

Corporate Policy and Procedure



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Supersedes 2003 03 26

TAB: PUBLIC RELATIONS
SECTION: RECOGNITION
SUBJECT: CIVIC RECOGNITION PROGRAM

POLICY STATEMENT Outstanding achievements, voluntary contributions, and significant milestones of citizens and organizations are recognized through the Civic Recognition Program.

PURPOSE This policy provides a method for the Mayor and members of Council, on behalf of the citizens of Mississauga, to recognize the efforts of citizen volunteers and non-profit groups working for the betterment of the community, and the significant achievements and milestones of individuals and organizations.

SCOPE All citizens 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 a majority of their lives in the City of Mississauga. (For example, an athlete who is educated and trains for a majority 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

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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. Communications 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 the betterment of the community, such as the advancement of health and social services, and the development of recreational activities, culture or the arts within the community. Only volunteer community service to an organization which directly benefits Mississauga is eligible for recognition.

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

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

Official openings, 10th anniversaries of start-up 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 Philanthropy Award

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. A

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certificate of recognition honouring the significant milestone of an individual may be replaced with a plaque, if time permits.

Criteria

Certificates of Recognition are presented to:

- individuals who have made a contribution to the well-being 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:
 - 50th wedding anniversaries, and subsequent anniversaries at five-year intervals, and
 - 90th birthdays, and subsequent birthdays at five-year intervals;
- significant milestones of organizations:
 - official openings,
 - 10th anniversaries of start-up in Mississauga, and
 - subsequent anniversaries at ten-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.

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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;
- individuals whose achievements have made a significant impact at a national or international level; or
- voluntary/non-profit/community or cultural groups whose achievements or contributions have made an impact at a national or international level.

NOMINATION

Certificate of Recognition/ Civic Award of Recognition

Requests for certificates to recognize significant milestones may be forwarded directly to the Communications Division, Corporate Services Department, 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 from Communications or can be found on the web sites of the Mayor and Councillors.

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

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Recipients of Civic Awards of Recognition must 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 Communications, and will be reviewed semi-annually by Communications staff, in consultation with members of Council and appropriate departments and affiliates, to verify requirements for eligibility. A list of potential recipients is reviewed by the Mayor and members of Council prior to confirming final recipients and/or publication of names. Nominators and recipients of awards are notified by Communications.

The following information is requested:

- the number of years 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;
- 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

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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, if the Mayor or ward councillor is unable to attend, the certificate is mailed to the recipient. Recipients may also make arrangements with Communications 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 Communications determines a second ceremony is required, it will be held in the fall.

Citizen members of committees receive their awards in the fall of each municipal election year to recognize the completion of their appointed term.

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.

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Nomination

Nominations for the Civic Award of Merit may be made by the Mayor or a member of Council, and are considered at an in camera 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 prior to making the award. Recipients are notified by the Mayor.

Presentation

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

CIVIC PHILANTHROPY AWARD

A Civic Philanthropy Award 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 Philanthropy Award.

Criteria

The Civic Philanthropy Award 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 twenty-five 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 Philanthropy Award may be presented to a couple,

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(married, common law or same-sex partners) who, as individuals, would be equally deserving of and eligible for the award.

Nomination

Nominations for the Civic Philanthropy Award may be made by the Mayor or a member of Council, and are considered at an in camera Council meeting. Nominees must be living 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 prior to making the award. Recipients are notified by the Mayor.

Presentation

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

ADMINISTRATION OF PROGRAM

Communications, Corporate Services Department 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, such as plaques;
- co-ordinating all arrangements for civic recognition events, including publicity; and
- working with other departments to ensure that the program

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is publicized, including distribution of the brochure and nomination form.

REFERENCE: GC-103-2003 - 2003 03 260
GC-0296-2010 – 2010 04 28 – Philanthropy award added

LAST REVIEW DATE April, 2010

CONTACT: For more information, contact Communications, Corporate Services Department.