



Volunteer Recognition Program Policy

This document is public and available in an accessible format upon request.

Implemented: December 2021

Revision Date: September 2023

References and Related Documents: Appendix 'A' - Volunteer Recognition Nomination Form

Policy Statement

The Township of Georgian Bluffs is committed to building community, by recognizing its residents who dedicate their time to enhancing and bettering Georgian Bluffs through volunteer efforts.

Purpose and Scope

The purpose of this policy is to determine guidelines for the formal recognition of residents who have significantly contributed to non-profit volunteer activities or causes.

This policy applies to all residents of the Township of Georgian Bluffs who meet eligibility requirements and are not otherwise ineligible for reasons prescribed in this policy.

This policy specifically precludes Council members and staff from eligibility.

Definitions

“Volunteer” means a person who has assisted a community organization, individual, or event without receiving compensation.

“Residents” means persons who reside within the geographic boundaries of the Township. Including those who own property, rent, or reside in the Township on a permanent or seasonal basis.

“Members of Council Committees” means any resident of the Township who has been appointed to serve on a Committee of Council.

“Staff” means anyone employed by the Township on a full-time, part-time, contract, or permanent basis.



“Nominee” means a person nominated for the receipt of a volunteer of the year award.

Policy Requirements

Criteria

The Township will issue three (3) awards per year, one per category, to an eligible Township of Georgian Bluffs resident as outlined in this policy. Nominations will be accepted for the following categories: The Georgian Bluffs Community Service Award, The Georgian Bluffs Lifetime Volunteer Award, and the Youth of the Year Award. Additional awards may be granted at the discretion of Council to eligible nominees. If there are no nominees for a category, Council may choose a second recipient in a category with a surplus of eligible residents. Additionally, Council may opt not to present any awards if there are insufficient nominations.

The Georgian Bluffs Community Service Award

Residents of the Township over the age of 21 are eligible for efforts made on a volunteer basis and not for compensation. Recipients of this award have made significant contributions to community service and community improvement. The following factors should also be considered in the selection process:

- Length of service/commitment
- Impact of service
- Outstanding service with a community organization/ group within the Township
- Outstanding service on a Council Committee or Local Board
- Contribution to a diverse range of community organizations
- Contributions that contribute to diversity, equity, and inclusion

The Georgian Bluffs Lifetime Volunteer Award

Residents of the Township over the age of 21 are eligible for efforts made on a volunteer basis and not for compensation. Recipients of this award have made significant contributions to community service and improvement in the community for a significant period (10 years or greater) or have had a significant positive impact on community members. The following factors should also be considered in the selection process:

- Length of service/commitment
- Impact of service
- Outstanding service with a community organization/ group within the Township



- Outstanding service on a Council Committee or Local Board
- Contribution to a diverse range of community organizations
- Contributions that contribute to diversity, equity, and inclusion

The Youth of the Year Award

Residents of the Township the age 21 or younger, or still enrolled in full time studies, are eligible for efforts made on a volunteer basis and not for compensation. Recipients of this award have made significant contributions to community service and improvement in the community. The following factors should also be considered in the selection process:

- Length of service/commitment
 - Impact of service
 - Outstanding service with a community organization/ group within the Township
 - Outstanding service on a Council Committee or Local Board
 - Contribution to a diverse range of community organizations
 - Contributions that contribute to diversity, equity, and inclusion
- Senior of the Year Award

Nomination

Any resident who meets the above criteria and is not included in the (in)eligibility list below, is eligible for nomination, including residents who serve on Council Committees. Members of a residents' family may submit a nomination. Council members are not permitted to make nominations on behalf of residence to ensure fairness as the selection committee.

Residents who have been nominated in the past will need to be re-nominated in the present year to be considered.

Residents Not Eligible for Nomination:

- Members of Council
- Township Staff
- Provincial and Federal politicians presently holding office
- Residents who have won a volunteer award previously, within the last 5 years

Calls for nominations will be issued in September of each year and will remain open for a period of one (1) month, through a media release to all local news outlets, and posted on the Township's website and social media pages. Nomination forms will be made available on the website, recreation facilities, and at the Administration Office. A



permanent webpage containing this policy and previous award winners will be affixed to the Township's website. Only nominations received during the present year's nomination period will be considered.

Selection

The Clerk and/or designate will compile a list of eligible nominees for the selection of Council. The selection meeting will be held via closed session following the closure of the nomination period, under open meeting exemption "b", personal matters about an identifiable individual, of the *Municipal Act, 2001*. This information will remain confidential and only the names of selected recipients will be made public.

Volunteers will be advised of their selection and provided with a formal invitation to Council by way of a letter from the Office of the Mayor.

Award Presentation

Volunteer recognition awards will be presented annually at a November Council meeting. In an election year, nominations will open in November awards will be presented following the commencement of the new term of Council, in December.

Each winner will be presented with a framed certificate signed by the Mayor and Deputy Mayor and affixed with the corporate seal. A donation of \$100 to a local charity will be made in the name of the winner to a charity of their choosing.

Following the award ceremony, the Clerk's department will publish the names of the winners on the Township's website. A media release will be issued containing the names of each winner to all local news outlets.

Monitoring and Review

The Clerk's department will review this policy annually, with any pressing amendments to be made on an as needed basis.



Appendix 'A'

Township of Georgian Bluffs

Volunteer Recognition Program Nomination Form