



City of Peterborough

2014 Civic Awards Nomination Package

Deadline for Submissions: March 13, 2015

2014 Civic Awards Nomination Package



General Information

1. Nominees must be volunteers. Any remuneration of any kind for the activity in which the person is involved will make the nomination void. Professionals who are nominated while currently working in their field will not be considered. Honourable mentions will be given to staff members and paid coaches.
2. A person may be nominated in more than one category and a separate nomination form must be completed for each category. However, a nominated individual will only be recognized once within a year in a specific category.
3. The activity for which a nominee is considered must be of direct benefit to that field within the City of Peterborough. A résumé of the nominees' achievements in 2014 must be included.
4. Any persons contributing to the betterment and/or bringing recognition to the City of Peterborough may be nominated for individual awards which include: Junior Athlete of the Year, Adult Athlete of the Year, Senior Athlete of the Year, Youth Volunteer of the Year, Volunteer of the Year and Lifetime Achievement.
5. Please ensure all names are spelled correctly on the Nomination Form. If a team is nominated please include a typewritten team list along with the coach's name, address, and telephone number. A letter of support confirming the volunteer hours and contribution made must be included and attached to any nomination.
6. Applications must be received by March 13, 2015 to be considered.
7. Nominations will be accepted through email, fax, online, personal delivery or mail.
8. Please read the details of each individual category as certain restrictions may apply.
9. Decisions are made solely at the discretion of the Awards Screening Committee.



2014 Civic Awards Program

Nomination Categories

1. Community Betterment (multiple awards)



- The group/person must have contributed a minimum of **150 hours** in 2014 to a project that has had a considerable impact on the community at large. The nominee must have been instrumental in the project or committee.
- The nominee must have made a distinct contribution toward making the City of Peterborough a better place in which to live.
- The Nomination Form must be accompanied by a letter of verification confirming the nominee's significant contribution to the project or committee at a minimum of **150 hours** from a recognized leader or agency representative.
- Groups/persons who have received this award in the past 3 years are not eligible for recognition.

2. Environmental Stewardship/Sustainability (multiple awards)



- The group/person must have contributed a minimum of **150 hours** in 2014 to a project that has had a considerable impact on the environment. The nominee must have been instrumental in the project or committee.
 - The nominee must have made a distinct contribution toward making the City of Peterborough a better place in which to live by improving the natural environment.
 - The Nomination Form must be accompanied by a letter of verification confirming the nominee's significant contribution to the project or committee at a minimum of **150 hours** from a recognized leader or agency representative.
 - Groups/persons who have received this award in the past 3 years are not eligible for recognition.
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3. Cultural Betterment (multiple awards)



- The group/person must have made a significant contribution improving the arts, culture and/or heritage community, or by volunteering a minimum of **150 hours** to an arts, cultural or heritage organization during 2014, or must have won recognition at the provincial level or higher and brought honour to the City of Peterborough in 2014.
 - A letter of verification from a recognized Cultural organization explaining the contributions and efforts put forth by the individual must accompany the nomination form.
 - Groups/persons who have received this award in the past 3 years are not eligible for recognition.
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4. Athletic Award of Merit (multiple awards)



- Nominated person(s) or groups/teams must have won a provincial or higher championship on a Peterborough team during 2014 and brought honour to the City of Peterborough, or have made a significant contribution improving and developing the sports community, or by volunteering a minimum of **150 hours** to sports organization(s) during 2014. A coach who receives or accepts remuneration is not eligible for an award.
 - Local athletes who have won the highest level of national or international competition representing Ontario and/or Canada may be considered.
 - A letter verifying the accomplishments of the individual or team, from the sport body/sport organizer must be included with the nomination sheet.
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5. Junior Athlete of the Year (single award)



- The nominee must have been 18 years of age or younger at the time of competition in 2014.
 - The young person must have demonstrated excellence, good conduct, leadership, and sportsmanship.
 - The nominee must have made a significant achievement in their sport in 2014 and brought honour to the City of Peterborough. Preference will be given to provincial or higher levels of competition.
 - A letter of verification from the sport body confirming the accomplishments must be included in the nomination submission.
 - Coaches are not eligible for recognition in this category.
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6. Adult Athlete of the Year (single award)



- The nominee must have been between the ages of 19-54 at the time of the competition in 2014.
 - The person must have demonstrated excellence, good conduct, leadership and sportsmanship. The nominator must touch on these points in the submission.
 - The nominee must have made a significant achievement in their sport in 2014 and brought honour to the City of Peterborough. Preference will be given to provincial or higher levels of competition.
 - A letter of verification from the sport body confirming the accomplishments must be included.
 - Coaches are not eligible for recognition in this category.
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7. Senior Athlete of the Year (single award)



- The nominee must have been 55 years or older at the time of the competition in 2014.
 - The person must have demonstrated excellence, good conduct, leadership and sportsmanship. The nominator must touch on these points in the submission.
 - The nominee must have made a significant achievement in their sport in 2014 and brought honour to the City of Peterborough. Preference will be given to provincial or higher levels of competition.
 - A letter of verification from the sport body confirming the accomplishments must be included.
 - Coaches are not eligible for recognition in this category.
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8. Volunteer of the Year (single award)



- Nominees in this category must have been **19** years of age or older in 2014.
 - The person must have made an outstanding contribution to the betterment of the community of Peterborough during 2014. The person must have contributed at least **300 hours** to the volunteer initiative in 2014.
 - The nomination form must be accompanied by a minimum of two letters of support, from someone other than family members.
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9. Youth Volunteer of the Year (single award)



- Nominees in this category must have been **18** years of age or younger in 2014.
 - The person must have voluntarily contributed in a meaningful way to the development and delivery of programs and services throughout the community. The youth volunteer must have contributed at least **100 hours** of volunteer work. The individual's volunteer hours must be over and above the 40 hours of community service required by the School Board.
 - The Nomination Form must be accompanied by a minimum of two letters of support, from someone other than family members.
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10. Lifetime Achievement Award (single award)



- The person must have made an outstanding, continual and lasting contribution to the betterment of the City of Peterborough, not only in the nomination year but also in previous years.
- The person could be in a single volunteer capacity or involved in multiple sectors of volunteerism throughout the City of Peterborough.
- The Nomination Form must be accompanied by at least two letters of support, outlining the importance of the nominees' contribution. Letters of support must be from someone other than family members.



City of
Peterborough

2014 CIVIC AWARDS Nomination Form

Note: Submission Deadline is March 13, 2015

Information about the Nominee *(please ensure information is accurate)*

Name of Nominee		Phone (home)	
Address		Phone (work)	
Postal Code		Email Address	

Which Category is the nomination for? Please check one box:

<input type="checkbox"/>	Community Betterment
<input type="checkbox"/>	Environmental Stewardship/Sustainability
<input type="checkbox"/>	Cultural Betterment
<input type="checkbox"/>	Athletic Award of Merit
<input type="checkbox"/>	Junior Athlete of the Year

<input type="checkbox"/>	Adult Athlete of the Year
<input type="checkbox"/>	Senior Athlete of the Year
<input type="checkbox"/>	Volunteer of the Year
<input type="checkbox"/>	Youth Volunteer of the Year
<input type="checkbox"/>	Lifetime Achievement Award

Details of Nomination - Attach additional sheets if required.

Why does this nominee deserve a Civic Award from the City of Peterborough?

If the nominee volunteered, how many hours were involved?

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What did the nominee do and/or what contribution did they make to the Peterborough community in 2014 to prompt you to nominate them for a Civic Award?

What else do we need to know about this nominee? Please attach any additional information to help us when reviewing this application.

Information about You

Your Name	<table border="1"><tr><td></td></tr></table>		Phone Number (home)	<table border="1"><tr><td></td></tr></table>	
Address	<table border="1"><tr><td></td></tr></table>		Phone Number (work)	<table border="1"><tr><td></td></tr></table>	
Postal Code	<table border="1"><tr><td></td></tr></table>		Email Address	<table border="1"><tr><td></td></tr></table>	

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, all information gathered will be used for the purpose of candidate selection, and for information provided at Civic Awards night to introduce the recipient(s).

Please send applications to: 2014 Civic Awards – Awards Screening Committee
c/o Natalie Garnett, Deputy Clerk
City of Peterborough
500 George Street North
Peterborough, ON
K9H 3R9

Phone: 705-742-7777 x1818
Email: ngarnett@peterborough.ca

Fax: 705-742-4138



Civic Award Nomination Checklist

It's as easy as 1, 2, 3.....

- 1... q Complete the Nomination Form. Ensure the correct spelling of all names and fully complete all sections.
- 2... q Enclose a Résumé of the individual or detailed outline of the organization for which the nomination applies.
(Depending on the application, you may also need to include a letter of verification from a recognized representative of the organization/group relevant to the nomination.)
- 3! q Enclose two (2) Letters of Support for the nomination.

That's it!

Thank you for taking the time to complete a nomination for the 2014 Civic Awards.

PLEASE NOTE:

Only nominations that are correctly completed and with the appropriate attachments will be considered -- so be sure that everything on this list is included in your nomination package!

The City of Peterborough is not responsible for letters and/or awards returned as undeliverable to the address provided by the nominator.