

Town of Perth			
Perth Medal Policy		Effective:	January 31, 2023
		Replaces:	By-law No. 2014-4422
Issued by:	Director of Community Services	Approval:	By-law No. 2023-5070

PURPOSE

To define and assign roles and responsibilities of those involved in the administration and selection process of the Perth Medal.

SCOPE

The Perth Medal is awarded annually to a person who has shown the greatest long-term impact as a lifelong volunteer in the Town of Perth, with no monetary gain to themselves. This volunteerism could be in the areas of Recreation/Sport, Health Care, Heritage/Culture, Youth at Risk, Tourism and Events, Supporting Low Income Individuals, Education, and Economic Development. Monetary donations do not fit the criteria for this award. Paid work is not eligible for the award.

RESPONSIBILITY

It is the responsibility of the Director of Community Services to ensure compliance with this Policy.

ELIGIBLE NOMINEE AND ACTIVITIES:

1. For the purpose of this policy, an Eligible Nominee must be:
 - (i) a single individual (no couples or groups); and
 - (ii) a resident of the Town of Perth or the surrounding Townships of Tay Valley or Drummond/North Elmsley.
2. The activities being recognized must be related to achievements within the Town of Perth.
3. No elected officials (currently in office) may be nominated.
4. Awards may not be given posthumously.

SELECTION PROCESS:

Every spring, the Town will advertise the opening of nominations for The Perth Medal, via the newspaper, the Town’s website and all Town social media platforms. The deadline will be set and advertised. All active local service clubs and volunteer organizations will be notified by email of the opening of nominations.

All completed nomination forms must be sent to the Director of Community Services and shall detail the nominee’s achievements. Any person, business, organization or service club may submit a nomination. Nominees must give written consent for their name to stand. The Town of Perth reserves the right to extend the deadline.

Each nominee will be scored based on the criteria and points on the nomination form. The highest scoring nominee will receive the award that year. In the event of a tie, Community Services staff will endeavour to collect more information on the nominees or bring in other Town staff to help with the evaluation. Nominators will be encouraged to provide at least two (2), if not more, letters of support, outlining the details of the volunteer work being completed. Individuals who were nominated but did not receive the award, are eligible for nomination in subsequent years.

The Director of Community Services will decide, in cooperation with the nominator, at which event The Perth Medal will be presented. The Mayor of Perth (or designate) will present the medal. If a relevant event or venue is not found for the presentation, it may be presented at the November Town of Perth Council Meeting. Community Services Staff will make all arrangements for the presentation.

FINANCIAL MATTERS

The Mayor's Discretionary Fund will cover the cost of both engraving of the medal and the plaque. If the award is presented during a function involving tickets and/or meal costs, the costs shall be negotiated with the recipient.