

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 80/2016

Being a By-law to Amend By-law 70/2015 being a By-law to Establish and Adopt the Terms of Reference for the Civic Awards Advisory Committee for the Corporation of the Municipality of Port Hope regarding Schedule "A" – Terms of Reference

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass By-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS the Council of the Corporation of the Municipality of Port Hope deems it advisable to establish the Civic Awards Advisory Committee for the Corporation of the Municipality of Port Hope;

AND WHEREAS Council at their Committee of the Whole meeting held on December 6, 2016 considered a Staff Report regarding Civic Awards Program review;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE ENACTS AS A BY-LAW FOLLOWS:

1. That Schedule "A" – Terms of Reference is hereby deleted in its entirety and replaced with a new Schedule "A" attached hereto.
2. This By-law shall come into force and effect upon passing.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 20th day of December, 2016.

R.J. Sanderson, Mayor

B. Gilmer, Municipal Clerk

TERMS OF REFERENCE

GOALS

The Civic Awards Program sets out 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/or achievements bringing honour and/or enrichment to the Municipality of Port Hope.

MANDATE

- To encourage and reward achievements and volunteerism within the Municipality.
- Increase awareness about the Civic Awards program and recipient contributions and achievements.
- To ensure awards are granted in a fair and consistent fashion even as Committee members change in order to help preserve the integrity of the Civic Awards Program over the long term.
- To collaborate with Municipal staff and Council to host successful program, annually.
- To evaluate the Municipality's recognition program once each Council term, asking for input from Civic Awards Advisory Committee volunteers who have contributed over the previous four (4) years. To review and recommend award categories and criteria for Council's consideration.

DUTIES AND RESPONSIBILITIES

- To promote program and solicit nominees for civic award recognition.
- To review nominations for annual awards and provide Council with names of those individuals, teams and/or groups eligible to receive awards through in-camera staff report
- Managing tracking of each year's award recipients and their nominations to prevent duplication of awards.
- To collaborate with municipal staff in the planning and execution of an annual Civic Awards Ceremony, annually.
- Ensure that each recipient receives a duly inscribed award.
- Ensure that the Outstanding Citizen and Outstanding Youth award recipients' names are displayed for public viewing in Town Hall
- Create and alter from time to time a nomination form that is readily available to the public.

NOMINATION & ELIGIBILITY GUIDELINES

1.1 *Nomination Eligibility*

The Civic Awards program is designed to recognize volunteer efforts, exceptional contributions and/or achievements bringing honour and/or enrichment to the Municipality of Port Hope. Only those whom have volunteered their time and service, and/or competed at an amateur level, and for which no remuneration or payment has been received will be eligible for a Port Hope Civic Award.

1.2 *Nomination Forms*

Nomination forms must be completely and accurately filled out. The Civic Awards Committee can only use the information provided in the nomination package to make an award recommendation. If a nomination is not to the satisfaction of the committee, the form may be disqualified, and the nomination rejected.

Civic Appreciation Awards Nomination Form Available formats:

- Online
- PDF

Where to submit nomination:

Hand Deliver: Town Hall, 56 Queen Street, Port Hope

Mail: Municipality of Port Hope
56 Queen Street
Port Hope, ON L1A 3Z9

Fax: 905.885.7698

E-mail: civicawards@porthope.ca

1.3 Residency Requirements

Nominees are not required to be a resident of the Municipality of Port Hope, with the exception of the Outstanding Citizen and Outstanding Youth categories recipients.

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

1.4 Quality of Nominations and Self-Nomination

Nominators are required to provide a detailed submission clearly stating why they believe the nominee should be considered. These details should include, but not limited to, organization they volunteered for, length of service, projects they were involved with, leadership roles, the impact their role had on the community, and the level of commitment shown by the nominee.

Nominations are to be submitted by someone external to the organization. Exceptions would be where a Supervisor, Board Member or other Management position is nominating worthy volunteers from their organization.

Self-nominations will not be accepted.

1.5 Categories

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

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

1.6 Timeline for Submitting Nominations

Civic Awards Nominations may be submitted to the Committee any time prior to the deadline for submissions. All nomination submissions received past the deadline will be disqualified.

1.7 Award Approval

The Civic Awards Committee will review all nominations submitted by the public, in confidence. It is the Committee's responsibility to provide the Council with the names of the recommended recipients eligible to receive awards, along with supporting documentation for Council's approval, through an in-camera report.

Final consideration of dispensation of awards will be at Council's discretion.

1.8 Posthumous Recognition

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

1.9 Awards for Individuals, Teams and/or Groups

Nomination forms must specify if the nomination is for a group/organization or individual.

Nomination for individuals: the nominator is required to provide the nominee's name, complete contact details and provide required information for particular award category.

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. Only one award is given out in this circumstance.

If nominating individuals within a group/organization, the nominator is required to supply complete contact info, years of service and an explanation of impact for each individual member and submit the nomination as one package.

Awards may be presented to individuals, teams and/or groups in all the award categories, except Outstanding Youth & Outstanding Citizen.

1.10 Members of the Civic Awards Committee

Members of the Civic Awards Committee may be eligible to receive a Civic Award during their term on the Committee if they have satisfied the requirements for the award they have been nominated for. They are not eligible to receive an award for work done on the Civic Awards Committee while they are still active on the committee. If a nomination has occurred, the committee member must declare a conflict of interest and are not eligible to be part of the discussion on whether or not they have satisfied the award requirements.

2. 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, Inspiration, Philanthropy, and Environment.

2.1 OUTSTANDING CITIZEN AWARD:

The Outstanding Citizen Award is presented to an individual in recognition of outstanding volunteer contributions in multiple areas within the community.

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

- length of service
- their demonstration of civic mindedness
- the benefits of their contributions to the community
- their service as a role model
- diversity of service
- leadership

2.1.2 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 Signature Sheet, signed by a minimum of fifteen (15) adults

2.1.3 This award shall only be given when warranted in the opinion of the Committee and Council.

2.1.4 An Individual is eligible to be nominated in more than one (1) year; however, that individual shall not be eligible if he/she has previously been awarded the Outstanding Citizen Award within a 20 year timeframe.

2.1.5 The recipient of the Outstanding Citizen Award shall be provided with the appropriate form of recognition as recommended by the Civic Awards Committee to Council, at the Civic Awards Ceremony

2.2 OUTSTANDING YOUTH AWARD:

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

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

- length of service
- their demonstration of civic mindedness
- the benefits of their contributions to the community
- their service as a role model
- diversity of service
- leadership

2.2.2 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.
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- 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 Signature Sheet, signed by a minimum of ten (10) people, at least five (5) must be adults

2.2.3 This award shall only be given when warranted in the opinion of the Committee and Council.

2.2.4 An Individual is eligible to be nominated in more than one (1) year; however, that individual shall not be eligible if he/she has previously been awarded the Outstanding Citizen Award.

2.2.5 The recipient of Outstanding Youth Award shall be provided with shall be provided with the appropriate form of recognition as recommended by the Civic Awards Committee to Council, at the Civic Awards Ceremony

2.3 AGRICULTURE AWARD:

The Agricultural Award is presented to the individual or group who is involved in a project that has had a considerable impact in the area of agriculture in the Municipality of Port Hope.

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

- Degree of contribution in promoting agriculture in Port Hope
- Received an award in a provincial or higher agricultural competition during the year for which the Agricultural Award is presented
- Leadership within the agricultural community
- Involvement within the community volunteering, teaching, promoting, or encouraging sustainable agriculture within the Municipality of Port Hope.

2.3.2 Previous recipients will be eligible for consideration if:

- their achievement is in a different area than they were previously nominated for
- five (5) years have passed since their last award for the same achievement
- if in the same category, they have significantly exceeded their previous achievement.

2.4 INSPIRATION AWARD:

The Inspiration Award is presented to an individual who inspires those around them to serve more, to think bigger, who encourages action, is a strong source of support within the community, or pushes those around them to believe in themselves.

2.4.1 The committee in selecting the recipient for the Inspiration Award will consider:

- Type and nature of the inspiration provided
- Number of people influenced
- Impact of their actions

2.4.2 Previous recipients will be eligible for consideration if:

- their achievement is in a different area than they were previously nominated for
- five (5) years have passed since their last award for the same achievement
- if in the same category, they have significantly exceeded their previous achievement.

2.5 PHILANTHROPY AWARD:

The Philanthropy award is to be awarded to an individual, couple or group for their outstanding desire to promote the welfare of others through the generous donation of money, goods, talent or services.

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

- The degree of benefits to the residents within the Municipality of Port Hope as a result of philanthropic contribution
- Leadership role in fundraising and the encouragement of other to give generously

2.5.2 Previous recipients will be eligible for consideration if:

- their achievement is in a different area than they were previously nominated for
- five (5) years have passed since their last award for the same achievement
- if in the same category, they have significantly exceeded their previous achievement.

2.6 ENVIRONMENT 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.

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

- Completed a local fundraising campaign to benefit a local environmental project
- Raised awareness for environmental issues (include media coverage)
- Provided a benefit to the environment in increased conservation, in restoration of natural habitat, in the use of environmentally sound practices in construction or operations.

2.6.2 Previous recipients will be eligible for consideration if:

- their achievement is in a different area than they were previously nominated for
- five (5) years have passed since their last award for the same achievement
- if in the same category, they have significantly exceeded their previous achievement.

2.7 ARTS & CULTURE AWARD:

The Arts and Culture Award is to be awarded to an individual or groups for promotion or high achievement in the Arts.

2.7.1 The committee in selecting recipients will consider:

- Level of achievement
- Achievement in multiple areas
- Leadership in promoting the arts or culture in the Municipality of Port Hope

2.7.2 Previous recipients will be eligible for consideration if:

- their achievement is in a different area than they were previously nominated for
- five (5) years have passed since their last award for the same achievement
- if in the same category, they have significantly exceeded their previous achievement.

2.8 ATHLETICS AWARD:

The Athletics Award is designed to recognize individuals or teams who have excelled within their particular sport.

2.8.1 Awarded to a team or individual that has met one or more of the following criteria:

- Placed first, second or third in a provincial championship
- Placed first, second or third in a national championship
- Has qualified for national team funding
- Has been chosen to represent Ontario in a national competition
- Has been chosen to represent Canada in an international competition

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

2.9 COMMUNITY SERVICE AWARD:

The Community Service award recognizes individuals or groups who positively impact the Municipality of Port Hope through their volunteerism by enhancing quality of life for others.

2.9.1 The committee in selecting recipients will consider:

- Demonstrable impact on the community in the service of making Port Hope a better place to live.
- Multiple areas of volunteerism
- Project leadership
- Length of service

2.9.1 Volunteers who have volunteered solely for a one-day will not be considered for this award.

2.9.2 Previous recipients will be eligible for consideration if

- their achievement is in a different area than they were previously nominated for
- five (5) years have passed since their last award for the same achievement
- if in the same category, they have significantly exceeded their previous achievement.
- Service Organization recipients to be based upon 5 year increments of membership and service. Consideration to an exception may be provided for an activity that meets the Impact on Community requirement in an exceptional and outstanding way.

COMMITTEE OPERATING PRINCIPLES

3. GENERAL

- 3.1 Committee Meetings shall be conducted in accordance with the Municipality's Procedural By-law and records shall be maintained in accordance with the Municipality's Records Retention By-law;
- 3.2 Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act;
- 3.3 Members shall ensure that policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07;
- 3.4 The Committee shall hold regular meetings as required and agreed upon by a majority vote of the members. A quorum is not required for Civic Awards Advisory Committee meetings;
- 3.5 The Committee shall elect a Chairperson and may elect a Vice-Chairperson annually at its first meeting, or as soon as practicable, from among the members. In the absence of the Chairperson, and Vice-Chairperson as the case may be, an acting Chairperson may be appointed by a majority vote of the members present to preside at the meeting where the chairperson is absent. If the chair resigns before the completion of their term, the Vice Chair will complete the term left vacant and a new Vice Chair will be elected to complete the term left vacant;
- 3.6 The Committee may appoint, as it deems necessary sub-committees to act in an advisory capacity to the Committee;
- 3.7 The Committee shall provide recommendations to the Committee of the Whole on matters referred by Committee of the Whole/Council to the Committee;
- 3.8 The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for approved initiatives and is authorized to work jointly with other Municipal Boards, Committees and/or services in encouraging its goals;
- 3.9 Approved minutes shall be forwarded through the Municipal Clerk or designate for inclusion in the Committee of the Whole agenda.
- 3.10 The Chair shall submit an annual report outlining the committee activities both past and current and proposed work plan for the upcoming year, to be submitted at the end of each year to Council through the Municipal Clerk or designate.

4. BUDGET CONSIDERATIONS

- 4.1 The fiscal year of the Committee will be January 1 to December 31 annually. The Budget Committee shall set a budget for the Civic Awards Night event, which reflects the event's operating and capital needs, in keeping with budget directions and timelines. The budget will be presented within the Local Boards and Committees budget submission;
- 4.2 All revenues and expenditures must be authorized in keeping with corporate policies. While fundraising is not expected of the Civic Awards Advisory Committee, any fundraising undertaken must comply with corporate policies and any grant applications must be reviewed by the staff liaison prior to submission to the granting organization.

5. COMMUNICATIONS

Council shall prepare an annual communications plan so that their staff liaison can work with corporate communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, funded by the Civic Awards Advisory Committee annual budget allocation.

6. ROLES AND RESPONSIBILITIES

6.1 CHAIRPERSON:

- Provide leadership to the Committee;
- Chair Committee meetings in accordance with the Municipality's Procedural By-law;
- Ensure agendas are prepared for meetings and distributed.
- Report to Council annually and at other times as may be required;
- Act as spokesperson for the Committee;
- Express consensus as reached by Committee;
- Ensure that the Municipalities By-laws and Policies are adhered to with respect to all matters'
- Ensure that all invoices recommended for payment are recorded in the minutes;
- Ensure that invoices recommended by the Committee for payment are forwarded to the Municipal Finance Department for processing in a timely manner and that the operating budget is balanced

6.2 VICE-CHAIRPERSON:

- Act in the position of the Chairperson in the absence of the Chairperson;
- Otherwise, regular Committee member role.

6.3 COMMITTEE MEMBERS:

- Attend regular Committee meetings;
- Advise the Chairperson if unable to attend a meeting;
- Actively participate in Committee meetings;
- Actively participate in carrying out the responsibilities of the Civic Awards Committee;
- Serve as an advisory body to the Port Hope Municipal Council on matters relating to the selection of Civic Award Nominees;
- Ensure that the nominations meet the criteria for the award and follow the time frame set for the respective awards;
- Assist in making determinations for recognizing eligible nominees for the respective awards;
- Ensure that the respective awards criteria are respected and strictly applied.

6.4 SPECIAL EVENTS COORDINATOR:

- The Special Events Coordinator, with the assistance of the Committee, will organize the annual Civic Awards Night on behalf of Council.
- The Special Events Coordinator is a non-voting member.

6.5 RECORDING SECRETARY:

- The Recording Secretary's duties are to record, process and distribute minutes and agendas, and to maintain the files of the Committee, including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
- The Recording Secretary shall ensure that the draft meeting minutes are prepared within seven (7) days following the holding of the meeting and distributed to the Chair for inclusion on the upcoming agenda;
- Ensure that adopted minutes are forwarded to the Municipal Clerk or designate in a timely manner;
- The Recording Secretary is a non-voting member.

6.6 COUNCIL REPRESENTATIVE:

The role of the Council representative is to:

- Facilitate communication between the committee and Council.
- Present Council with the names of committee approved nominations with appropriate documentation for Council's approval.
- The Council Representative is a non-voting member.