



The Corporation of the Municipality of Wawa
Policy Manual

POLICY TITLE:	Civic Achievement Award
SUBJECT:	Recognition of Citizen Contribution to the Community
POLICY NO.	GG-005
EFFECTIVE DATE:	Tuesday, August 13, 2024
ENACTED BY:	By-Law No. 3735-24

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1. Policy Statement

The Council of the Municipality of Wawa recognizes outstanding achievements and voluntary contributions of residents and organizations of the Municipality of Wawa. The Civic Achievement Award provides an opportunity for Mayor and Council to celebrate and acknowledge the special efforts of community members.

2. Policy Purpose

The Municipality of Wawa recognizes the need for the implementation of one Civic Achievement Award that will honour significant contributions of both adult or young residents of the community, community groups, organizations or individuals.

3. Definitions

“Civic Appreciation Award” represents the expression of appreciation to community groups, organizations and/or individuals for their exceptional services and/or contributions that have benefited the community in one or more of the following areas: business and entrepreneurs, arts and entertainment, health and education, volunteer and community service.

“Municipal Council” shall mean the Council of The Corporation of the Municipality of Wawa.

4. Regulations

4.1. Eligibility

Is recognized as a leader whose activities have a positive impact within the community.

The recipient’s achievement must be based on at least twelve (12) months of service.

4.2. Nominations

Nominators must complete all questions on the required Nomination Form and it must be written as if they are introducing their nominee to Municipal Council.

If a nomination form is incomplete or unsigned, the form may be disqualified and the nomination rejected.

Nominations may be hand delivered at the Municipal Office located at 40 Broadway Avenue, by mail at Municipality of Wawa, P.O. Box 500, Wawa, ON P0S 1K0 or electronically at apatterson@wawa.cc.

4.3. Nomination Process

Municipal Council will publicly announce that they will be receiving nominations and the deadline date nominations will be accepted.

Individuals or groups may submit only one nomination and/or may nominate themselves.

Municipal Council may request additional information from nominees, nominators, and/or appropriate organizations.

The decision of Municipal Council will be final.

Following the closure of nominations, Municipal Council will review all nominations submitted by the public, in a closed session meeting.

Nomination forms will not be returned.

The Award will be presented by the Mayor or designate during a Special Ceremony at the start of the Committee of the Whole meeting, to which the family and friends of the recipient will be invited to attend and which the event will be advertised on social media.

The Clerk's office shall maintain an official record of award recipient, along with date of the award inscribed and a brief description of reasons for receiving the award.

4.4. Choosing a Recipient

When choosing a recipient Municipal Council will take into consideration:

- If the recipient initiated new programs or ideas within their organization and/or community.
- If the recipient overcame unusual obstacles such as limited resources, negative public perception, etc.

4.5. Number of Medals

There will be one medal awarded each year.

The recipient's name will be permanently engraved on a plaque located at the Michipicoten Memorial Community Centre. During the year, the recipient receiving the reward will have their photo and description of their contribution to the community placed in the centre of the Civic Achievement Award plaque.

4.6. Public Announcement

The recipient of the Civic Achievement Award will be announced by Municipal Council and published in a press release locally when the Medal is officially presented in the Community.

4.7. Presentation of Medals

The Mayor or designate of the Municipality of Wawa will present the Civic Achievement Award in the Council Chambers at the beginning of a Committee of the Whole meeting.

The awards ceremony will be open to the public to attend.

5. Forms

Civic Achievement Award – Provide a description in 250 words or less.

6. Communication

This policy shall be communicated to all staff.

7. Review

This policy shall be reviewed by each term of Council or as determined necessary by Council or the Chief Administrative Officer.

8. Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law No.	Motion No.	Date of Most Recent Review by Council	Date of Next Review by Council
September 6, 2011	2496-11		August 16, 2011	August 2013

9. References to Other Policies or By-laws

Policy Title	Policy Section	Policy Number



CIVIC ACHIEVEMENT AWARD NOMINATION FORM

Thank you for taking the time to recognize a local organization, community group or individual/s for the Civic Achievement Award. Please complete all the sections on the form.

Name of Nominee:

(Can be an organization, a community group or individuals)

Email:

Telephone:

Mailing Address:

Why do you feel like this nominee/s should be recognized for this award?

(explain in 250 words or less)

Civic Achievement Award

Person Submitting Nomination Form: <i>This information will be used to contact you if Council should have any questions, or if the nominee is successful.</i>	
First Name:	Last Name:
Address:	Email:
	Telephone:

Date: _____

Signature of Nominee

<p>Please Submit Completed Nomination Form to: Municipality of Wawa P.O. Box 500 Wawa, ON, P0S 1K0</p>
