



2018 CIVIC AWARDS NOMINATION PACKAGE

Municipality of North Grenville Civic Awards

The Mayor and Council of the Municipality of North Grenville established the Civic Awards Program to recognize and honour the selfless efforts and dedication of outstanding individuals and groups who volunteer in service to our citizens and community.

The overall success of the North Grenville Civic Awards Program now rests with the public's participation in nominating the award recipients. If you know of an individual or a group whose volunteer efforts should be recognized, please consider nominating that special volunteer or group that has touched your life or the lives of others.

The North Grenville Civic Awards Advisory Committee plans to host the 2018 Civic Awards ceremony at the North Grenville Municipal Centre in May to publicly thank the many volunteers who work in our community.

Who is eligible for a Civic Award?

Any youth, adult or senior in the Municipality of North Grenville who willingly volunteers their time to benefit others is eligible for an award provided that they live in, operate a business in or volunteer within the boundaries of the Municipality.

Please note that the Civic Awards do not recognize individuals for personal successes or professional achievements. As well, nominations by immediate family members, self-nominations, and posthumous nominations will not be accepted.

What are the Civic Award Categories?

Civic Awards may be awarded to one volunteer in each of the designated age groups for each of the award categories.

Age Groups

- **Youth** (25 years and younger)
- **Adult** (26 to 55 years)
- **Senior** (56 years and older)
- **Group** award in the following listed categories:

Award Categories

- (a) Arts and Culture** - Volunteer efforts in culture, visual, performing or literary arts.
- (b) Exemplary Work in the Community** - Volunteers or groups of volunteers who have made outstanding, long-term volunteer contributions in our community.
- (c) Environment** - Volunteer efforts that relate to the protection, preservation, beautification, awareness and/or promotion of our local environment.

- (d) **Health and Wellness** - Volunteer efforts promoting healthy lifestyles, personal well-being, health and wellness.
- (e) **Heritage** - Volunteer efforts respecting research, interpretation of local heritage, heritage preservation or architectural conservation.
- (f) **Recreation, Sport & Leisure** - Volunteer efforts in the promotion, organization, sponsorship or motivation of sports, recreation and leisure pursuits for healthy and active living.
- (g) **Seniors** - For volunteer efforts whose actions, commitment, service and community spirit has made a difference in the lives of seniors residing in our community.
- (h) **Youth** - For volunteer efforts whose actions, commitment, service and community spirit has made a difference in the lives of youths residing in our community.

How do I nominate a volunteer or group of volunteers in my community?

The process is quite simple. You can nominate your favourite volunteer or group of volunteers for a Civic Award at any time during the year. Nomination Forms are available at the North Grenville Municipal Centre Reception Desk during regular office hours, at the Public Libraries (1 Water St., Kemptville or 1 Grenville St., Burritts Rapids) or you can download copies of the documents from our Municipal website at **www.northgrenville.ca**.

What supporting material should be included?

Nominators should include enough information to give the Civic Awards Advisory Committee a general overview of the nominee's character (or group name and particulars) and the impact of his/her or group volunteer service. Each nomination form **must** include a short summary.

Please provide the following information (no more than two pages) relating to the nominee's contribution or accomplishments:

- A brief summary describing why you are nominating this individual or group.
- Outline the activities and accomplishments of the volunteer or group.
- Provide examples of the impact the volunteer service has made in the community or to the quality of someone's life.
- Describe how the volunteerism demonstrates the spirit of volunteering, giving back to community and how it has contributed to building a stronger community.

Please do not send any additional documentation such as certificates, photographs

and/or testimonials; they will not be forwarded to the Civic Awards Advisory Committee.

All submissions will be acknowledged and confirmed either by telephone or e-mail.

All nomination forms and supporting material becomes the property of the Municipality of North Grenville upon submission and will not be returned.

Note: Nominators should retain a copy of their submission for reference.

What is the deadline for the 2018 nominations?

Deadline for nominations is 5:00 p.m. on **Friday, April 27th, 2018**.

Nominations received after the above-mentioned deadline will be held on file and carried forward into the following year's award categories.

Where do I send the nomination forms?

In Person:

Forms may be dropped off at the North Grenville Municipal Centre Reception Desk.

By Mail:

Municipality of North Grenville Civic Awards Selection Committee
c/o Cahl Pominville, Director of Corporate Services/Clerk
PO Box 130
285 County Rd 44 Kemptville, ON K0G 1J0

By E-mail:

cpominville@northgrenville.on.ca

Disclaimer

Personal information contained on the attached form(s) is collected under authority of the Municipal Act RSO 1990, c.M.45, s.207 (45). Information collected will only be used to evaluate nominees and notify recipients of the Municipality of North Grenville Civic Awards Program.

For further information, please contact: Cahl Pominville, Director of Corporate Services/Clerk, Municipality of North Grenville, P.O. Box 130, 285 County Rd 44, Kemptville, ON, K0G 1J0, telephone: (613) 258-9569 x. 110, e-mail: cpominville@northgrenville.on.ca.



CIVIC AWARDS PROGRAM

Nomination Form

Categories (Check one)

- Arts and Culture, Exemplary Work in the Community, Environment, Health and Wellness, Heritage, Recreation, Sport & Leisure, Seniors, Youth

Level (Check one)

- Youth (25 years and younger), Adult (26 to 55 years), Senior (56 years and older), Group

Mr. Mrs. Ms.

Name: Last First M.I.

Address: Street Address Apartment/Unit# Municipality Province Postal Code

Home Phone: Alternative Phone:

E-mail Address:

Is the Nominee aware of this Nomination? Yes No

Nominating Individual/Group/Organization

Mr. Mrs. Ms.

Name: Last First M.I.

Address: Street Address Apartment/Unit# Municipality Province Postal Code

Home Phone: Alternative Phone:

E-mail Address:

Date: Signature of Nominator:

Checklist

- A brief summary describing why you are nominating this individual or group (max 250 words).
- Outline the activities and accomplishments of the volunteer or group.
- Provide examples of the impact the volunteer service has made in the community or to the quality of someone's life.
- Describe how the volunteerism demonstrates the spirit of volunteering, giving back to community and how it has contributed to building a stronger community.