

**The Corporation of the Town of South Bruce Peninsula**

**By-Law Number 138-2021**

**Being a By-Law to Amend By-Law Number 44-2009 Being  
a By-Law to Adopt the Manual Governing the Policies  
and Procedures for the Corporation of the Town of South  
Bruce Peninsula (Volunteer Recognition)**

**Whereas** Section 8 of the Municipal Act, 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**And whereas** Section 11 of the Municipal Act, 2001, c.25, as amended, authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

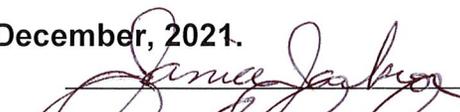
**And whereas** Section 270 (1) 5 of the Municipal Act, 2011, c.25, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

**And whereas** the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by updating the policy with regard to Volunteer Recognition.

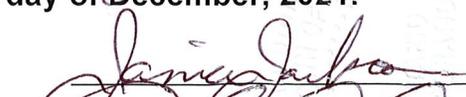
**Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:**

- 1) **That** the policy named Volunteer Recognition and numbered CO.14.1 and as attached hereto, shall hereby be included in the Municipal Policy Manual.
- 2) **That** all by-laws and polices inconsistent with this by-law are hereby repealed and replaced with this by-law.
- 3) **That** this by-law shall come into full force and effect upon the final passing thereof.

**Read a first and second time this 7th day of December, 2021.**

  
\_\_\_\_\_  
Clerk

**Read a third time and finally passed this 7th day of December, 2021.**

  
\_\_\_\_\_  
Clerk

<b>Section:</b> Council	<b>Policy Number:</b> CO.14.1
<b>Sub-section:</b> Volunteer	<b>Effective Date:</b> February 4, 2014
<b>Subject:</b> Volunteer Recognition	<b>Revision Date:</b> February 5, 2019; December 7, 2021

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## **Volunteer Recognition**

### **Purpose:**

The Council of the Town of South Bruce Peninsula recognizes the importance and dedication of volunteers who make the Town of South Bruce Peninsula a better place to live, work, learn and play.

The volunteer recognition program is a way for Council to thank those who make unselfish contributions within our Town.

### **Policy:**

#### **1. Eligibility**

- 1.1 Those who have contributed to the betterment of the Town of South Bruce Peninsula are eligible to receive this award.
- 1.2 Those being nominated do not have to live in the Town of South Bruce Peninsula however, they have to have made a positive impact on our Town through their volunteer initiatives.
- 1.3 Nominees are permitted to be individuals, organizations, couples, partners, groups and associations.
- 1.4 Recipients of the award are eligible to receive the award once every 5 years.
- 1.5 If an entire organization, group or association is an award recipient, no individual within the organization, group or association will be eligible to be nominated for the award within 5 years of the receipt of the award by the organization, group or association.

#### **2. Call for Nominations**

- 2.1 A call for nominations will be made each year using the Town website and social media platforms.
- 2.2 Those who have provided an email address expressly for the purpose of being contacted about this award will be advised of the call for nominations.

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2.3 An "Update Your Information" form will be provided with the call for nominations.

### **3. Submitting Nominations**

3.1 Those submitting nominations will be required to make the submission using the Town form.

3.2.1 The nomination form will outline any items which may be required to be submitted with the nomination.

3.2.2 The nomination form will explain any items which may be required to be submitted to the Town if the nomination is selected to receive the award.

3.2.3 Items required may include but not be limited to photos, recommendations and testimonials.

3.3 The nomination form will include a section those being nominated must provide their approval of the information being provided and must provide approval for the information to be provided to and discussed by Council, in an open and closed session meeting.

3.4 Where staff do not receive approval from those being nominated, the nomination will not be forwarded to Council for consideration and the nominator will be advised.

3.5 No more than two nominations may be submitted by the same person, group, association or organization in any given year.

3.6 If nominating partners, a married couple or family members (ie. mother/daughter), each person will be considered as one nomination.

3.7 If nominating an entire organization, the nomination will be considered one nomination.

### **4. Council Consideration and Award**

4.1 Nominations will be considered by the Council of the Town of South Bruce Peninsula and may be considered in open session, closed session or a combination of the two, at the discretion of the Town.

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- 4.2.1 The maximum number of recipients chosen each year will be twenty-five (25).
- 4.2.2 Should Council wish to make an award to more than twenty-five (25) recipients in a given year, they may increase the number of recipients by adopting a resolution, by recorded vote and receiving two-thirds (2/3) majority support, expressing the number of recipients to be awarded in the given year.
- 4.3 When selecting those to receive the award, Council will consider the volunteer contribution to the community, the number of years of service in a volunteer capacity, the submission by the nominator and any other criteria deemed relevant to Council, at their sole discretion.
- 4.4 Council will adopt a resolution, in open session, announcing the recipients of the award for the year.

**5. Notification of Award**

- 5.1 Staff will notify the nominators of Council's selection.
- 5.2 Staff will notify the recipients of Council's selection.

**6. Volunteer Recognition Event**

- 6.1.1 Volunteer recognition awards will be presented at a Town sponsored Volunteer Recognition Event.
- 6.1.2 The award will typically be a certificate, presented by Council, acknowledging the volunteer contribution.
- 6.2 If it becomes impossible for the Town to host a Volunteer Recognition Event, the Town reserves the right to present awards in whatever means is available and may postpone the Volunteer Recognition Event to a subsequent year, if required.
- 6.3 The date and location of the Volunteer Recognition Event will be determined each year and will be communicated at the time of calling for nominations, unless doing so is not possible.
- 6.4.1 Tickets will be offered to chosen recipients first.

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6.4.2 Chosen recipients will be offered a ticket for an invited guest to attend with the chosen recipient.

6.5 Once recipient and recipient guest tickets are confirmed, tickets for the Volunteer Recognition Event, if capacity permits, will be available on a first come-first-served basis.

6.6 The Town reserves the right to distribute tickets in limited numbers to ensure that a broad range of attendees is possible.

## **6. Mayor's Award**

6.1.1 The Mayor's Award will be considered to be a distinctly separate award from the Volunteer Recognition Award.

6.1.2 The Mayor's Award will typically be a certificate acknowledging the recipient, presented by the Mayor and/or Council.

6.2 At the Mayor's discretion, an award may be presented to anyone who, in the opinion of the Mayor, has demonstrated an outstanding commitment and dedication to the Town of South Bruce Peninsula.

6.3 The Mayor will make the decision regarding the award or non-award of the Mayor's Award in any given year.

6.4 The Mayor will decide how many recipients of the Mayor's Award there will be each year.

6.5 The Mayor will choose how and when the award is presented and may recognize the recipient(s) of the Mayor's Award at the Volunteer Recognition Event or at another designated time or event.