

Town of Perth			
Perth Medal Policy		Effective:	March 25, 2014
		Replaces:	Motion No. 2007-036
Issued by:	Director of Community Services	Approval:	By-law No. 2014-4422

To be a sustainable Community that respects both its Heritage and Natural Environment, while enabling a balanced lifestyle by means of a vibrant economy.

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 distinction in a number of endeavours to benefit the Perth community as a whole with no monetary gain to themselves. This may be in the fields of community work, fundraising, volunteerism, etc.

RESPONSIBILITY

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

DEFINITIONS

“**Eligible Nominee,**” for the purpose of this Policy, an Eligible Nominee must be a single individual (no couples or groups). Nominees must be a resident of the Town of Perth or surrounding Townships of Tay Valley or Drummond/North Elmsley, and; the activity being recognized must be totally and singularly related to achievements within the Town of Perth. No elected official (currently in office) may be nominated. Awards may not be given posthumously.

“**Selection Committee,**” for the purpose of this Policy, the Selection Committee will consist of eight (8) representatives from area Service Clubs. The Administrative Assistant Special Events Coordinator will act as the Recording Secretary. The representatives will be chosen by their respective Service Clubs including but not limited to:

- Civitan Club (1);
- Legion and/or Legion Ladies’ Auxiliary (1 representative from each);
- Lions and/or Lionness Club (1 representative from each);
- Rotary Club;
- Knights of Columbus, and;
- Kiwanis Club.

If, for any reason, a Service Club does not participate, another area Service Club may take its place such as the Tay Clyde Shrine Club and the True Briton's Lodge. The representative does not have to be the President, and does NOT report back to his/her respective Service Club.

“Quorum,” for the purpose of this Policy, quorum of the Selection Committee will be considered 50% plus one - which for the purpose of this Policy is five (5) representatives.

POLICY PROCESS

In April of each year, the Administrative Assistant Special Events Coordinator of the Community Services Department will inform the Selection Committee of the upcoming dates and meeting times, and place the nomination advertisement in the Municipal Connections section of the Perth Courier/EMC for two (2) consecutive weeks.

All nominations must be addressed to the Director of Community Services on the attached Nomination Form detailing the person's achievements. Nominations will close on May 31st of each year at 4:30 p.m. Any person or organization may submit a nomination. As per the Nomination Form, nominees must give their written consent for their name to stand.

In June of each year, two (2) weeks after nominations close, the winner will be selected by the Selection Committee. The Committee must achieve quorum to hold a meeting. The Committee will review the nominations and collectively score each nominee based on the criteria and points on the Nomination Form. The highest scoring nominee will be the winner. In the event of a tie, the Selection Committee will caucus to select the final winner. If a decision cannot be reached, the Striking Committee of Perth Town Council will make the final decision.

The Perth Medal will be awarded by the Perth Mayor (or designate) at the Perth and District Chamber of Commerce Annual Dinner. Up to four (4) members of the immediate family may be invited to the presentation.

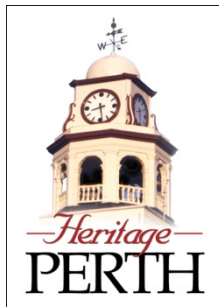
Prior to the event, the Community Services Department will arrange to have the medal engraved and boxed, as well as the plaque, which will be presented at the event but will remain at Town Hall for public display. The Community Services Department will also arrange the presentation ceremony within the confines of the event being held.

FINANCIAL MATTERS

The Town of Perth will pay for the advertisements, as well as all other administrative costs of the medal, via the Mayor's Discretionary Account (engraving of medal, plaque, presentation costs, and guests' costs). Guests' costs will include up to four (4) meals/tickets/admissions to the selected event. The Perth and District Chamber of Commerce will cover the cost of the dinner for the medal winner when the award is presented at their Annual Dinner.

ATTACHMENTS

Nomination Form.



Perth Medal Nomination Form

Nominator Contact Information

Name	
Street Address	
City, Prov., Postal Code	
Home Phone	
Work Phone	
E-Mail Address	

Nominee Contact Information

Name	
Street Address	
City, Prov., Postal Code	
Home Phone	
Work Phone	
E-Mail Address	

Eligibility

Please check the box below to confirm that the Nominee is a resident of the Town of Perth, Tay Valley Township or Drummond/North Elmsley Township and is not currently an elected member of a local municipal government.

I confirm that the Nominee meets the eligibility requirements.

Volunteer Years of Service (20 Points)

Please indicate how many years the nominee has been *actively* serving in the **Town of Perth** as a volunteer.

- | | |
|--|---|
| <input type="checkbox"/> Less than one year (1 point) | <input type="checkbox"/> Ten up to fifteen years (12 points) |
| <input type="checkbox"/> One up to five years (2 points) | <input type="checkbox"/> Fifteen up to twenty years (16 points) |
| <input type="checkbox"/> Five up to ten years (8 points) | <input type="checkbox"/> Twenty years or more (20 points) |

Quality of Life Impact to the Town of Perth Community (20 Points)

Tell us in which Sector(s) the nominee has contributed to the Quality of Life of the **Town of Perth**.

Recreation/Sport: Please describe: _____

Heritage/Cultural: Please describe _____

Nominee's Agreement and Signature

By completing this section, I affirm that I am willing to have my name stand for the award.

Name (printed)	
Signature	
Date	

Submissions

Completed submissions are to be received no later than **May 31st 201X at 4:30 p.m.**
Submissions received after this date and time will be returned to the nominator.

Director of Community Services
The Corporation of the Town of Perth
80 Gore Street East
Perth, Ontario K7H 1H9
Phone: 613-267-3311 ext. 2227
Fax: 613-267-5635
Email: sevans@perth.ca

Thank you for nominating an individual for the Perth Medal.

Personal information contained on this form is collected pursuant to the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) and will be used for the purpose of assessing the nominees and awarding the Perth Medal.
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