

**Policy Title: Civic Recognition Program****Policy Number: 06-04-01**

Section:	<b>Public Relations</b>	Subsection:	<b>Recognition</b>
Effective Date:	<b>February 21, 2018</b>	Last Review Date:	<b>December, 2017</b>
Approved by:	Owner Division/Contact: <b>Strategic Communications, Corporate Services Department</b>		
<b>Council</b>			

**Policy Statement**

The Civic Recognition Program recognizes outstanding achievements, voluntary contributions and significant milestones of residents and organizations.

**Purpose**

This policy provides a method for the Mayor and Members of Council, on behalf of the residents of Mississauga, to recognize the efforts of local volunteers and non-profit groups working to improve the community, as well as the significant achievements and milestones of individuals and organizations.

**Scope**

All residents of Mississauga and organizations operating in Mississauga are eligible for recognition under this policy.

Individuals receiving recognition must reside in the City of Mississauga at the time of the volunteer service, achievement or milestone or they must have been educated or trained for most of their lives in the City of Mississauga. (For example, an athlete who is educated and trains for most of his/her life in Mississauga may attend university outside the city. The athlete's achievements while attending university may be recognized.)

Community groups receiving recognition must serve Mississauga residents. The majority of group members must be Mississauga residents; however, non-resident group members will also be recognized.

**What Can Be Recognized**

The Civic Recognition Program recognizes volunteer community service, achievements in sports, the arts or other fields of endeavour, philanthropy and significant milestones of individuals and organizations.

Exceptional or significant efforts or achievements that cannot be categorized in any of these groups may also warrant recognition at a civic level. The Strategic Communications Division, Corporate Services Department will review the request or nomination and make a recommendation to the Mayor and/or ward councillor(s) on an appropriate form of recognition, which may not necessarily take the same form as the recognition outlined in this policy.

### **Volunteer Community Service**

Volunteer community service includes efforts toward improving the community, such as advancing health and social services, improving accessibility and developing recreational activities, culture or the arts within the community. Only volunteer community service to an organization which directly benefits Mississauga is eligible for recognition.

### **Youth Community and Civic Engagement**

Nominees for this award are youth between 14 and 24 who have contributed more than 100 voluntary hours to community and civic activities. Only individuals or youth groups whose contributions directly benefit Mississauga are eligible.

### **Achievement in Sports**

For the purpose of these awards, "sports" is defined as those activities requiring physical conditioning and/or refinement of motor skills so that competitive excellence may be achieved. Championships recognized for eligibility are those accepted by the sport's governing body to be the highest competition available to that sport, at either a local, regional, provincial, national or international level. Certificates in recognition of achievement in sports will be issued for the highest level achieved by the particular athlete or team, at the end of the sport's season. For example, a team that wins a City-wide championship as well as a regional championship will be eligible for a certificate in recognition of the regional championship only.

### **Achievement in the Arts**

For the purpose of these awards, "the arts" includes:

- Performing arts, e.g. dance, drama, music
- Visual arts, e.g. painting, sculpting, photography
- Media arts, e.g. film, television, literature, and
- Creative arts, e.g. crafts

Recognition is given to individuals who have achieved acclaim through competitions, juried shows, art exhibitions or commissioned works.

### **Achievements Other than in Sports or the Arts**

Achievements in areas other than sports or the arts, for example, academic achievement, may also be recognized. An accredited body in the field of endeavour may be consulted to confirm eligibility.

## Philanthropy

Recognition is given to individuals who have demonstrated outstanding philanthropic leadership through their extraordinary personal commitment of time, talent and resources, their exceptional generosity, motivation of others and financial support.

## Milestones

Ninetieth birthdays, 50<sup>th</sup> wedding anniversaries and subsequent birthdays or anniversaries at five-year intervals may be recognized as significant milestones of individuals.

Official openings, 10<sup>th</sup> anniversaries of start-up of organizations and businesses in Mississauga and subsequent anniversaries at 10-year intervals may be recognized as significant milestones of organizations.

## Types of Recognition

The Civic Recognition Program consists of four types of recognition:

- Certificate of Recognition
- Civic Award of Recognition
- Civic Award of Merit
- Civic Award of Philanthropy

## Certificate of Recognition

The Certificate of Recognition bears an embossed seal of the Corporation and is signed by the Mayor. The certificate includes the recipient's name and a description of the achievement.

## Criteria

Certificates of Recognition are presented to:

- Individuals who have made a contribution to the wellbeing of the community, through volunteer community service, for less than 10 years
- Voluntary/non-profit/community or cultural groups whose actions, achievements and/or contributions have made an impact at a local, regional or provincial level
- Individuals, groups or teams who win city-wide, regional or provincial championships or exhibitions or who achieve other similar acclaim at a city-wide, regional or provincial level
- Significant milestones of individuals:
  - 50<sup>th</sup> wedding anniversaries and subsequent anniversaries at five-year intervals, and
  - 90<sup>th</sup> birthdays and subsequent birthdays at five-year intervals
- Significant milestones of organizations:
  - Official openings
  - 10<sup>th</sup> anniversaries of start-up of organizations and businesses in Mississauga, and
  - Subsequent anniversaries at 10-year intervals

## Civic Award of Recognition

The Civic Award of Recognition is a certificate bearing an embossed seal of the Corporation and signed by the Mayor. The certificate includes the recipient's name and a description of the achievement.

### Criteria

Civic Awards of Recognition are presented to:

- Citizen members of committees such as the Library Board and the Traffic Safety Council
- Individuals who have contributed 10 years or more of voluntary community service, in 10-year increments
- Youth between 14 and 24 who have contributed at least 100 voluntary hours of community service or civic engagement
- Individuals whose achievements have made a significant impact at a national or international level
- Voluntary/non-profit/community or cultural groups whose achievements or contributions have made an impact at a national or international level, or
- Businesses, community groups or individuals who have consistently contributed to removing physical, social or systemic barriers for individuals with disabilities

## Nomination

### Certificate of Recognition/Civic Award of Recognition

Requests for certificates to recognize significant milestones may be forwarded directly to the Strategic Communications Division at any time throughout the year. Completion of a nomination form is not necessary.

Requests for Certificates of Recognition or a Civic Award of Recognition honouring achievements other than milestones must be submitted on a nomination form, which is available on the City website or from the Strategic Communications Division.

Requests for Certificates of Recognition may be submitted by members of the public. Nominations are to be forwarded to Communications staff for verification of eligibility requirements and preparation of the certificate. Requests are received throughout the year and are reviewed on an individual basis. Other departments are consulted as necessary.

Recipients of Civic Awards of Recognition may be nominated by a member of the public, the Mayor, a Member of Council or a member of City of Mississauga staff. Nominations are to be forwarded to the Strategic Communications Division and will be reviewed by Communications staff, in consultation with Members of Council and appropriate departments and affiliates, to verify requirements for eligibility. Nominees who have previously been nominated will once again be eligible after a period of 10 years.

A list of potential recipients is reviewed by the Mayor and Members of Council before confirming final recipients and/or publishing names. Nominators and recipients of awards are notified by Communications staff.

The following information is requested:

- The number of years or hours the nominee(s) has been involved in the activity
- Specific dates the nominee(s) worked on project(s) or held title(s), if applicable
- Complete details of the group or individual's accomplishments, including specific examples, if applicable, and
- For groups, a complete list of the executive membership (names and addresses) must accompany the nomination form

The information on the nomination form assists staff in determining the appropriate type of recognition and in preparing the award. Incomplete nomination forms will be returned to the applicant and considered upon re-submission.

If an organization has been nominated for a group award and a member of that group is to be recognized individually with a personalized award certificate, a separate nomination form must be submitted. The individual must also meet the criteria outlined in this policy.

## **Presentation**

### **Certificates of Recognition**

Certificates of Recognition are presented to recipients by the Mayor and/or ward councillor or designate at the occasion upon which the recipient is being honoured. If there is no occasion or the Mayor or ward councillor is unable to attend, the certificate is mailed to the recipient. Recipients may also make arrangements with Communications staff to pick up the certificate at the Civic Centre.

### **Civic Awards of Recognition**

Civic Awards of Recognition are presented at a civic recognition evening hosted by the City for award recipients and their guests. Generally held in the spring of each year, the evening features an awards ceremony with presentations by the Mayor and/or Members of Council, followed by a brief reception. If the Strategic Communications Division determines a second ceremony is required, it will be held in the fall.

Citizen members of civic committees receive their awards in the fall of each municipal election year to recognize the completion of their appointed term. Citizen members of committees who have stepped down mid-term or who have chosen to resign will be considered for recognition on a case-by-case basis. Citizen members of committees may also be honoured posthumously. The Director, Legislative Services and City Clerk, Corporate Services Department, in consultation

with the respective Council committee representative(s), committee chair and relevant City staff will make the final determination.

## **Civic Award of Merit**

A Civic Award of Merit is an award such as a plaque bearing the seal of the Corporation, signed by the Mayor and describing the recipient's achievement. Organizations are not eligible to receive a Civic Award of Merit.

### **Criteria**

The Civic Award of Merit is one of the City's highest forms of individual recognition and is reserved for individuals:

- Whose achievements are widely recognized at a national or international level
- Whose achievements have made a major impact at a national or international level, and
- Who have achieved success at the highest level of competition, where applicable, or have attained legendary status in their field of endeavour

These individuals are regarded by Council as truly exceptional.

### **Nomination**

Nominations for the Civic Award of Merit may be made by the Mayor or a Member of Council and are considered at a closed session Council meeting. Completion of a nomination form is not necessary; however, all nominations should be supported by specific examples of the individual's achievements that reflect the criteria and attributes outlined in this policy.

The approval of Council is required before producing the award. Recipients are notified by the Mayor.

### **Presentation**

Civic Awards of Merit are presented by the Mayor at a civic recognition event.

## **Civic Award of Philanthropy**

A Civic Award of Philanthropy is an award such as a plaque bearing the seal of the Corporation, signed by the Mayor and describing the recipient's achievements. No more than two awards will be presented in one calendar year. Organizations are not eligible to receive a Civic Award of Philanthropy.

### **Criteria**

The Civic Award of Philanthropy is one of the highest forms of individual recognition and is reserved for individuals who have:

- Demonstrated an outstanding commitment and dedication to the City of Mississauga for a minimum of 25 years

- A proven record of voluntarily investing their passion, time, talents and financial support to better the community
- Demonstrated a commitment to improving the quality of life for Mississauga residents through their philanthropic efforts
- Demonstrated outstanding civic and charitable responsibility and exemplify the true spirit of giving
- Personally contributed to and supported organizations in the community, and
- Demonstrated a willingness to serve in leadership roles and to encourage and motivate others to do the same

A Civic Award of Philanthropy may be presented to a couple (married or common-law partners) who, as individuals, would be equally deserving of and eligible for the award.

### **Nomination**

Nominations for the Civic Award of Philanthropy may be made by the Mayor or a Member of Council and are considered at a closed session Council meeting. Nominees must be alive at the time of their nomination. Completion of a nomination form is not necessary; however, all nominations should be supported by specific and current examples of the individual's achievements, evidence of leadership and contributions that reflect the criteria and attributes outlined in this policy.

The approval of Council is required before producing the award. Recipients are notified by the Mayor.

### **Presentation**

Civic Award of Philanthropy awards are presented by the Mayor at a civic recognition event.

### **Administration of Program**

The Strategic Communications Division administers this program and is responsible for:

- Receiving all nomination forms and requests
- Reviewing all nomination forms, in consultation with other departments, where necessary
- Notifying recipients of their awards, in conjunction with the Mayor's office and Members of Council
- Preparing the certificates or awards
- Coordinating all arrangements for civic recognition events, and
- Working with other business units to promote the program, including creating digital content and distributing the nomination form

## Decision Making Process

In the event that a request appears to be in conflict with any of the criteria outlined in this policy, applicable staff will conduct an objective and impartial analysis of the request in relation to the criteria.

Staff involved in the analysis will make a recommendation, in writing, to the Commissioner of Corporate Services, to either decline or approve the request. The Commissioner's decision will be final and will be communicated to the applicant in a timely manner.

## Revision History

Reference	Description
GC-103-2003 – 2003 03 260	
GC-0296-2010 – 2010 04 28	Philanthropy award added
GC-0322-2012 – 2012 05 09	Revised Civic Awards of Recognition section citizen members of committees who have stepped down or resigned mid-term will be considered for recognition
December 21, 2017	Scheduled review. Admin changes to reflect current practices; added decision-making process.
GC-0047-2018 – 2018 21 21	Revised to add a youth category and accessibility criteria to the Civic Award of Recognition