

Municipality of West Elgin

Schedule "A" to By-Law #2024-XX

Policy _____

Volunteer Recognition Policy

Effective Date: August 15, 2024

Review Date:

Volunteers are an asset to the community, and Council of the Corporation of the Municipality of West Elgin is proud to offer recognition for outstanding citizens. The Municipality of West Elgin Volunteer Service, Distinguished Citizen/Citizenship Award, Mayor's Prestigious Awards, and Newcomer to the Area recognize and honour those who have contributed in an extraordinary way to the community or the municipality as a whole.

Categories:

1. **The Volunteer Service Award** specifically recognizes individuals and/or groups and/or organizations whose efforts have made a significant impact or special contribution towards the development and advancement in areas related to recreational sports, arts and culture or community and social services.

Form of recognition: Small token of appreciation (i.e.: Framed Certificate, Municipality pen, mug, pin or tote bag) to be determined by Council.

2. **The Distinguished Citizen/Citizenship Award** recognizes individuals who may not fit the volunteer criteria but whose selfless efforts are deserving of recognition. This category will recognize an individual in each of the three (3) categories:

- Youth
- Adult
- Senior

Form of recognition: Small token of appreciation (i.e.: Framed Certificate, Municipality pen, mug, pin or tote bag) to be determined by Council

3. **Mayor's Prestigious Award** is the highest possible recognition from the Municipality of West Elgin. The purpose is to recognize an individual who may have demonstrated any one of the following: Humanitarianism, exceptional achievement in a profession, sports or the arts; an act of heroism or bravery.

Form of recognition: Framed Certificate and/or the individual's name will be added to the Mayor's Prestigious Award Plaque.

4. **Newcomer to the Area** recognizes a new member to the Municipality of West Elgin whose efforts have made a significant impact or special contribution towards the community.
5. **Committees of Council** as identified by by-law, that being a by-law to appoint Councillors and Ratepayers to various Committees and Boards requiring Council Representation. Members of Committees appointed by Council will be recognized at the completion of their four year term or upon their resignation. The Clerk's Department will provide Council with the names of individuals to be recognized.

Form of recognition: Letter of Appreciation signed by all members of Council.

AWARD CRITERIA

Recognition will be given to individuals, resident or otherwise, who have contributed a significant amount of volunteer time and energy towards the development of community life in the Municipality of West Elgin. Candidates for Recognition Awards will have made significant contributions to the community to improve the quality of life not only for themselves but all residents.

Criteria and Eligibility:

- Persons who currently reside outside of the Municipality of West Elgin can be nominated and approved, providing their volunteer contribution was a benefit to the Municipality of West Elgin.
- cannot be an elected official (unless award is to recognize the individual in a capacity that is outside the scope of the elected officials' duties and responsibilities)
- presents a positive image of the Municipality of West Elgin
- evidence of on-going leadership and/or dedication
- the number of years/hours of service will be at the discretion of Council and will be based on the value and impact of the individual's volunteer contribution

Procedure:

Nominations: Nominations are invited from the public. Recipients will be determined by the Selection Committee and recommended to Council.

Selection Committee: Will consist of the Mayor, Chief Administrative Officer and Clerk. The Selection committee reserves the right to assign a nomination to an alternate category.

Decisions of the Selection committee are subject to Council approval.

Eligibility: In all categories the achievements must have enhanced the image of the Municipality of West Elgin, and a span of five years must elapse before a previous recipient will be considered for an additional award, subject to the discretion of the Selection Committee and the approval of Council.

Other Provisions and/or Guidelines:

1. Volunteers must not have received financial remuneration for their efforts other than reimbursement for travel, lodging, equipment or supplies.
2. No street, park, municipal facility or property shall be named after an individual or organization.
3. Not all awards may necessarily be presented each year.
4. Candidates are eligible for a Volunteer Service Award a minimum of once every five (5) years.
5. Council may choose to recognize all volunteers and/or recipients a minimum of once every term of Council at a barbeque or alternative event. Notice of the event will be posted in the office, on the township website and advertised in the paper.
6. Nomination forms will be available to the public and accepted until the end of the last business day, annually in June.
7. Council, at its discretion and where deemed appropriate may choose an alternate form of recognition.
8. Changes to this policy require 2/3 majority vote by Council.

Annual Recognition Event

Annually, an event will be held at a location chosen by Council, and will provide a catered meal and ceremony, with invitations extended to those who have been nominated to receive an award, and their families.

Recipients will receive their award, presented by the Mayor or Delegate.