

Corporate Policy

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Section:	Administration	01
Sub-Section:	Awards	0290
Title:	City Awards	2024-01

Related Documents

Number	Title

Approvals

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Amended: September 9, 2025	Resolution #: <u>GLC25/033</u>

Policy

The City of Port Moody promotes community involvement through a series of awards that recognize the contributions of residents, businesses, and organizations in strengthening our city. The purpose of this policy is to provide guidelines for staff in administering Civic Awards, the Freedom of the City Award, the Exemplary Civic Service Award, and Recognition of Merit awards.

This policy sets out a process for nominations, selection, and presentation of these awards and includes award specific information and direction where applicable.

Definitions

“Award of Merit” recognizes selfless acts or acts of valour or bravery in hazardous circumstances. This award recognizes actions by individuals who selflessly put themselves in jeopardy to protect the lives or property of others.

“Civic Awards” are presented to deserving people, organizations, and businesses that have made significant contributions to the community in the following categories: accessibility, arts, climate action, environment, heritage, and sport.

“Committees” means advisory bodies of Council, established by Council in accordance with their right under the *Community Charter*.

“Exemplary Civic Service Award” recognizes an individual or group that Council feels has contributed significantly to Port Moody’s current and future well-being by showing leadership, initiative, commitment, and commendable effort.

“Freedom of the City Award” is the highest honour that Port Moody can bestow upon an individual or distinguished unit of the armed forces of Canada or another nation. It is awarded to acknowledge contributions to the community or to those who have brought recognition to the city through their achievements.

“Letter of Commendation” recognizes individuals whose actions are notable and of a standard that should be recognized as benefitting the city and its residents at large. It should be used to reinforce examples of positive role model behavior, acts of service that benefit the community, or leadership. This award recognizes actions by individuals in cases where risk to the individual’s life is minimal, but the actions are highly commendable.

“Medal of Merit” recognizes individuals who display extreme courage or heroism to provide protection or preservation of life. The award should be conferred on individuals or groups of individuals who, at great risk to their own life, perform acts of exceptional bravery in attempting to save life or attempting to prevent or mitigate damage to the environment. The award may also be granted posthumously.

Procedures

1. Recognition of Merit

The City wishes to honour citizens or visitors whose demonstration of bravery or valour in a specific circumstance deserves recognition. There are three recognition levels: letter of commendation, award of merit, and medal of merit; only one of these recognitions can be awarded at one time.

1.1. *Nominations:*

Nominations may be forwarded to the Mayor's Office in writing by any member of the public or City staff. All individuals, regardless of residency, are eligible for nomination. Nominations must include the nominee and the nominator's name and provide a full description of the circumstances and events giving rise to the nomination. They may, as appropriate, include such factors as:

- location and other pertinent information of the incident;
- prevailing weather conditions;
- skill displayed;
- leadership demonstrated;
- determination to conduct the identified action or operation;
- exceptional courage demonstrated;
- degree of risk (to human lives and/or the environment) involved; and
- impact that the nominee's actions have had on the community.

If the information is insufficient, the nominator may be contacted for further information. Self-nomination is not permitted.

1.2. *Recognition Criteria and Selection:*

- A Letter of Commendation is awarded to individuals whose actions are notable and of a standard that should be recognized as benefitting the City and its residents at large. This award recognizes actions by individuals in cases where risk to the individual's life is minimal, but the actions are highly commendable. The letter should be matted, framed, and signed by the Mayor on behalf of Council.
- An Award of Merit is awarded for selfless acts or acts of valour or bravery in hazardous circumstances, and it can be a commissioned art piece. Should Council choose to award a commissioned art piece, the budget source should be identified by Council.
- A Medal of Merit is awarded to individuals who display extreme courage or heroism to provide protection or preservation of life. The design of the medal will generally conform to the example attached to this policy as **Schedule B**.

Council may either establish an ad hoc examination committee to ensure that the nominee(s) meet the established criteria, or act as the examination committee. The selection process must take place in a meeting closed to the public pursuant to section 90(1)(b) of the *Community Charter* as the discussion may include sensitive

Corporate Policy Manual

City Awards

personal information. If an ad hoc examination committee is established, the findings of the committee and its recommendations will be forwarded to Council for approval.

If the nomination is rejected, Council or the examination committee may decide to provide feedback to the nominator. In this case, the relevant resolution will be released to those who were affected.

1.3. *Notification:*

The nominator will be notified that the nomination has been received and forwarded to Council for their review in a Closed meeting. Successful nominees will be advised of the award through the Mayor's Office and will be provided information regarding the details of the award presentation.

1.4. *Presentation:*

Following approval by Council, the appropriate award will be conferred on the nominee at a Regular Council meeting, or an alternative arrangement may be considered for the presentation of the award.

2. Freedom of the City

Freedom of the City is the highest honour that a municipal council can bestow upon an individual or distinguished unit of the armed forces in Canada or another nation. It is awarded to acknowledge those who have made significant contributions to the community and/or to those who have brought recognition to the city through their achievements. Section 158 of the *Community Charter* regulates this award.

2.1. *Nomination:*

- each nomination should be supported by at least one additional nominator;
- nominations must include a detailed rationale and supporting documentation;
- council will, at its sole discretion and from time to time, consider bestowing this award in a Closed meeting; and
- current Council members are ineligible for nomination.

2.2. *Recognition Criteria and Selection:*

Nominees should meet one or more of the following criteria:

- made outstanding long-term contributions to the City of Port Moody;
- made a significant improvement in the quality of life, culture, or wellbeing of the community;
- achieved recognition by peers and/or external organizations beyond the City (e.g., provincial, national, or international honours); or
- demonstrated leadership, innovation, or service that has had a lasting impact on the City.

The nomination(s) must be approved by a unanimous vote of Council. The selection process must take place in a meeting closed to the public pursuant to section 90(1)(b) of the *Community Charter* as the discussion may include sensitive personal information.

Corporate Policy Manual

City Awards

2.3. *Notification:*

Successful nominees will be advised of the award through an email from the Mayor's Office and provided information regarding details of the award presentation.

2.4. *Presentation:*

Following approval by Council, the award will be conferred on the nominee at a Special Council meeting, followed by a reception, or an alternative arrangement may be considered for the award presentation.

2.5. *Award Specific Information:*

Freedom of the City recipients shall receive:

- a) a scrolled agenda for the Special Council meeting;
- b) a personal gift of a maximum \$500 value;
- c) a key to the city;
- d) a Freedom of the City medal engraved with the recipient's name and date of presentation;
- e) an invitation as an honoured guest to all official City functions;
- f) a lapel pin;
- g) parking entitlements as outlined in the City of Port Moody Street, Traffic, and Public Places Bylaw
- h) their name engraved on a plaque on the Donor Acknowledgement Wall in the City Hall Galleria;
- i) a letter advising of full privileges;
- j) the names of individual Freedom of the City recipients shall be placed at the top of the voters' list for municipal elections for Mayor and/or Councillor; and
- k) in accordance with section 158 of the *Community Charter*, persons given Freedom of the City are automatically deemed to be electors of the City of Port Moody and, as such, are entitled to vote in an election for Mayor and/or Councillor and, if the person is a Canadian citizen, they are deemed to be qualified to be nominated, be elected, and hold office on Council.

2.6 Posthumous Recognition Protocol

To ensure dignity and consistency in honouring deceased Freedom of the City recipients, the following measures shall be observed:

- Condolences and Floral Tribute:
 - a formal letter of condolence from the Mayor on behalf of Council will be sent to the recipient's family; and
 - a tribute on behalf of the City will be arranged, which may include a floral arrangement, a donation to a designated charity, or another gesture in accordance with the family's wishes.
- Facility Use and Fee Waiver:
 - the family will be offered the use of a City facility for a memorial or celebration of life; and
 - all standard facility rental fees will be waived for the event.

3. Exemplary Civic Service Award

The Exemplary Civic Service Award is established to recognize an individual or group that has contributed in a significant way to the current and future wellbeing of Port Moody and its residents by showing leadership, initiative, commitment, and commendable effort, and been instrumental in:

- achieving a sustained and positive impact for the community in the areas of an enhanced sense of community pride, civic engagement, and/or sustainability practices;
- creating positive change that improves the life of others in the community in a sustained and ongoing way;
- successfully advocating for change for the community in areas outside the jurisdiction of City Council (i.e., federal or provincial legislative, policy, or program change of benefit to the local community); and/or
- successfully undertaking activities that align with and contribute significantly towards achieving Port Moody's Council Strategic Plan and community vision.

Conferring of Freedom of the City is the highest honour that Port Moody can bestow. The Award for Exemplary Civic Service is conferred on an individual or group that meets the criteria of this policy but where the contributions are not as significant as those who have achieved the highest honour of Freedom of the City.

The contribution of recipients of the Award for Exemplary Civic Service is at a higher level than that for the Civic Awards.

3.1. *Nominations:*

Nominations for the Exemplary Civic Service Award will not be sought or advertised and are entirely within the purview of Council. Self nomination is not permitted. Current Council members are ineligible for nomination.

3.2. *Selection:*

Nominations shall be brought forward to a Closed Council meeting by Council members. The selection process must take place in a meeting closed to the public pursuant to section 90(1)(b) of the *Community Charter* as the discussion may include sensitive personal information. The decision to confer this honour does not require unanimous decision of Council (as Freedom of the City does); however, it requires a two-thirds majority vote of Council to recognize the significance of this award.

3.3. *Notification:*

Recipients will be advised of the award through an email from the Mayor's Office and provided information regarding details of the award presentation.

Corporate Policy Manual

City Awards

3.4. *Presentation:*

Following approval by Council, recipients will be presented with a recognition memento (which may take the form of a lapel pin) and a certificate at a Regular Council meeting. An alternative arrangement may be considered for the award presentation.

3.5. *Award specific information:*

There will be no monetary (cash) gift for recipients. All recipients shall be invited annually to the Committee Volunteer Appreciation Dinner.

4. Civic Awards:

Through the Civic Awards program, Port Moody Committees recognize deserving people, organizations, and businesses throughout the City. Civic Awards will be presented every two years, starting in 2024, to deserving people, organizations, and businesses that have made significant contributions to the community in the following categories: accessibility, arts, climate action, environment, heritage, and sport. Committees identified in **Schedule A** of this policy will review nominations and report to Council with recommended recipients.

4.1. Peter Hulbert Accessibility Award:

The Peter Hulbert Accessibility Award honours an individual or group that has contributed to the removal of barriers for individuals with accessibility needs or the promotion of inclusivity—i.e., welcoming all people to participate in all aspects of community life—in Port Moody. The award is named after long-time resident Peter Hulbert, who was an outspoken advocate for accessibility issues.

- *Eligibility:*

The following groups are eligible for the award:

- businesses (incorporated or for profit);
- community groups and organizations;
- individuals;
- educators (teachers, coaches, counsellors, mentors); and
- government agencies (local and senior government employees and departments).

Nominees could have contributed in one of the following ways:

- the nominee has gone above and beyond the expectation of a business, community group, educator, government agency, or individual in terms of removing physical, social, or systemic barriers to participation in community life for individuals with accessibility needs. The contribution does not have to be in the year before the award date; or
- the nominee has gone above and beyond in creating opportunities for inclusion, promoting, or raising awareness of inclusivity, or advocating for or helping to bring about a change that makes Port Moody a more inclusive place where everyone has meaningful opportunities to

participate in all aspects of community life. The contribution does not have to be in the year before the award date.

Areas for increased inclusivity may include, but are not limited to, individuals dealing with the following:

- physical mobility challenges;
- cognitive/emotional challenges (e.g., phobias);
- minority ethnicities, religions/philosophies, languages;
- Indigenous communities;
- LGBTQ+ communities;
- young and old;
- homelessness;
- recovery and re-integration (e.g. from addictions, institutionalization/prison); or
- social isolation, grief, and loss.

4.2. Arts Award:

The Arts Award celebrates an individual, organization, or business that significantly contributes and participates in the artistic and cultural scene in Port Moody.

- *Eligibility:*

Nominees should be recognized for their significant or creative contributions through time, talent, leadership, or support in the arts that benefit the City of Port Moody.

4.3. Climate Action Award:

The Climate Action Award recognizes individuals, community groups, schools, organizations, and businesses who advance the goals and objectives of the City's Climate Action Plan.

- *Eligibility:*

The project, initiative, or achievement must take place in Port Moody and can be initiated by an individual, organization, or business. Nominees do not need to be Port Moody residents or business owners. Climate Action Award nominations are accepted for:

- formal greenhouse gas emission reduction/elimination (e.g., home energy retrofit);
- renewable energy transportation (e.g., car-free family);
- climate change resilience (e.g., passive house, flood-proof house, food security);
- renewable energy demonstration in use;
- volunteerism and engagement;
- climate change education and outreach; and

Corporate Policy Manual

City Awards

- other projects or activities that may align with the Port Moody Climate Action Plan.

4.4. Environmental Award:

The Environmental Award recognizes outstanding accomplishments and contributions that advance environmental preservation, increase awareness, and support climate change action. Two awards will be presented, with at least one in the youth category.

- *Eligibility:*

The project or initiative must take place in Port Moody and can be initiated by an individual or one of the following groups:

- individuals;
- community groups/organizations: formal or informal, not-for-profit groups including environmental stewardship, youth, and community service groups;
- schools and educators: teachers, students, coaches, and counsellors;
- businesses: including Port Moody businesses, Port Moody industry, and developers; and/or
- youth aged 12 to 19 years old.

Nominees are evaluated based on their project or initiative within one or more of the following areas:

- Ecological Initiative;
- Habitat Enhancement;
- Naturescape Principles;
- Volunteerism and Engagement;
- Environmental Education and Outreach;
- Waste Reduction;
- Water Use Reduction;
- Greenhouse Gas Emission Reduction;
- Energy Efficiency; and
- Climate Change Resilience.

4.5. Heritage Award:

The Heritage Award honours an individual, organization, or business that advances heritage conservation in Port Moody through special initiatives or projects that preserve, rehabilitate, restore, and create awareness of a cultural resource.

- *Eligibility:*

Nominations must be for work completed in Port Moody and that has not received a Heritage Award. Heritage Award nominations are accepted for:

- restoration, rehabilitation, adaptive re-use, or building maintenance;

Corporate Policy Manual

City Awards

- heritage advocacy by a group or individual;
- efforts in community or neighbourhood revitalization; and
- educational material, publications, or exhibits.

4.6. Sports Award:

The Sports Award recognizes exceptional contributions that have furthered the growth, reputation, and/or character of sport through sport administration, coaching, officiating, and participation. Three awards will be presented (two adults and one youth between 12-19 years of age).

- *Eligibility:*

Each nomination must include two references. Items that demonstrate their role in sport, such as photographs, media clips, medals, jerseys, and trophies must be included in the nomination. Nominees must fit one of the following categories:

- significant personal achievement;
- sportsmanship;
- historical contribution/pioneer;
- leadership; and
- novelty/unique contribution to sport.

4.7. Nominations for all Civic Awards:

Nominations can be submitted by anyone. Nominations should be made without the nominee(s) being informed of the nomination and the confidentiality of the nominations should always be maintained. Call for nominations will be announced via appropriate communication channels (e.g., City website, social media), as determined by the Communications and Engagement Division. Following this announcement, nomination forms will be made available at City Hall and on the website. Completed forms must be received by 5pm on the advertised closing date.

Nominators are encouraged to complete the forms electronically where possible and provide as much information as possible about why they believe that person and/or group should receive the award.

The Youth Sports Award nomination period will run from January to April 30, with the Youth Focus Committee considering the nominations at their May meeting and subsequently forwarding their recommendation to Council.

Current Council members are ineligible for nomination for all Civic Awards.

4.8. Selection process for all Civic Awards:

Committees will review nominations in closed meetings and forward their recommendations to a Closed Council meeting for consideration, pursuant to section 90(1)(b) of the *Community Charter*. If one or more of the nominees are Committee members, those members must recuse themselves from the Closed meeting at

Corporate Policy Manual

City Awards

which the selection is taking place. Committee members are required to follow the Council Committee System Policy and any other relevant Council policies that are applicable during this decision-making process.

Legislative Services will provide the committee recommendations for award recipients to Council for consideration at an upcoming Closed Council meeting. Recommendations made by the Committees may or may not be adopted by Council.

Only successful nominees will be informed of the Council decision.

4.9. Notification for all Civic Awards:

The Mayor's Office will reach out to award winners, inviting them to the annual Volunteer Appreciation Dinner.

Youth Sports Award winners will be notified by the Executive Assistant to Mayor and Council and invited to an upcoming Regular Council meeting for the presentation of their award. The winners will also be invited to the annual Volunteer Appreciation Dinner.

4.10. Presentation for all Civic Awards:

Civic Awards will be presented by the Mayor or the respective Committee Chair(s) at the Volunteer Appreciation Dinner. Civic Awards will be designed by the Communications and Engagement Division. The total cost of the award shall not exceed \$80 but may be increased annually by the rate of inflation. The use of local artists is encouraged. Civic Awards may be accompanied by flowers and other gifts, the total cost of which shall not exceed \$25, but may be increased annually by the rate of inflation.

4.11. Additional Information:

All award categories may not be allocated a winner every award cycle, or multiple awards in the same category may be awarded. If multiple awards in the same category are awarded, an additional budget source is to be identified for both the awards, and the award winners' attendance for the Committee Volunteer Dinner. Council has the sole discretion regarding the awards and may choose not to award the recommended nominee(s).

Monitoring/Authority

Delegated to the Administration Division, the Communications and Engagement Division, and the Executive Assistant to Mayor and Council.

Schedule A – Committees and Civic Awards

Award Category	Awarded by
Arts	Arts, Culture, and Heritage Committee
Climate Action	Climate Action Committee
Environment	Parks and Environment Committee
Heritage	Arts, Culture, and Heritage Committee
Peter Hulbert Accessibility	IDEA Committee
Sports	Parks and Environment Committee (Adult) and Youth Focus Committee (Youth)

Schedule B – Medal of Merit

