

The Corporation of the Town of South Bruce Peninsula

By-Law Number 24-2025

**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- 2) **That** all by-laws and polices inconsistent with this by-law are hereby repealed and replaced with this by-law.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 6th day of May, 2025.

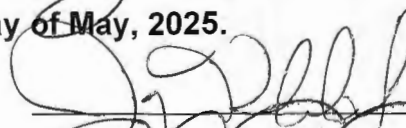


Mayor

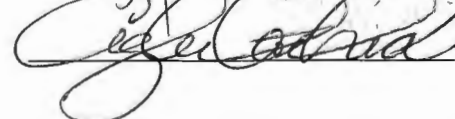


Clerk

Read a third time and finally passed this 6th day of May, 2025.



Mayor



Clerk

Section: Council	Policy Number: CO.14.1
Sub-section: Volunteer	Effective Date: February 4, 2014
Subject: Volunteer Recognition	Revision Date: February 5, 2019; December 7, 2021; May 6, 2025
Page 1 of 4	

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.

Section: Council	Policy Number: CO.14.1
Sub-section: Volunteer	Effective Date: February 4, 2014
Subject: Volunteer Recognition	Revision Date: February 5, 2019; December 7, 2021; May 6, 2025
Page 2 of 4	

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 nominee 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 where those being nominated must provide their approval of the information being provided.

3.4 Where staff do not receive approval from those being nominated, the nomination will not be considered.

3.5.1 No more than two (2) nominations may be submitted by the same person, group, association or organization in any given year.

3.5.2 Awards will not be made to more than two (2) members of an organization, group or association 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.

3.8 Staff and members of Council are not to make volunteer recognition nominations.

4. Award

4.1 Nominations will be considered and evaluated by staff.

Section: Council	Policy Number: CO.14.1
Sub-section: Volunteer	Effective Date: February 4, 2014
Subject: Volunteer Recognition	Revision Date: February 5, 2019; December 7, 2021; May 6, 2025
Page 3 of 4	

- 4.2. The maximum number of recipients chosen each year will be twenty-five (25).
- 4.3 Staff will advise Council in an information report who has been chosen to be the recipients of the award in the particular year.

5. Notification of Award

- 5.1 After presentation of an information report to Council, staff will notify the nominators and award recipients of staff'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 by staff each year and will be communicated at the time of calling for nominations, unless doing so is not possible.
- 6.4 The Volunteer Recognition Event, if offered in a sit-down meal format, will have a maximum attendance capacity of one hundred twenty (120) people.
- 6.5 Two tickets will be given to chosen award recipients.
- 6.6 Any other award recipients to be recognized at the Volunteer Recognition Event (ie. South Bruce Peninsula Heritage Award winners) will be given tickets as outlined in the particular policy.
- 6.7 Once all award recipients have received tickets, any remaining tickets will be distributed evenly to the volunteer recognition nominators, if capacity permits.

Section: Council	Policy Number: CO.14.1
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Subject: Volunteer Recognition	Revision Date: February 5, 2019; December 7, 2021; May 6, 2025
Page 4 of 4	

7. Mayor's Award

- 7.1.1 The Mayor's Award will be considered to be a distinctly separate award from the Volunteer Recognition Award.
- 7.1.2 The Mayor's Award will typically be a certificate acknowledging the recipient, presented by the Mayor and/or Council.
- 7.2 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.
- 7.3 The Mayor will make the decision regarding the award or non-award of the Mayor's Award in any given year.
- 7.4 The Mayor will decide how many recipients of the Mayor's Award there will be each year.
- 7.5.1 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.
- 7.5.2 If the Mayor's Award is to be given at the Volunteer Recognition Event, staff must be advised a minimum of one (1) month before the scheduled event to ensure that tickets are reserved for the recipient(s).
- 7.5.3 Recipients of the Mayor's Award at the Volunteer Recognition Event will be given two (2) tickets to the event