



**STAFF REPORT
MUNICIPALITY OF WAWA**

Maury O'Neill, CAO-Clerk

Prepared By: Maury O'Neill	Report No.: CAO 2024-09
Agenda Date: June 4, 2024	File No. C11

RECOGNIZING CIVIC ACHIEVEMENTS

Staff Recommendation

THAT Council receive Report No. CAO 2024-09 dated June 4, 2024 and review the attached Policy GG-005 – Civic Achievements being a policy to recognize exemplary citizen contribution to the community (Medal of Merit) and direct staff to update the policy.

Purpose/Summary

Recently, members of Council have indicated a desire to recognize and thank residents who have made a significant contribution to the community.

The purpose of this report is to determine if Council wishes to discontinue or re-establish the past practice of awarding an annual medal of merit to up to two (2) persons who are recognized as leaders and whose activities have had a positive impact in Wawa. A copy of 2011 Policy GG-005 is attached for reference.

Background

In 2011, Council adopted a policy to award a Medal of Merit to up to two deserving citizens. Based on a call for public nominations, Council selected the recipient(s) and a plaque and ceremony was held to honour the person(s). It appears that the last time Council provided a Civic Achievement Award was in 2014.

There are various options and ways for Council to review Policy GG-005 and update the method to honour citizen contributions which may include the following;

- 1) Re-instate the Medal of Merit program and initiate a call for nominations in June for an award in July/August or wait until next January to recognize a contribution made in 2024.
- 2) Develop a new policy that recommends additional annual awards such as Volunteer of the Year, Business of the Year, Senior/Youth of the Year and Citizen of the Year.
- 3) Form an evaluation and recommendation Ad-Hoc Committee to review applications received, or Council may directly decide who will receive the award without nomination forms.

As a best practice and to ensure the process is open, fair and transparent to all residents, staff recommends that the nominations be open to the public and an independent committee of Council be formed to make recommendation to Council for annual awards.

The existing policy states that Council will present a medal at a ceremony to be determined by Council and a plaque located at the MMCC, along with a press release.

An option for Council may consider is to add a Wawa Goose print (value \$250) as an additional award gift to a recipient.

Options

- 1) Repeal Policy GG-005 and not provide an annual civic achievement award. (not recommended)
- 2) Review and revise current policy to meet Council's intent. **(recommended)**
- 3) Do nothing. (not recommended)

Recommendation

Council direct staff to review and revise Policy GG-005 and bring draft to next Council Corporate Meeting.

Submitted By:

Maury O'Neill
CAO-Clerk

Attached: Policy GG-005 – Civic Achievement Award



*The Corporation of the Municipality of Wawa
Policy Manual*

POLICY TITLE: Civic Achievement Recognition	SUBJECT: Recognition of Exemplary Citizen Contribution to the Community (Medal of Merit)
Policy Section: General Government	Policy No. GG-005
Effective Date: September 6, 2011	Enacted By: By-Law No. 2496-11

Section A

Preamble

- 1.0 The Municipality of Wawa recognizes the need for the implementation of a civic award that will honour significant contributions of both adult and young residents to the community.

Section B

Policy Statement

- 1.0 To recognize annually an adult and youth or group of adults or youth who demonstrate outstanding cultural, academic, citizenship and/or leadership achievements within the community.
- 2.0 The purpose of this policy is to outline the regulations and qualifications of the Medal of Merit recipients
- 3.0 These awards will encourage community citizenship and send a positive message about volunteering to the community.



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Section C

Definitions

- 1.0.0 **“Adult”** shall mean any person who is above the age of 18 years after January 1st of the appropriate year.
- 2.0.0 **“Youth”** shall mean any person who is between the ages of sixteen (16) after January 1st of the appropriate year and twenty-four (24) before December 31st of the appropriate year.
- 2.0.0 **“Chief Administration Officer”**
- 3.0.0 **“Municipal Council”** shall mean the Council of The Corporation of the Municipality of Wawa or its successors.

Section D

Regulations

- 1.0.0 **Eligibility**
- 1.0.1 Individually or as a member of a group achieved a standard of excellence in a cultural or academic endeavor; or
- 1.0.2 Is recognized as a leader whose activities have a positive impact within the community. The Youth category will honour youth who have contributed outside of his/her school involvement.



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- 1.0.3 The recipient must be classified as a either an adult or youth
- 1.0.4 The recipient's achievement must be based on at least twelve (12) months of service.

2.0.0 Nominations

- 2.0.1 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.
- 2.0.2 Incomplete or unsigned nomination forms will be disqualified.

3.0.0 Nomination Process

- 3.0.1 Municipal Council will publicly announce that they will be receiving nominations and the deadline date nominations will be accepted.
- 3.0.2 Individuals or groups may submit more than one nomination and/or may nominate themselves.
- 3.0.3 Municipal Council may request additional information from nominees, nominators, and/or appropriate organizations.
- 3.0.4 The decision of Municipal Council will be final.
- 3.0.5 Nomination forms will not be returned.



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4.0.0 Choosing a Recipient

When choosing a recipient Municipal Council will take into consideration:

- 4.0.1 If the recipient initiated new programs or ideas within their organization and/or community.
- 4.0.2 The accomplishment of the recipient's desired results.
- 4.0.3 The amount of time devoted to the recipient's activity.
- 4.0.4 If the recipient overcame unusual obstacles such as limited resources, negative public perception, etc.

5.0.0 Number of Medals

- 5.0.1 There will be a maximum of two (2) medals awarded each year (one adult and one youth).
- 5.0.2 The recipient's name will be permanently engraved on a plaque located at the Michipicoten Memorial Centre. During the year the recipient received the reward their photo and description of their contribution to the community will be placed in the centre of the plaque.

6.0.0 Public Announcement

- 6.0.1 The recipient of the Adult and Youth Medal of Merit will be announced by Municipal Council and published in a press release locally when the Medal is officially presented in the Community.



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7.0.0 Presentation of Medals

7.0.1 The Mayor of the Municipality of Wawa will present the Adult and Youth Medal(s) of Merit at a venue determined by Municipal Council.

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

Section E

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

Section F

References to Other Policies or By-laws

Policy Title	Policy Section	Policy Number



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Youth Medal of Merit– Nomination Form



Name of Volunteer: _____

Name of Nominator: _____

Mailing Address: _____

Mailing Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

E-Mail: _____

E-Mail: _____

Length of Service: _____

Hours Per Week (average): _____

Please share with us the nominee's
character and attitude: _____

Describe Nominee's current (past
year) community volunteer
involvement (youth programs,
charitable organizations, sport clubs etc.)

Why do you feel this nominee should
be recognized for this award? _____

Other Comments: (please attach any
other relevant information not covered in
the application)

Submit Completed for to:



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