



# Civic Awards Manual

Updated 2025

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## Overview

This manual outlines the procedures as per the Civic Awards Policy CUL 150. Every year in May, the City of Pickering hosts a Civic Award Ceremony presenting awards across various categories to members of the community who have exemplified outstanding service and achievements at a formal presentation ceremony.

Residents and non-residents are encouraged to submit nominations for individuals, groups, and businesses who have made significant contributions to the City of Pickering. A Selection Panel reviews the nominations and determines the recipients in each of the Civic Award categories.



*Kylie Soundy Recipient of the  
2022 Heritage Award*



*Andrew Scott, Manager Land  
Development accepting the  
Sustainability Award for Mattamy  
Homes, 2022*

## Civic Award Nomination Forms

Civic Award Nomination Forms are available year-round online at [pickering.ca/civicawards](http://pickering.ca/civicawards). Paper formats are available at City Hall, Chestnut Hill Developments Recreation Complex, and all Community Centers. Accessible formats are available upon request from Customer Care by calling 905.683.7575 or emailing [customercare@pickering.ca](mailto:customercare@pickering.ca)

All forms must be completed accurately. Incomplete nomination forms will be declined for consideration. Nominators must include their name, mailing address, telephone, and email address along with their 500-word nomination submission. Nomination details should be detailed to include, but not limited to, the nominee's service, achievement, or contribution to the City of Pickering along with titles, dates, events, etc.

Paper submissions should be limited to one page only (8.5" x 11") or a maximum of 500 words typed or clearly printed, using blue or black ink. This additional submission form must be attached to the Civic Awards Nomination Form. Information will not be returned unless appropriate arrangements are made.

Electronic submissions submitted on the City of Pickering website may have a maximum of three attachments limited to one page only (8.5" x 11") or a maximum of 500 words typed or clearly printed using black or black ink for upload to the online application.

Personal information collected on all Civic Award Nomination Forms inclusive of submitted attachments are collected under the authority of the *Municipal Act* and will be used for the purpose of Civic Awards data collection. Questions about this collection should be directed to the City Clerk at One the Esplanade, Pickering, ON L1V 6K7 or by calling 905.420.4611.

Nominators do not have to reside within the City of Pickering.

Civic Award nominations for the previous calendar year must be submitted to City of Pickering's Customer Care prior to the deadline. **The annual deadline is the 2<sup>nd</sup> Thursday in February at 4:30 pm.**

Hardcopy nominations can be dropped off at:

City of Pickering  
Customer Care Centre  
Pickering Civic Complex  
One The Esplanade,  
Pickering, ON L1V 6K7

[See Online Nomination Form](#)

## **Civic Award Categories**

Residents and non-residents are encouraged to submit nominations for individuals, groups, and businesses who have made a significant contribution to the City of Pickering. A selection panel reviews the nominations and determines recipients in each of the categories based on the category criteria noted below:

### **Special Citation**

Given to one or more individuals, groups, or businesses from Pickering, whose outstanding achievements over the last year or more, within or outside of the City, brought Provincial, National, or International recognition to the City.

### **Bravery/Heroism Award**

Given to one or more individuals for their selfless act of bravery or heroism within or outside of the City during the last year.

### **Lifetime Achievement Award**

Given to one or more individuals living within or outside of Pickering, for a significant contribution over their lifetime, to the betterment of the Pickering community.

### **Individual Volunteer Award**

Given to one or more individuals who stand out amongst all other valuable individuals, who live in Pickering for their volunteer service to the City over the last year or more.

### **Service Group Award**

Given to the service group whose activities stand out amongst all other service groups in Pickering for their contribution and service to the City over the last year.

### **Community Group Award**

Given to the community group whose activities stand out amongst all other community groups in Pickering for their contributions and service to the community over the past year.

### **Amateur Sport Award**

Given to one or more individuals from Pickering to recognize excellence in amateur sports over the last year.

### **Youth Volunteer Award**

Given to one or more Pickering youth 13 -19 years of age for outstanding volunteerism within or outside of the City of Pickering over the last year or more.

**Youth Leadership Award**

Given to one or more Pickering youth 13 to 19 years of age for outstanding leadership within or outside the city of the last year or more.

**Sustainability Award**

Given to one or more individuals, groups, or businesses who have made significant contributions to the Sustainable Pickering Journey.

**Arts Award**

Given to one or more individuals, groups, or businesses who have made significant artistic achievements within or outside the City of the last year or more.

**Cultural Diversity Award**

Given to one or more individuals, groups, or businesses who have made significant and sustained commitment to the promotion of cultural harmony in the City of Pickering.

**Heritage Award**

Given to one or more individuals, groups, or businesses who have demonstrated a significant contribution to the preservation, conservation, education and/or promotion of Pickering's Heritage.

**Urban Design Award**

Given to one or more individuals, groups, or businesses from Pickering who were outstanding in their support of and participation in community activities over the last year or more.

**Economic Development Award**

Given to one or more businesses from Pickering who have made a significant contribution to the City's economic prosperity over the last year or more.

**Local Business Award**

Given to one or more individuals, groups, or businesses who were outstanding in their support of and participation in community activities over the last year or more.

**Environment Award**

Given to one or more individuals, groups, or businesses from Pickering who have made significant contributions to conserving or enhancing the City's Natural Environment.

**Accessibility Award**

Given to one or more individuals, groups, or businesses who have made significant or ongoing contributions, beyond legislative requirements, to the well-being and advancement of people with accessibility requirements.

**Animal Advocate Award**

Given to an individual, group or business that actively promotes Responsible Pet Ownership and/or works to improve animal welfare in Pickering.

**Green Builder Award**

Given to one or more builders, showcasing innovative sustainable design, technology, and construction practices in Pickering.

No individual on a team, in a community group, business, or affiliated participant should receive an award for the same category in the same year.

Any proposal of new award categories, elimination and/or updates of existing Civic Award categories is discussed annually at the Selection Panel meeting, held in March.

**Nomination Eligibility is subject to the accurate completion of the nomination form. Each nomination is reviewed and researched for accuracy and eligibility.**

## **Nominations Review and Civic Award Selection Package**

All submitted nominations are forwarded to the Clerk, Culture & Recreation to create the Civic Award Selection Package.

The Civic Award Selection Package includes all recorded nominations and attachments submitted, organized by each category. Once finalized, they are reviewed by the Director, Community Services.

The Civic Awards Package, along with the Previous Winners booklet is delivered two weeks in advance of the Selection Panel meeting. The package is delivered to the Mayor, City Councillor Ward 1, 2, 3, and Chief Administrative Officer.

## **The Civic Award Selection Panel Meeting**

The Civic Award Selection Panel meeting occurs on the 1<sup>st</sup> Monday in March. The Selection Panel Members are the following Members of Pickering City Council:

- City Councillor, Ward 1
- City Councillor, Ward 2
- City Councillor, Ward 3
- The Mayor, as ex-officio

The Director, Community Services and Community Services staff will also attend the meeting.

### **Conflicts of Interest**

Members of the Civic Award Selection Panel will declare any conflict of interests (as per ADM 070 Code of Conduct Policy) at the beginning of the meeting. It is expected that the member(s) of the Selection Panel with a declaration of conflict, shall recuse themselves from the selection review of the conflicting nomination.

Should there be any uncertainty as to if the member is in conflict, the question shall be brought before the Mayor and the Director, Community Services for confirmation and guidance.



## Selection Panel Process

At the Selection meeting, the Civic Awards Panel will review each category and determine award recipients. The Director, Community Services shall track selected Civic Award recipients as awarded and answer any questions pertaining to nominations as they are put forth.

## Post Selection Panel Process

Successful recipients are each notified by an official letter from the Office of the Mayor. Details of the letter include the ceremony date, tickets (if applicable), model release form for the nominee, time, location, and RSVP requested date.

The Civic Award Nominators of successful and unsuccessful nominations are notified by letter, from the Director, Community Services as to the success/status of their nomination. This letter is mailed five days post the mailing date of the successful Civic Award recipient letters.

The names of all Civic Award Recipients are kept confidential until the Civic Award Ceremony in May. There are no formal announcements or news releases in advance of the Award Ceremony.

Due to the formal nature of the Civic Award Ceremony, a dignitary and special guest list is submitted for approval by the City of Pickering's Chief Administrative Officer. All dignitary and special invitation letters are sent from the Office of the Mayor.

## **Civic Award Presentation Ceremony**

The Civic Award Ceremony is hosted by Pickering City Council annually each year in May. The Civic Awards are presented by the Mayor and Members of Council in a formal ceremony.

The Award presentation consists of an award medal, City of Pickering civic pin, and a certificate of recognition bearing the embossed seal of the Corporation of the City of Pickering and the Mayor's signature. The certificate shall include the recipient's name, organization or business and Civic Award name.

## **Post Civic Awards Ceremony**

Within 24 hours following the Civic Award Ceremony the names of each of the recipients are released through an Official Media Release drafted by the Community Services Coordinator of Communications.

In the days following the Awards Ceremony and under a signed Photo Release Form, the names of Civic Award recipients along with their photos taken with Mayor and Members of Council are posted on the City of Pickering's website by the Community Services Coordinator of Communications.

Award Recipients are also sent their photos via email by the Clerk, Culture & Recreation.