



## **Report for Council**

**Report number:** RE-14-2022

**Subject:** Volunteer Recognition Policy & Gala

**Prepared by:** Carol Ann Scott, Recreation Director

**Reviewed by:** Josée Brizard, CAO-Clerk

**Date of meeting:** November 21<sup>st</sup>, 2022

## **Context**

To inform Council about the Volunteer Recognition Policy and to obtain approval to hold the Volunteer Gala in the spring of 2023.

## **Report**

The Volunteer Recognition Policy was first approved in November 2017 and was revised in January 2019. The policy has 3 main objectives: 1) recognition of the individuals who volunteer directly for the Nation Municipality, 2) recognition of those who volunteer within our communities and throughout the 6 wards of the Nation 3) recognition of nonprofit groups/organizations who partner with the municipality for local projects. Volunteer galas were held in 2018 & 2019 and were well attended and appreciated but the activity was suspended in 2020 and 2021 due to the pandemic. The department would like to open the nominations for the Volunteer of the Year per ward for 2022 and plan the gala for the spring of 2023.

## **Relationship to priorities**

The Recreation Master Plan promotes partnerships with local organizations, working with volunteers and outlines the importance of recognizing those who volunteer within our Municipality.

## **Financial considerations**

The event had been budgeted in GL N7100-4050-4500 for the past two years but was not held. The gala will be included in the 2023 budget.

## **Recommendation**

That the Nation Municipality opens nominations for the Volunteer of the Year on November 22<sup>nd</sup> and closes nominations on January 22<sup>nd</sup>, 2023. A date will then be chosen for the Gala in the spring of 2023.

## **Attachments**

Volunteer Recognition Policy

# **VOLUNTEER RECOGNITION POLICY**

**CORPORATION OF  
THE NATION MUNICIPALITY**

**Effective date:** February 4<sup>th</sup>, 2019

**Approval date:** February 4<sup>th</sup>, 2019

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## **VOLUNTEER RECOGNITION POLICY**

### **AIM**

- 1) To define a uniform policy for recognition of the individuals who volunteer for The Nation Municipality.
- 2) To define a uniform policy for recognition of volunteers from The Nation Municipality who contribute their time and service to enrich the quality of life within our communities.
- 3) To recognize non-profit groups/organizations that form partnerships with The Nation Municipality and contribute to municipal projects that enrich the quality of life within our communities.

### **CATEGORY 1: VOLUNTEERS FOR THE NATION MUNICIPALITY**

- 1) Each department head will be responsible for tracking volunteers and their hours (volunteer firemen will not be included in this category).
- 2) Each individual who volunteers for the municipality will be invited to attend a supper and an evening of entertainment courtesy of the municipality and a shuttle service will also be offered from the main villages in The Nation.
- 3) The event will be held each year in a different community centre.

### **CATEGORY 2: IN APPRECIATION OF THE STRONG VOLUNTEER SPIRIT WITHIN ITS WARDS, THE NATION MUNICIPALITY WILL ANNUALLY RECOGNIZE ONE LOCAL RESIDENT FROM EACH WARD AS “VOLUNTEER OF THE YEAR”**

- 1) The municipality will announce the award and request that nominations of candidates be submitted to the clerk's office by the last Friday of the month of November.
- 2) A completed form outlining the contribution of the volunteer in their community and why they deserve the award must accompany each nomination.
- 3) The nominated volunteers may have excelled within the past year or over the course of many years.
- 4) A candidate may be nominated more than once but may only win the “Volunteer of the Year” award once every 5 years.
- 5) Municipal staff and Council members cannot be nominated for this award.
- 6) The selection committee will consist of the Council members and the Recreation Coordinator and they will select one deserving recipient from each ward in The Nation using the criteria listed below.
- 7) Candidates who have been nominated will receive two complimentary tickets to the Volunteer Gala (limited to 5 candidates per ward).
- 8) The winners will be announced when the awards are presented at the Volunteer Gala.

**CATEGORY 3: ANY NON-PROFIT GROUP/ORGANIZATION THAT PARTNERS WITH THE NATION MUNICIPALITY AND CONTRIBUTES FINANCIALLY OR IN-KIND TOWARDS A MUNICIPAL PROJECT DURING THE YEAR**

- 1) The Executive Committee of the non-profit group/organization will receive 4 complimentary tickets for the Volunteer Gala.
- 2) One set of complimentary tickets will be given to the non-profit group/organization to be drawn at random among the members of the organization.

**CRITERIA TO BE USED BY THE SELECTION COMMITTEE**

- |  |        |
|--|--------|
| 1. The number of nominations received for the candidate          | /5 pts |
| 2. Length of time/years that the candidate has been a volunteer  | /5 pts |
| 3. Commitment/contribution to a special project by the candidate | /5 pts |

**FORM**

**Nominator information**

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

Surname: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

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

**Nominee information**

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

Surname: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

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

**Why are you nominating this individual for The Nation Volunteer of the Year Award?** (attach additional sheet if needed)

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