

Committee of Council Recognition Policy

Department:	Human Resources	Policy Number:	H21-0600-19
Section:	Committees	Effective Date:	May 14, 2019
Subject:	Committee of Council Recognition	Revised Date:	
Authority:	By-Law 2019-039		

1. Purpose

To recognize members of Committee of Council whose efforts have contributed significantly to the quality of life in the Municipality of Brockton.

2. Definitions

Committee of Council (“Committee Member”): Individuals who volunteer on a Committee of Council. These individuals reach out beyond the confines of paid employment and normal responsibilities to contribute time and service to the municipality in the belief that his or her activity will have a positive effect on the community. Committee members provide programs and services to the residents of Brockton to help enrich their quality of life.

3. Presentation

- 3.1 The Municipality of Brockton will host an annual Recognition Barbeque in May to celebrate the accomplishments of Brockton’s Committee Members. The event will be held at the Walkerton Community Centre.
- 3.2 The Municipality will distribute invitations to Committee Chairs, and request that Committee Members register ahead for the event.
- 3.3 This event will be by invitation only. Committee Members will be allowed to invite one guest to attend the event.
- 3.4 Committee Members will attend the barbeque for free, and the guest will pay a nominal fee for the barbeque.
- 3.5 Any major accomplishments of a Committee of Council over the past year will be recognized and celebrated at the event.
- 3.6 The event may also include an awards ceremony to recognize individual Committee Members in accordance with the subsequent paragraphs.

4. Eligibility for Awards

- 4.1 Must be a resident of the Municipality of Brockton, own a business in the municipality or attend school in the municipality and volunteer on a Committee of Council. Individuals outside of the Municipality of Brockton may be considered if his/her contributions that have been a main focus within the municipality.

- 4.2 Elected officials of the Municipality of Brockton are not eligible.
- 4.4 Paid staff, full-time or part-time are not eligible, except where their committee membership is separate, distinct from, and outside of their paid position.
- 4.5 Services must have been performed on a wholly volunteer basis and not for pay, unless the pay has been a nominal honorarium and the individual's service has been long-standing and exemplary.
- 4.6 Nominees must be aware of the nomination and sign the nomination form.

5. Procedures for Awards or Other Recognitions

- 5.1 Nomination criteria will be available at Brockton Municipal Office and on the municipal website.
- 5.2 Award nominations will be solicited from Committee Members, Brockton staff and Council who are not directly involved with the program (as well as the general public).
- 5.3 Nominations shall be made in writing in the form of a letter addressing the nomination criteria to be amended from time to time.
- 5.4 Nomination letters must be submitted to the Brockton Clerk's Department no later than the third Friday in March each year.
- 5.5 All nominations become the property of the Municipality of Brockton and will not be returned.

6. Selection

- 6.1 The Brockton Clerk's Department will review all applications and recommend nominees for approval by Council.
- 6.2 Council may choose to not recommend/select a recipient for the award if there are no appropriate nominees.
- 6.3 Council may consider a nomination for any award category it deems appropriate.
- 6.4 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.
- 6.5 Only individuals selected for a volunteer award will be contacted.
- 6.6 A nominee will be excluded if he/she has previously received an award in the same category for which he/she is presently being nominated (to a limit of five years). A list of past award recipients will be kept on file by the Clerk's Department.
- 6.7 Nominees may only be nominated for one award in any given year.

7. Provincial and Federal Awards and Recognition Programs

Each year, the provincial and federal governments administer volunteer/citizen awards programs.

The Clerk's Department will send out a reminder letter to Committees of Council 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 Committee Members, with municipal staff lending support if necessary.

Staff and Council of the Municipality of Brockton cannot nominate Committee Members for awards as the role of Council and staff should be to promote the programs to the community, rather than nominate Committee Members.