



Volunteer Recognition Award Policy

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Lead Department:	The Clerk's Office

Policy Statement

It is the policy of the Municipality of Northern Bruce Peninsula to recognize and honour individuals whose volunteer contributions have significantly enhanced the quality of life within the community.

Application & Scope

This policy applies to residents, business owners, and students within the Municipality who, through their volunteer efforts, provide programs and services that enrich the well-being of residents. The Municipality is committed to acknowledging and celebrating these contributions as an essential part of fostering a vibrant and engaged community.

This policy shall be administered and enforced by the Municipal Clerk. The Municipal Clerk may appoint a delegate, as required.

Purpose

The purpose of this policy is to provide a guiding framework to recognize volunteers of the Municipality through a Volunteer Recognition Award.

Definitions

Community Group: Any organized entity or association operating within the Municipality of Northern Bruce Peninsula that provides programs, services, or activities intended to benefit the local community.

Municipality: Municipality of Northern Bruce Peninsula.

National Volunteer Week: An annual celebration in Canada, typically held in April, to recognize and thank the millions of volunteers who contribute to their communities.

Recognition: Refers to celebrating and demonstrating gratitude for the time and effort a volunteer gives to the Municipality.

Volunteer: An individual who, of their own free will and without expectation of financial compensation, contributes time, effort, or service in the Municipality beyond the scope

of paid employment, with the purpose of benefiting the community. Volunteers provide programs, services, or activities that enhance the quality of life of residents within the Municipality.

Procedure

Eligibility

To be nominated for the Volunteer Recognition award, an individual or community group must meet the following criteria:

- Be a volunteer in the Municipality;
- Be a resident, own a business, or attend school in the Municipality; and
- Groups must be a non-profit community group based in the Municipality.

Those who are **not** eligible to be nominated include:

- Elected officials of the Municipality; and
- Municipal staff.

Nomination Procedure

Nomination forms will be prepared by the Clerk's Department and will be available on the Municipality's website prior to the Volunteer Recognition Event, where submissions will be received during a specified period. Completed forms will be accepted digitally over email or may be handed in in-person at the Municipal office.

Selection

Every individual or group who is nominated and meets the eligibility requirements for the Volunteer Recognition Award will receive an award at the Volunteer Recognition Event. Award format will be determined by the Clerk's department.

Presentation of Award

The award will be presented to the nominee at the annual Volunteer Recognition Event, hosted by the Municipality during National Volunteer Week in April. Award presentation format will be determined by the Clerk's department.