



Medal of Distinction

NOMINATION INFORMATION PACKAGE

PREAMBLE

The Municipality of Strathroy-Caradoc contains strong communities enriched with diverse cultures, religions, beliefs and abilities. There is great pride that spans across all borders that create our community and the *Medal of Distinction* was developed to recognize individuals, groups and organizations that stand out for their dedication, community service and devotion to the people and communities within the Municipality of Strathroy-Caradoc.

This package will provide terms of reference, criteria and a nomination form to help you complete the nomination process. If you have any questions or need support in filling out a nomination form, contact the Strathroy-Caradoc Parks and Recreation Department (519-245-1105 Ext. 264 or consult <http://www.strathroy-caradoc.ca/en/getting-active/civic-awards-program.aspx>).

PURPOSE

To recognize individuals/groups/organizations whose ongoing efforts have significantly contributed to the enhancement of the Strathroy-Caradoc community.

ANNUAL RECOGNITION EVENT

A *Medal of Distinction* Recognition event will be held annually to celebrate the award recipients of Strathroy-Caradoc and their past and ongoing contributions to the community. Invitations to the event will be sent out to the individuals eligible to attend the event. Funds for the event will be allocated through the Parks and Recreation Department operational budget.

TABLE OF CONTENTS

Medal of Distinction Title	Page 1
Preamble	Page 2
Purpose	Page 2
Annual Recognition Event	Page 2
Table of Contents	Page 2
Terms of Reference	Page 3
Criteria	Page 4
Nomination Form	Page 6

TERMS OF REFERENCE

1. The *Medal of Distinction* is intended to be the highest municipal honour available to civilian residents and/or supporters of the Strathroy-Caradoc community but the medal is not intended to be part of the broader provincial or national honours system.
2. The *Medal of Distinction* can be awarded to any individual only once in a lifetime unless the Strathroy-Caradoc Municipal Council specifically determines otherwise.
3. The *Medal of Distinction* can only be given to a single volunteer organization once in a 10-year period unless the reason(s) for the award is significantly different from any previous award.
4. The *Medal of Distinction* award package consists of a personalized certificate, stylized medallion and a corresponding lapel pin. In the case of a group award, each recipient will receive a lapel pin and a personalized certificate. A single medallion will be presented to the group.
5. The *Medal of Distinction* Nomination Committee may make nominations and/or seek nominations from individuals or organizations. Self-nominations will not be accepted.
6. While the *Medal of Distinction* is intended to be awarded annually, should the Nomination Committee not receive proposed recipient(s) of sufficient merit, the award will not be given that year.
7. The *Medal of Distinction* is intended to recognize outstanding, ongoing and/or a lifetime of community achievements and engagement.
9. The executive and/or signing officers of recognized groups or organizations must consent to any *Medal of Distinction* nomination(s) submitted on behalf of their organizations.
10. The CAO and/or Council of the Municipality of Strathroy-Caradoc shall be empowered to make any and all necessary alterations or clarifications needed to ensure the equitable and effective administration of the *Medal of Distinction* program should the occasion arise.

CRITERIA

ELIGIBILITY

1. Nominees must be at least one of the following;
 - A resident of the Municipality of Strathroy-Caradoc;
 - A business owner in the Municipality of Strathroy-Caradoc;
 - A student or volunteer within the Municipality of Strathroy-Caradoc; or
 - An individual with a substantial interest, connection or long-standing and demonstrated kindness to the people and communities of Strathroy-Caradoc.
2. Elected officials of the Municipality of Strathroy-Caradoc or the County of Middlesex are only eligible for the *Medal of Distinction* in cases of extraordinary acts or deeds in service to the community (activities relating to council duties are not eligible for consideration in the *Medal of Distinction* nomination process).
3. Nominees must have made a significant and sustained contribution to the Strathroy-Caradoc Community and/or must be responsible for noteworthy achievements in other parts of Canada or abroad that bring particular credit and recognition to the people of Strathroy-Caradoc.
4. All services or actions for which the *Medal of Distinction* nomination is made, must have been performed on a volunteer basis and not for pay. Exceptions for instances of extreme heroism or gallantry are possible.

PROCEDURES

1. *Medal of Distinction* nomination packages will be made available at the Municipality of Strathroy-Caradoc Town Hall and on the municipal website, <http://www.strathroy-caradoc.ca/en/getting-active/civic-awards-program.aspx>).
2. Nominations will be accepted on a continuous intake however, to be considered in the current year, a nomination must be received by the Municipality of Strathroy-Caradoc no later than May 31st of that calendar year.
3. Award nominations will be solicited from the community at large.
4. Nominations must be submitted, in writing, on an approved nomination form.
5. All nominations become the property of the Municipality of Strathroy-Caradoc and will not be returned.
6. Nominators and seconders will not be revealed publicly.
7. All nominations must be original copies.

SELECTION

1. A *Medal of Distinction* Nomination Committee shall be appointed for a one-year term by the CAO and will be comprised of members from the following capacities:
 - The Mayor of Strathroy-Caradoc;
 - 1 Council Member from Strathroy-Caradoc;
 - The CAO of Strathroy-Caradoc;
 - The Director of Parks and Recreation or an appropriate designate;
 - 1 representative of the local business community;
 - 1 member of the public at large;
 - 1 Member of the Parks and Recreation Advisory Committee;
 - 1 Member of the Museum Advisory Board; and
 - 1 Member of the St. Clair Region Conservation Authority
2. The *Medal of Distinction* shall record and maintain a detailed list of all recipients of the *Medal of Distinction* and the year of their award.
3. The Nomination Committee will review nomination forms and supporting documents and will vote on the award recipient(s). *Medal of Distinction* recipients will be determined by a blind unanimous vote process. Subsequent to the vote, staff will prepare a report to Council for final approval of the Committee's recommendation(s).
4. There shall be no publicity as to the proposed nominees or voting at any time. The only name(s) to be released to the public shall be the recipients of the awards.
5. Only individuals/organizations/groups selected for an award will be contacted.
6. A nominee(s) will be excluded if they have previously received an award in accordance with the *Terms of Reference*.
7. Nominees may be nominated for multiple awards but may only receive one award in any given year.
8. While not strictly limited to these categories, the Nomination Committee will endeavor to consider awards within the following broad categories;
 - Volunteerism and good citizenship;
 - Heroism;
 - Environmental stewardship;
 - Heritage, arts and culture;
 - Community enhancement;
 - Youth leadership;
 - Accessibility and inclusiveness;
 - Recreation and Sport; and
 - Global profile and leadership.



MEDAL OF DISTINCTION NOMINATION FORM

Please note that any documentation submitted will become the property of the Municipality of Strathroy-Caradoc and will not be returned. All nominations will remain anonymous to the Civic Awards Committee.

[Please print clearly]

NOMINEE'S INFORMATION

FULL NAME: _____

MAILING ADDRESS: _____
Number Street Postal Code

TELEPHONE: _____
Home Work

EMAIL ADDRESS: _____

OFFICE USE ONLY

I hereby allow my name to stand for nomination and consent to publication of my photograph and information from the nomination package as applicable.

Consent Received

Consent Denied

Date _____

Staff Name _____

Staff Signature _____

Nominee ID # _____

NOTE: Nominators and seconders may not be related to the nominee. Self-nominations will not be accepted.

NOMINATOR

SECONDER

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ Postal Code: _____

City: _____ Postal Code: _____

Telephone: _____

Telephone: _____

Signature: _____

Signature: _____

Email Address: _____

Email Address: _____

PLEASE GIVE A FULL AND DETAILED DESCRIPTION OF YOUR NOMINEE'S ACCOMPLISHMENT(S) BELOW EXPLAINING WHAT QUALIFIES THEM TO RECEIVE THE MEDAL OF DISTINCTION

**ALL NOMINATIONS WILL BE ACKNOWLEDGED IN WRITING.
THE DECISION OF THE NOMINATION COMMITTEE IS FINAL**

DEADLINE FOR SUBMISSIONS IN THE CURRENT YEAR:

May 31

Nominee ID#: _____

NOMINEE INFORMATION

Nominee is a (circle one): Youth Adult Senior

My nominee is especially engaged in: _____
(example: youth, environmentalism, volunteerism etc.)

List of recent and lifetime accomplishment(s)/award(s): _____

The *Medal of Distinction* is the highest municipal honour available to civilian residents and/or supporters of the Strathroy-Caradoc community. It is intended to recognize individuals/groups/organizations whose ongoing efforts have significantly contributed to the enhancement of the Strathroy-Caradoc community.

Knowing this, please tell us about your Nominee and what makes his/her accomplishments special (this information will be useful when the Committee prepares remarks for the awards presentation)

Note - Digital submissions are encouraged to ensure legibility in the communication of accomplishments. Add pages, if the space provided below is insufficient.
