

## 2019 Volunteer Recognition Event

Please be advised that the Council of the Corporation of the Town of South Bruce Peninsula is now accepting nominations for outstanding volunteers within our community. A recognition event will be held on May 14, 2019 at the Sauble Beach Community Centre from 4:00 to 6:00 pm in honour of those chosen to receive this award as well as all volunteers in our Town.

Organizations, employers and community members are all encouraged to submit nominations by April 1, 2019 at noon to the Clerk's Department, and to attend the event to bring attention and appreciation to the numerous volunteers within our community. For more information please see the municipal website at [www.southbrucepeninsula.com](http://www.southbrucepeninsula.com) or visit Town Hall.

The recognition event is open to all volunteers; tickets are free but **must** be picked up at Town Hall. Tickets will be available for pick up between April 17<sup>th</sup> and May 1, 2019.

Submitted by:

Cherry Wyonch, Deputy Clerk  
Town of South Bruce Peninsula  
315 George St, PO Box 310, Warton, ON N0H 2T0  
Phone: 519-534-1400 Ext 120  
Fax: 519-534-4976  
Email: [cherry.wyonch@southbrucepeninsula.com](mailto:cherry.wyonch@southbrucepeninsula.com)



Town of  
**SOUTH BRUCE PENINSULA**

Box 310, 315 George Street, Wiarton, Ontario N0H 2T0 Tel: (519) 534-1400 Fax: (519) 534-4862  
1-877-534-1400

February 6, 2019

*"Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in". Author Unknown*

### **2019 Volunteer Recognition**

Dear Organizations:

The Town is seeking to recognize individuals for outstanding volunteerism. If you know of such an individual who deserves special recognition please submit your volunteer nomination along with a brief biography to the Clerk's Department at Town Hall by April 1, 2019 at noon. Chosen individuals will be honoured at a spring barbeque. Please note that the policy has recently changed and has been attached for your information and review.

You and members of your organization are also invited to attend the free 10<sup>th</sup> Annual Volunteer Barbeque taking place on May 14, 2019. The barbeque will run from 4:00 to 6:00 pm with the presentations to award recipients being held at 6:00 pm.

Volunteers within the Town of South Bruce Peninsula are all encouraged to attend this barbeque being held to bring attention and appreciation to the numerous volunteers within our community. If you wish to attend, barbeque tickets can be picked up at Town Hall. There is no charge or fee for volunteers that wish to attend. Tickets will be available for pick up between April 17<sup>th</sup> and May 1, 2019.

If you have any questions please do not hesitate to call or email me at (519) 534-1400 ext. 120 ([cherry.wyonch@southbrucepeninsula.com](mailto:cherry.wyonch@southbrucepeninsula.com)).

Sincerely,

Cherry Wyonch, CMO  
Deputy Clerk  
519-534-1400 Ext 120  
[cherry.wyonch@southbrucepeninsula.com](mailto:cherry.wyonch@southbrucepeninsula.com)

<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
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## Volunteer Recognition

### Purpose:

The Council of the Town of South Bruce Peninsula recognizes the importance of volunteers and volunteer organizations that support the goals and objectives of the Town through social and recreational opportunities, cultural and environmental initiatives, youth and senior programming and other activities beneficial to the Town. As a result an annual volunteer recognition program will formally recognize individuals who make unselfish contributions within our Town.

### Policy:

#### 1. Eligibility

- 1.1 Recipients are eligible to receive the award once per 5 years.
- 1.2 Persons who live outside of the municipality but are involved in organizations which operate from within the municipality are eligible to receive this award.

#### 2. Call for Nominations

- 2.1 A call for nominations will be made.
- 2.2 Organizations which have provided an email address will be advised.

#### 3. Submitting Nominations

- 3.1 The Town's nomination form shall be submitted to the Town each year from known individuals, organizations, agencies, or groups that provide services and/or operate in the Town of South Bruce Peninsula.
- 3.2 No more than two nominations may be submitted by the same person or organization in any given year.
- 3.3 If nominating a partnership, married couple or entire organization, the nomination will be considered one nomination.
- 3.4 Appropriate authorization for the use of the information must be provided.

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**4. Council Consideration and Award**

- 4.1 Nominations will be considered by the Council of the Town of South Bruce Peninsula at an "in camera" meeting.
- 4.2.1 The maximum number of recipients chosen each year will be 25.
- 4.2.2 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 in choosing the award recipients.
- 4.3 Should Council wish to make an award to more than 25 recipients in a given year, they may increase the number of recipients by adopting a resolution by recorded vote and receiving 2/3 majority support.

**5. Notification of Award**

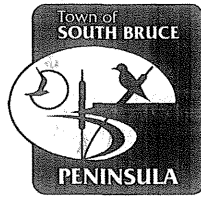
- 5.1 The nominating organization or person will be notified by staff of Council's selection.
- 5.2 Recipients will receive notification and will be invited along with a guest to attend the Volunteer Recognition Event.

**6. Volunteer Recognition Event**

- 6.1 Volunteer recognition awards will be presented at a Town sponsored Volunteer Recognition Event annually.
- 6.2 Tickets will be offered first to chosen recipients and any extra tickets, if available, are available on a first come-first-served basis.
- 6.3 To ensure that all organizations are able to attend, no more than 20 tickets per organization will be given.

**7. Procedure**

- 7.1 Specific implementation of Council policy will be administered through procedures which are established, monitored and improved by staff.



## Update Your Organization's Information

We are updating our files and would appreciate if you could supply us with the correct information.

Name of Organization: \_\_\_\_\_

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

Organizational Email (if applicable): \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

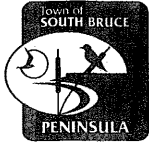
Contact Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Alternate Contact Number: \_\_\_\_\_

Alternate Contact Email: \_\_\_\_\_

Thank you in advance for your help in updating our contact list.



## The Corporation of the Town of South Bruce Peninsula Volunteer Nomination Form

### Individual/Organization Being Nominated

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

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

Mailing address: \_\_\_\_\_

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

Name of organization volunteering for: \_\_\_\_\_

### Permission from Individual/Organization Being Nominated

I, \_\_\_\_\_ do hereby acknowledge that I have read and understood the information being submitted to the Town which is about me. I hereby consent to the information provided regarding me being considered by Council in an open forum which includes publishing the information on the internet. I agree that if chosen to receive the award, recognition including personal information about me will be conducted in an open forum which may include print and internet distribution.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### Individual/Organization Making the Nomination

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

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

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

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

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

**Contact information if different from above:**

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

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

**Submission Material**

Please submit a brief letter, less than 500 words and typewritten if possible, which describes who benefits from the volunteer activities and why the individual/organization being nominated deserves to be recognized for their contributions. Please also include the goals and activities of the organization who the nominee volunteers to assist.

Please be advised that the information contained in this letter will be considered by Council and if the nominee is chosen, the information will be used to produce the recognition information.

**Award by Council**

Award of any nominee is at the sole discretion of Council.

If chosen, the recipient and a guest will be given a ticket to attend the Volunteer Recognition Event where the recipient will be recognized.