

Title:	Civic Recognition Program
Policy #:	CS-2024-01
Approval By:	Council
Administered By:	Community Services Department
No. of Pages:	4
Effective :	<i>January 2024</i>

1. Background

The Civic Recognition Program for the Town of Grimsby has been in existence since 1979, evolving and expanding over time. The program recognizes outstanding achievements and voluntary contributions of residents and organizations within the Town of Grimsby.

Awards will be summarized for Council's consideration based upon nominations received from the community, and the summary and recommendations prepared by the Community Services Department. A Civic Recognition Awards Ceremony, presented by Town Council, will be held to acknowledge and celebrate the recipients.

2. Purpose

The Civic Recognition program provides an opportunity for the Mayor and Members of Council to:

- celebrate and acknowledge the special achievements of community members and
- celebrate the outstanding efforts of community members that directly impact and enhance the lives of Grimsby residents.

3. Program Schedule

- The Civic Recognition Awards will be conducted every 2 years, generally hosted in the Spring.
- Independent awards may be issued under special circumstances or time sensitive situations. These awards will still follow the same review and approval process but may be awarded in a different setting.

4. Funding

Costs associated with the Civic Recognition Program are covered through operating budget in the Community Services budgets. There are no fees or costs tied to this program, aside from costs related to the Civic Recognition celebration event. This program does not include honorariums or monetary gifts of any kind.

5. Selection Process and Communication

- Nomination opportunities will be sent out to all community organizations on file with the Community Services Department. The forms and information will be advertised in the local newspapers, on the Town of Grimsby website, through social media and posted in community facilities.
- Nominations will be received through an online form format, with alternative formats available. The full policy and selection criteria will also be posted on the website and linked to the online nomination form.
- Staff will collect, summarize and present all nominations received to the Community Services Committee for approval (and then subsequently Town Council). Nominations will be reviewed in closed session due to personal information being shared.
- There is not a fixed number of awards that may be given, all eligible nominations can be accepted.
- All nominations will be reviewed using the selection matrix (attached) by a team of 3 staff members towards making a recommendation to Committee/Council.
- 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.

6. Recognition Categories

The following categories are available for nomination for a Civic Recognition Award:

Special Achievement Award

1. Citizens who have achieved a Provincial, National or International Award and, in doing so, have brought honour and recognition to the Town of Grimsby.
 - a. Examples may include receiving first place at a national sports competition or receiving an international award for a film project.
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.
 - a. Examples may include Chairing a special purpose committee for a commemorative local event.
3. Citizens who have achieved a special milestone through community service efforts.

- a. Examples may include 50th 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 extensive and continued volunteer efforts that directly benefit the Grimsby community.
 - a. Examples may include 15 yrs of service with a local community organization, or a unique volunteer effort that serviced a special need in the community.

7. Mayor's Special Achievement Award

The following award is available for nomination by a Council member to the Mayor for very unique and exception circumstances:

Mayor's Special Achievement Award

1. Honoring a Grimsby citizen whose collective contributions to the community are exemplary and of particular distinction. These efforts and contributions have been long standing and has led to considerable positive impacts to the quality of life of Grimsby residents.

This award would be given to a local resident that significantly has gone above and beyond the general criteria outlined in this program. The award is reserved for very select and special purposes. The rationale for the award will be fully outlined by the nominator and Council will review the nomination collectively.

8. Awards Presentation

- 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.
- The Mayor and Council will be invited to present the awards to the recipients.
- All award recipients will be provided with a certificate of achievement.
- 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.

9. Eligibility Criteria

The following general guidelines will be used for selecting the Civic Recognition recipients. Staff will review the applications using these guidelines and provide a recommendation to Council for approval.

1. Recipients must be residents of Grimsby.
2. Where a group award is nominated, the majority of the group must be Grimsby residents, and all group members will be acknowledged.
3. Teams and Organizations will be awarded and presented to as a group.
4. Generally, individuals will not be recognized more than once for individual awards unless under exceptional circumstances or for unique purposes unrelated to the previous award. Staff are able to confirm if an individual has previously been awarded.
5. Nominees who receive salaries or wages for their efforts will generally not be eligible. Special circumstances may be considered.
6. Philanthropy or financial support does not constitute program eligibility unless there are ongoing active volunteer efforts to fundraise for a local cause.
7. Members of Council, Committee Members and Town of Grimsby staff may submit nominations, but are not eligible to receive awards related to any Town of Grimsby work.
8. Where the nomination is acknowledging an outreach or volunteerism initiative, that initiative is to be of direct benefit to the Grimsby community.
9. Nominations for volunteerism must demonstrate that the efforts are 'over and above' contributions. Generally the efforts will be for a significant project, extended periods of time or other factors that make the recognition unique and noteworthy at the community level.
10. The assessment of applications will be from the nominations received. Incomplete nominations will not be advanced. Staff may contact the nominator if a question arises.
11. Nominations received that pertain to an individual or group that may be in dispute or negotiations with the Town of Grimsby will be declined until such time that those concerns no longer exist or are fully addressed.
12. Council reserves the right to not advance nominations at their discretion.

10. Policy Review

This policy will be reviewed every 4 years or as needed.

Appendix A – Evaluation Matrix
