

the regular application period, these guidelines shall give the Clerk the flexibility to consider such nominations and to forward recommendation(s) to Council for approval. Council reserves the right to solicit and approve additional nominations post-deadline, if warranted for special circumstances.

5. Nomination Procedure

a) The nominator shall complete the Nomination Form associated with the Citizen Recognition Policy attached hereto as Schedule 'A.'

b) The nomination shall file the Nomination Form with the Clerk at 57 West Street, Goderich, Ontario, N7A 2K5 or on the Town's website at www.goderich.ca and will be open as soon as practicable from June 1-September 1 each year. Staff will advertise and promote the call for nominations from the public on social media, the Town's website and the local newspaper.

c) Citizen Recognition Awards will be given in the month of October of each year at an Award Recognition Ceremony in the front foyer at Town Hall.

d) Nominations that meet the eligibility criteria will be reviewed by the Clerk and a recommendation will be forwarded to Council for consideration in a closed session of Council.

6. Award

- Each recipient will receive a formal Citizen Recognition Award signed by the Mayor and Council;
- Each recipient will be recognized on the Town of Goderich social media and on the Town's website.
- Recipients will be notified by phone or email prior to the Award Recognition Ceremony.

7. Nomination Focus

Focus for citizens to be recognized for the Citizen Recognition Award are based on, but not limited to, aspects in whole or in part of the Town of Goderich Strategic Plan.

Exceptional services and/or contributions to the Town of Goderich should be either for a lifetime contribution or a specific act or significant event with twenty-four (24) months of the nomination period.

Examples of nomination focuses include, but are not limited to:

- Civic Responsibility and Contribution
- Community Spirit
- Innovation
- Volunteer Services
- Mentoring and Coaching
- Contributions to the Town of Goderich

- Responsible Environmental Practices
- Community Pride
- Demonstrate teamwork and community involvement