



# PROPOSED CIVIC AWARDS NOMINATION PACKAGE

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## 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 20XX 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 **[DATE]** to be considered.
7. Nominations will be accepted through email, fax, 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.



# Proposed Civic Awards Program

## Nomination Categories

### 1. Community Betterment (multiple awards)



- The group/person must have contributed a minimum of **150 hours** in 20XX 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.
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### 2. Environmental Stewardship/Sustainability (multiple awards)



- The group/person must have contributed a minimum of **150 hours** in 20XX 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 20XX, or must have won recognition at the provincial level or higher and brought honour to the City of Peterborough in 20XX.

- 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 20XX 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 20XX. 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 20XX.
  - The young person must have demonstrated excellence, good conduct, leadership, and sportsmanship.
  - The nominee must have made a significant achievement in their sport in 20XX 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.
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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 20XX.
  - 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 20XX and brought
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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 20XX.
  - 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 20XX 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 20XX.
  - The person must have made an outstanding contribution to the betterment of the community of Peterborough during 20XX. The person must have contributed at least **300 hours** to the volunteer initiative in 20XX.
  - 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 20XX.
- 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 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.