



# Civic Recognition Program Policy

## Town of Grimsby

### **POLICY STATEMENT**

The Civic Recognition Program recognizes outstanding achievements and voluntary contributions of residents and organizations of the Town of Grimsby. The program provides an opportunity for the Mayor and Members of Council to celebrate and acknowledge the special efforts of community members.

### **PROGRAM SUMMARY**

Civic Recognition awards will be presented bi-annually as a means of celebrating citizen achievements and community efforts. Awards will be presented based upon nominations received, and the summary and recommendations prepared by the Parks, Recreation and Culture Department. A Civic Recognition Awards Ceremony, presented by Town Council, will be held to acknowledge the recipients.

### **PROCESS**

- Nomination forms and criteria will be sent out to all community organizations on file with the Parks, Recreation and Culture Department. The forms and information will be advertised in the local newspapers, on the Town website, through social media and posted in community facilities.
- Staff will collect, summarize and present the nominations to the Parks, Recreation and Culture Committee for approval (and then subsequently Town Council).
- The nomination description, as provided by the nominator, will be the basis for the award approval and it will be used as the introduction for the award recipient at the awards event.
- Once approved the nominators and nominees will be notified of their award and the details of the ceremony date. Nominees must agree to accept their award, and RSVP to the event.
- The Mayor and Council will be invited to present the awards to the recipients.
- Award recipients who were unable to attend the event will receive their certificate at a Town Council meeting.
- All award recipients are included in a master list of Civic Recognition Award Recipients.

### **FREQUENCY**

- The Civic Recognition Awards will be conducted every 2 years, generally hosted in the Spring.
- Independent awards may be issued under special circumstances. These awards will still follow the same approval process.

### **RECOGNITION CATEGORIES AND ELIGIBILITY**

#### Special Achievement Award

1. Citizens who have achieved Provincial, National or International Recognition and, in doing so, have brought honour to the Town of Grimsby.

2. Citizens who have completed special projects, voluntary in nature, that have brought favourable publicity to the community or that have contributed positively to the Grimsby community.
3. Citizens who have achieved a special milestone through community service efforts. (eg. 50<sup>th</sup> anniversary of a volunteer organization serving local purposes).

#### Outstanding Volunteer Award

1. Those who in the view of the Committee and Council, have contributed significantly to the quality of life in the community through their volunteer efforts.

#### **ADDITIONAL GUIDELINES**

- Recipients must be residents of Grimsby.
- Where a group award is nominated, the majority of the group must be Grimsby residents, and all group members will be acknowledged.
- Teams and Organizations will be awarded and presented to as a group.
- Generally, individuals will not be recognized more than once for individual awards unless under exceptional circumstances as determined by Council. Staff are able to confirm if an individual has previously been awarded.
- Nominees who receive salaries or wages for their efforts will generally not be eligible. Special circumstances may be considered.
- Members of Council, Committee Members and Town of Grimsby staff are eligible to submit a nomination.

Revised: November 2019