



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 70-2023

BEING A BY-LAW to adopt a volunteer recognition and appreciation policy for the
Township of Ashfield-Colborne-Wawanosh

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, C.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, C.25, as amended, provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh deems it appropriate to establish a Volunteer Recognition and Appreciation Policy;

NOW THEREFORE, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. The "Volunteer Recognition and Appreciation Policy" attached hereto as Schedule A is hereby adopted.
2. This by-law shall come into force and take effect immediately upon final passing thereof.

Read a first and second time this 17th day of October 2023.

Read a third time and finally passed this 17th day of October 2023.

Mayor, Glen McNeil

Clerk, Florence Witherspoon



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

Policy: Volunteer Recognition and Appreciation

DATE: October 17, 2023

BY-LAW NO.: 70-2023

1. Policy Statement

The Township of Ashfield-Colborne-Wawanosh (Township) recognizes and values the Volunteers that contribute their time and service to enrich the quality of life within the community.

2. Purpose

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

3. Definitions

Community Group: Civil society non-profits that operate within the 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 third week of April as 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.

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

4. Procedures

Annual Volunteer Recognition Event

The Annual Volunteer Recognition Event is held to celebrate the accomplishments of Township of Ashfield-Colborne-Wawanosh Volunteers. Township staff will coordinate the annual event to be held the third week of April in alignment with National Volunteer Week.

An open invitation to volunteer organizations is sent out to community groups, and the event is advertised in the local newspapers, the Township website and through social media. Funds for this event are allocated through the operational budget. Presentations for the Volunteer Recognition Awards will be made at this event.

Volunteer Recognition Awards

This program recognizes individual Volunteers and Community Groups in a specific category for their contributions to the community.

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

Outstanding Individual Award: recognizes an individual for their outstanding voluntary contribution to the well-being of our community.

Eligibility

1. Must be a resident of the Township, own a business in the Township or attend school in the Township. Individuals outside of the Township of Ashfield-Colborne-Wawanosh may be considered if their contributions are with a Township community organization that has a main focus within the municipality.
2. Community Groups must be non-profit community groups and be based in Township of Ashfield-Colborne-Wawanosh with the majority of services geared towards Townships' residents.
3. Elected officials of the Township of Ashfield-Colborne-Wawanosh 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 Municipal Office and on the Township's website. Availability of forms will be advertised through social media, and at community kiosks.
2. Award nominations will be solicited from the community at large, including Township of Ashfield-Colborne-Wawanosh 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 Clerks Department beginning January 1st and no later than the third Friday in February each year.

5. All nominations become the property of the Township of Ashfield-Colborne-Wawanosh and will not be returned.

Selection

1. The Community Development Committee (CDC) will review all applications and recommend nominees for approval by Council. The staff liaison to the CDC will be a non-voting member.
2. The CDC and/or Council may choose to not recommend/select an award recipient in a category if there are no appropriate nominees.
3. The CDC, 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 three years). A list of past award recipients will be kept on file by the Clerks Department.

Presentation

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

Provincial and Federal Awards and Recognition Programs

Each year, the provincial and federal governments administer volunteer/citizen awards programs. The Clerks 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 Township of Ashfield-Colborne-Wawanosh 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.

5. Review Cycle

This policy will be reviewed by Council once per term.



Volunteer Recognition Awards Nomination Form

The Township of Ashfield-Colborne-Wawanosh 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 Ashfield-Colborne-Wawanosh. We invite you to submit nominations for those individuals or groups that have made a significant contribution to our community.

Please note that any documents submitted will become the property of the Township and will not be returned.

Nominee Information:

Full Name of Volunteer or 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: _____

Nominee's Volunteer Activities:

For Individual Awards please 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 Township of Ashfield-Colborne-Wawanosh 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.