have been nominated, however, they are not eligible to receive an award for work done on the Civic Awards Advisory Committee while they are still active on the Advisory Committee.

4.0 NOMINATION PROCESS

To nominate an individual, group or individuals within a group for a civic award, Nominator's must complete the prescribed Civic Awards Nomination Form.

The Nomination Form shall be made publicly available in electronic and hard-copy formats and include information on where to submit the Nomination Form. If individuals are unable to complete the Nomination Form for reason of disability, accessible and alternate formats will be made available upon request to the Legislative Services Department.

The Nomination Form must specify if the nomination is for an individual, group, or individuals within a group, and must be completely and accurately filled out according to the requirements provided on the Form. If a nomination is not completed to the satisfaction of the Civic Awards Advisory Committee, the form may be disqualified, and the nomination be rejected.

Nominators should include enough information to give the Civic Awards Advisory Committee a general overview of the Nominee's character (or group name and particulars) and the impact of his/her or group volunteer service. If nominating individuals within a group, the Nominator is required to supply complete contact information, years of service and an explanation of impact for each individual member and submit the nomination as one package.

The Civic Awards Advisory Committee may only use the information provided in the nomination package to make an award recommendation to the Municipal Council for final approval. The Civic Awards Advisory Committee reserves the right to change a nomination to an alternative category if the criteria is met.

Civic Award Nominations may be submitted to the Advisory Committee any time prior to the deadline for submissions. Nomination submissions received past the advertised deadline will be disqualified.

5.0 SELECTION PROCESS

The Civic Awards Advisory Committee, or its designated Sub-Committee, will act as the Selection Committee to review all eligible Civic Award Nominations for the Program. The Selection Committee shall score all nominations according to a set criteria to be determined by the Selection Committee. These scores are tallied and provide an overall assessment for each Nomination.

If the Civic Awards Advisory Committee own its determination, or through the recommendation of the Selection Committee, determines that more than one (1) Nominee should be awarded a Major or Distinguished Award for a particular year, the Civic Awards Advisory Committee may recommend the appropriate number of recipients and supporting documentation for such Award(s) to the Municipal Council.

If a Selection Sub-Committee is established, the Committee shall first report its award recipient recommendations to the Civic Awards Advisory Committee directly who shall thereafter, provide the Municipal Council with the names of all recommended recipients eligible to receive awards, along with supporting documentation for their consideration and final approval.

Final consideration of dispensation of awards will be at the Municipal Council's discretion. Once an award has been approved by the Municipal Council and given to a Nominee at the Awards Ceremony, it may not be rescinded.

It shall be the responsibility of the Civic Awards Advisory Committee to ensure that each Major Award recipient receives the signature Hoselton statue award, Certificate of Honour and a Civic Award Pin, and that Distinguished Award recipients receive a Certificate of Honour and a Civic Awards Pin.

6.0 MAJOR AWARD CATEGORIES & CRITERIA

The Cobourg Civic Awards Program has the following eleven (11) Major Awards in which members of the public may nominate individual(s) or groups for:

- Angus & Bernice Read Volunteer Award;
- Arts & Culture Award;
- Bravery Award;
- Environmental Award;
- Heritage Award;
- Layton Dodge Athletic Award;
- Lloyd C. Stinson Award for Community Service;
- Mayor's Award of Distinction;
- Outstanding Seniors Award;
- Outstanding Youth Award; and
- Sportsmanship Award.

Angus & Bernice Read Volunteer Award

The Angus & Bernice Read Volunteer Award is presented to an individual whose volunteerism, leadership, commitment and actions have improved the quality of life for a large spectrum of the population in Cobourg. This individual will have a minimum of five (5) years of volunteer service.

The Civic Awards Advisory Committee in selecting the recipient for the Angus & Bernice Read Volunteer Award will consider the following criteria:

- Length of service – five (5) years or more;
- Diversity of service;
- Leadership;
- Their demonstration of civic mindedness;
- The benefits of their contributions to the Community; and
- Their service as a role model.

Additional Qualifications for the Angus & Bernice Read Volunteer Award include:

- Three (3) to five (5) letters of support which highlight the Nominee's achievements in the Award's category.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Arts & Culture Award

The Arts & Culture Award is presented to an individual or group who has accomplished outstanding achievement(s) in the Community within the fields of arts and culture.

The Civic Awards Advisory Committee in selecting the recipient for the Arts & Culture Award will consider the following criteria:

- Length of service – five (5) years or more;
- Their demonstration of civic mindedness;
- The benefits of their contributions to the Arts and Culture Community in the Town of Cobourg;
- Their service as a role model;
- Diversity of service; and
- Leadership.

Additional Qualifications for the Arts & Culture Award include:

- Three (3) to five (5) letters of support which highlight the Nominee's achievements in the Award's category.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Bravery Award

The Bravery Award is presented to an individual who has displayed courage and heroism, beyond the call of duty, in the face of danger in order to save others from harm. This Award will be given out when circumstances dictate, at the discretion of the Civic Awards Advisory Committee, and with the approval of the Municipal Council.

The Civic Awards Advisory Committee in selecting the recipient for the Bravery Award will consider the following criteria:

- Individuals of all ages who have displayed courage and heroism beyond the call of duty, in the face of danger in order to save others from harm; and
- The quality of previous recipients who have received the Bravery Award.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Environmental 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 Civic Awards Advisory Committee in selecting the recipient for the Environmental Award will consider the following criteria:

- 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; and
- A local fundraising campaign to benefit a local environmental project.

Previous Recipients of this Award will be eligible for consideration if:

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

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Heritage Award

The Heritage Award is presented to an individual or group who has demonstrated an outstanding contribution to the conservation and/or promotion of the Town's cultural heritage resources.

The Civic Awards Advisory Committee in selecting the recipient for the Heritage Award will consider the following criteria:

- Their leadership in teaching, encouraging, and engaging the public in significant Heritage projects.

Previous Recipients of this Award will be eligible for consideration if:

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

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Layton Dodge Athletic Award

The Layton Dodge Athletic Award is presented to an athlete, who has contributed to Cobourg's athletic community in terms of ability, sportsmanship, participation and leadership.

The Civic Awards Advisory Committee in selecting the recipient for the Layton Dodge Athletic Award will consider the following criteria:

- The Nominee has been chosen to represent Ontario in a national competition;
- The Nominee has been chosen to represent Canada in an international competition; and/or
- The Nominee has placed first, second or third in a National or Provincial Championship.

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

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Lloyd C. Stinson Memorial Award for Community Service

The Lloyd C. Stinson Memorial Award for Community Service is presented to an individual who has performed outstanding charitable works to those in need, the aged, youth or those living with disabilities.

The Civic Awards Advisory Committee in selecting the recipient for the Lloyd C. Stinson Memorial Award for Community Service will consider the following criteria:

- Length of service – five (5) years or more;
- The benefits of contributions to the needy, aged, youth or those living with disabilities;
- Diversity of service; and
- Leadership.

Previous Recipients of this Award will be eligible for consideration if:

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

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Mayor's Award of Distinction

The Mayor's Award of Distinction is presented to an individual or group who has made outstanding volunteer contributions in the Community.

The Mayor in selecting the recipient for the Mayor's Award of Distinction will consider the following criteria:

- Length of service – five (5) years or more;
- The benefits of their contributions to the community;
- Diversity of service; and
- Leadership.

Previous Recipients of this Award will be eligible for consideration if:

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

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Outstanding Seniors Award

The Outstanding Seniors Award is presented to an individual who has made an outstanding volunteer contribution to the community and who is a minimum of sixty-five (65) years of age as of December 31st of the year of Nomination.

The Civic Awards Advisory Committee in selecting the recipient for the Outstanding Seniors Award will consider the following criteria:

- Length of service – five (5) years or more;
- The benefits of their contributions to the community;
- Diversity of service; and
- Leadership.

Previous Recipients of this Award will be eligible for consideration if:

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

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Outstanding Youth Award

The Outstanding Youth Award is presented to an individual who has made an outstanding volunteer contribution to the community and who is nineteen (19) years of age or younger as of December 31st of the year of Nomination.

The Civic Awards Advisory Committee in selecting the recipient for the Outstanding Youth Award will consider the following criteria:

- Length of service – five (5) years or more;
- The benefits of their contributions to the community;
- Diversity of service; and
- Leadership.

Previous Recipients of this Award will be eligible for consideration if:

- Achievement is in a different area for which they previously nominated;
- Five (5) years have passed since their last award for the same achievement; or

- If in the same category, they have significantly exceeded their previous achievement.

This award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Sportsmanship Award

The Sportsmanship Award is presented to a coach, official or sports organizer who has shown outstanding leadership in contribution to Cobourg's sports and recreation community.

The Civic Awards Advisory Committee in selecting the recipient for the Sportsmanship Award will consider the following criteria:

- Nominee demonstrates leadership in teaching, encouraging, and engaging their team members in their sport; and
- Through their mentorship and teaching, has succeeded in taking their team to a Provincial, National or International Championship.

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

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

7.0 DISTINGUISHED AWARD CATEGORIES & CRITERIA

The Cobourg Civic Awards Program has the following seven (7) Distinguished Awards in which members of the public may nominate individual(s) or groups for:

- Arts & Culture;
- Athletics;
- Accessibility;
- Community Service;
- Environment;
- Education & Technology; and
- Heritage.

The Civic Awards Advisory Committee in selecting recipients for Distinguished Awards will consider the following criteria:

- Length of service – at least one (1) year;
- The benefits of their contributions to the Community;
- Diversity of service; and
- Leadership.

Previous Recipients of Distinguished Awards will be eligible for consideration if:

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

8.0 PERSONAL INFORMATION

Personal information that is submitted to the Civic Awards Program is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act to determine the Nominee's eligibility for Awards. Submissions of Nomination Forms and supporting material will be retained by the Town of Cobourg for the period of time prescribed in the Municipality's Retention Schedule.

Information contained in Nomination Forms will be shared with Members of the Civic Awards Advisory Committee and its designated Sub-Committee(s) for the purposes of evaluating Nominations and to make an appropriate selection of award recipients.

Questions regarding the collection, use and disclosure of personal information submitted as part of the Nomination Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at clerk@cobourg.ca.