



Volunteer Recognition Program Policy

Implemented: December 2021

Revision Date: December 2022

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: Volunteer of the Year, Senior of the Year, and Youth Volunteer of the Year. 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.

Volunteer of the Year Award

Residents of the Township between the age of 22 and 64 are eligible for efforts made on a volunteer basis and not for compensation. 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

Residents of the Township over the age of 65 are eligible for efforts made on a volunteer basis and not for compensation. 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

Youth Volunteer of the Year

Residents of the Township between the age of 12 and 21 are eligible for efforts made on a volunteer basis and not for compensation. 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 are not barred from submitting a nomination on their behalf. Council members are also not permitted to make nominations.

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 Mayor.

Award Presentation

Volunteer recognition awards will be presented annually at an October Council meeting. For the purposes of an election year, awards will be presented following the commencement of the new term of Council, in November.

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



Volunteer Recognition Program Nomination Form

Nomination Category

Volunteer of the Year

Senior Volunteer of the Year

Youth Volunteer of the Year

Nominee Information

Name:

Age:

Date of Birth:

Address:

Nomination Criteria

Yes

No

Is the Nominee a resident of Georgian Bluffs?

Did the Nominee receive compensation for the work/
Initiatives for which you are founding your nomination?

Description of Volunteer Efforts

Please tell Council about the Nominee and their volunteer contributions to the Township of Georgian Bluffs and why you think they should be chosen for Volunteer of the Year. Please feel free to attach additional pages if required.

Form Submission

Please direct completed forms to the attention of the Clerk at bdrury@georgianbluffs.ca, or by mail to the Township Administration office before the deadline of September 30.

Attn: Clerk, Brittany Drury
177964 Grey Road 18, RR#3
Owen Sound, ON N4K 5N5