



# Policy

---

## POL.COR.22.05 Volunteer Recognition Program

<b>Policy Type:</b>	Corporate Policy (Approved by Council)
<b>Date Approved:</b>	February 14, 2022
<b>Department:</b>	Community Services
<b>Staff Report:</b>	FAF.22.018
<b>By-Law No.:</b>	n/a

### Policy Statement

---

The Town of The Blue Mountains (Town) recognizes and values the Volunteers that contribute their time and service to enrich the quality of life within the community.

### Purpose

---

To ensure that Volunteers are continually celebrated and recognized for the work that they do in an ongoing and equitable way.

### Application

---

This policy relates to individuals that are residents of the Town, owners of a business in the municipality or attend school in the municipality acting in a volunteer capacity that provide programs and services to the residents of the Town to help enrich their quality of life. Individuals outside of the Town may be considered if their contributions are with a Town community organization that has a primary focus within the municipality.

### Definitions

---

**Community Group:** Civil society non-profits that operate within a single local community. They are often run on a voluntary basis and are self-funded. Some are formally incorporated, with a written constitution and a board of directors, while others are much smaller and are more informal.

**National Volunteer Week:** The week every April set by Volunteer Canada to celebrate Volunteers across the country.

**Recognition:** Refers to celebrating and demonstrating gratitude for the time and effort the volunteer gives to the municipality.

**Special Interest Group:** A group of persons working on behalf of or strongly supporting a particular cause, such as an item of legislation, an industry, or a special segment of society.

**Sub-Committee:** Maximum of three (3) members of Council and two (2) members of the public that will be appointed on an annual basis by Council. One (1) Staff liaison will be provided as a non-voting member.

**Volunteer:** Individuals who reach out beyond the confines of paid employment and normal responsibilities to contribute time and service to the Town in the belief that their activity will have a positive effect on the community. Volunteers provide programs and services to the residents of the Town of The Blue Mountains to help enrich their quality of life.

## Procedures

---

### Volunteer Recognition Awards

This program recognizes individual Volunteers and Community Groups in a specific category for their contributions to the community. One individual award and one group award is available per category unless otherwise stated.

### Award Categories

1. **Arts & Culture Award:** awarded to an individual and/or group for contribution to the development, support, preservation or promotion of culture, music, visual, performing, or literary arts.
2. **Sustainability Award:** awarded to an individual and/or group for contribution to the protection, preservation, beautification, awareness and/or promotion of our local environment.
3. **Heritage Award:** awarded to an individual and/or group for contribution to heritage preservation, architectural conservation, research and/or interpretation of local heritage.
4. **Sports and Recreation Award:** awarded to an individual and/or group for contribution to the promotion, development and/or support of recreation and/or sport in the community.
5. **Good Neighbour Awards:** awarded to a Blue Mountains resident for their outstanding efforts and actions that have enhanced or improved our community.
6. **Blue Mountains Community Builder Awards (adult 26 and over, youth 25 and younger):** recognizes one individual in each age category who have made an outstanding voluntary contribution to the well-being of our community over a number

of years. This award recognizes local champions who build communities and show us all what can be achieved with passion and determination.

7. **Outstanding Community Group Award:** recognizes a community group or Special Interest Group for its outstanding voluntary contribution to the well-being of our community.

### **Eligibility**

1. Must be a resident of the Town of The Blue Mountains, own a business in the municipality or attend school in the municipality. Individuals outside of the Town of The Blue Mountains may be considered if their contributions are with a Town of The Blue Mountains community organization that has a main focus within the municipality.
2. Community Groups must be non-profit community groups and be based in Town of The Blue Mountains with the majority of services geared towards The Blue Mountains' residents. Special interest groups are not eligible.
3. Elected officials of the Town of The Blue Mountains are not eligible.
4. Paid staff, full time, or part time are not eligible, except where their volunteerism is separate, distinct from, and outside of their paid position.
5. Services must have been performed on a wholly volunteer basis and not for pay.
6. Nominees must be aware of the nomination and sign the nomination form.

### **Procedures**

1. Nomination forms ('Appendix A') are available at Town Hall and on the Town's website. Availability of forms will be advertised in local newspapers, through social media, and on community signs.
2. Award nominations will be solicited from the community at large, including Town of The Blue Mountains staff and Council who are not directly involved with the program.
3. Nominations shall be made in writing on an approved nomination form.
4. Nomination forms will be submitted to the Blue Mountains Community Services Department beginning January 1<sup>st</sup> and no later than the third Friday in February each year.
5. All nominations become the property of the Town of The Blue Mountains and will not be returned.

### **Selection**

1. The Sub-Committee of Council will review all applications and recommend nominees for approval by Council. The staff liaison to the Sub-Committee will be a non-voting member.

2. The Sub-Committee and/or Council may choose to not recommend/select an award recipient in a category if there are no appropriate nominees.
3. The Sub-Committee, at its discretion, may consider a nomination for any award category it deems appropriate.
4. There shall be no publicity as to the proposed nominees or voting at any time. The only name(s) to be released to the public shall be the recipients of awards.
5. Only individuals selected for a volunteer award will be contacted.
6. A nominee will be excluded if they have previously received an award in the same category for which they are presently being nominated (to a limit of five years). A list of past award recipients will be kept on file by the Community Services Department.
7. Nominees may only be nominated for one award in any given year.

### **Presentation**

Awards will be presented by the Mayor or their designate at the annual Volunteer Recognition Event. The award recipient and one guest will be invited to attend the Annual Volunteer Recognition Event.

### **Annual Volunteer Recognition Event**

The annual Volunteer Recognition Event is held to celebrate the accomplishments of The Blue Mountains' Volunteers. The Sub-Committee of Council will work with Town staff to coordinate the annual event. An open invitation to volunteer organizations is sent out to community groups, and the event is advertised in the local newspapers, the Town website and through social media. Funds for this event are allocated through the Community Services operational budget. Presentations for the Volunteer Recognition Awards will be made at this event.

### **Provincial and Federal Awards and Recognition Programs**

Each year, the provincial and federal governments administer volunteer/citizen awards programs. The Community Services Department will send out a reminder letter to community organizations in October of each year outlining the various awards available and deadlines for nominations. It will be the responsibility of the organizations to apply for awards on behalf of their Volunteers, with municipal staff lending support if necessary. Staff and Council of the Town of The Blue Mountains cannot nominate Volunteers for awards as the role of Council and staff should be to promote the programs to the community, rather than nominate Volunteers.

### **National Volunteer Week**

National Volunteer Week is included on the Town's Official Proclamation Listing and will be recognized annually the last full week in April by posting on the Town website.

## **Exclusions**

---

A nominee will be excluded if they have previously received an award in the same category for which they are presently being nominated (to a limit of five years). A list of past award recipients will be kept on file by the Community Services Department.

Nominees may only be nominated for one award in any given year.

## **References and Related Policies**

---

[POL.COR.20.02 Volunteer Policy](#)

[Volunteering In Ontario](#)

[Volunteer Canada](#)

## **Consequences of Non-Compliance**

---

Consequences shall be commensurate with the severity of the breach of this policy.

## **Review Cycle**

---

This policy will be reviewed by Council once per term.

## Appendix A



# Volunteer Recognition Awards

The Town of The Blue Mountains recognizes and honours the achievements and contributions of community volunteers. These prestigious awards express Council's appreciation of the many individuals and community groups who work to enhance the quality of life in The Blue Mountains. We invite you to submit nominations for those individuals or groups that have made a significant contribution to our community.

## Award Categories

1. **Arts & Culture Award:** awarded to an individual and/or group for contribution to the development, support, preservation or promotion of culture, music, visual, performing, or literary arts.
2. **Sustainability Award:** awarded to an individual and/or group for contribution to the protection, preservation, beautification, awareness and/or promotion of our local environment.
3. **Heritage Award:** awarded to an individual and/or group for contribution to heritage preservation, architectural conservation, research and/or interpretation of local heritage.
4. **Sports and Recreation Award:** awarded to an individual and/or group for contribution to the promotion, development and/or support of recreation and/or sport in the community.
5. **Good Neighbour Awards:** awarded to a Blue Mountains resident for their outstanding efforts and actions that have enhanced or improved our community.
6. **Blue Mountains Community Builder Awards (adult 26 and over, youth 25 and younger):** recognizes one individual in each age category who have made an outstanding voluntary contribution to the well-being of our community over a number of years. This award recognizes local champions who build communities and show us all what can be achieved with passion and determination.
7. **Outstanding Community Group Award:** recognizes a community group for its outstanding voluntary contribution to the well-being of our community.

Town of The Blue Mountains Volunteer Recognition Awards Nomination Form

Please note that any documents submitted will become the property of the Town of The Blue Mountains and will not be returned.

**Nominee Information:**

Full Name of Volunteer or Community Group being nominated:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby allow my name to stand for nomination and consent to publication of my photograph and information from my nomination package as applicable.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Nominator Information:**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Nomination Award Category**

- |   |  |
|---|--|
| <input type="checkbox"/> Arts and Culture Award | <input type="checkbox"/> Sports and Recreation Award                       |
| <input type="checkbox"/> Sustainability Award   | <input type="checkbox"/> Blue Mountains Community Builder (Adult 26+)      |
| <input type="checkbox"/> Heritage Award         | <input type="checkbox"/> Blue Mountains Community Builder (Youth under 26) |
| <input type="checkbox"/> Good Neighbour Award   | <input type="checkbox"/> Outstanding Community Group Award                 |

**Nominee's Volunteer Activities (Individual Awards Only):**

Include Organization Name, Position Held, Description of Duties and Years of Service for each:



Please list **in point form** and provide a brief description of contribution that the individual or group has made to The Blue Mountains community. If more space is needed, attached a separate document.

**In point form**, describe why the nominee or group should be recognized through an award. If more space is needed, attach a separate document.