



## The Corporation of the Town of Tecumseh

Corporate Services & Clerk

**To:** Policies and Priorities Committee

**From:** Laura Moy, Director Corporate Services & Clerk

**Date to Council:** September 22, 2020

**Report Number:** CS-2020-23

**Subject:** Call for 2020 Award Nominations

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### Recommendations

It is recommended:

**That** Report CS-2020-23 regarding the nomination and selection process for Awards, **be received;**

**And that** the Town's Awards Policy No. 2, as amended, including the new Youth of the Year Award, **be approved;**

**And further that** nominations received for the Awards **be considered** at a Special Meeting of Council to be held on Tuesday, November 24, 2020, at 6:00 pm.

### Background

The Town's Awards Policy No. 2 (Awards Policy), sets out the process and timelines for submitting nominations and selecting recipients each year for the Dr. Henri Breault Community Excellence Award (Dr. Breault Award), Donald "Donny" Massender Memorial Volunteer Award (Donny Massender Award) and the Senior of the Year Award.

Oversight of the Awards Policy and the calling of nominations is the responsibility of the Corporate Services & Clerk Department.

The purpose of this report is for information and to advise on the updated 2020 process for receiving nominations, including development of an evaluation form to assist in reviewing nominations received, together with a newly developed Youth of the Year Award.

## Comments

### Youth of the Year Award

The Youth Advisory Committee (YAC) has developed a Youth of the Year Award, similar in nature to the Senior of the Year Award to annually recognize youth for their contributions to the community.

Recipients of the Youth of the Year Award would be recognized for displaying continued dedication and leadership and are the best of Tecumseh's caring and diverse community who stand as a shining example for everyone. The nominee will have enriched the social, cultural or civic life of the community that has ultimately benefited the citizens of the Town and the general public at large without thought of personal or financial gain.

In keeping with the Awards Policy, the following criteria is proposed for the Youth of the Year:

- Nominees must be a resident of the Town.
- No person shall receive the award posthumously.
- Nominees must demonstrate outstanding community engagement in activities such as, but not limited to, volunteerism, community-based learning or research, outreach partnership, and curricular engagement.
- The award is limited to an individual who must be under 23 years of age.
- Nominees must be enrolled in school (elementary, secondary or post secondary).

The proposed age requirement is consistent with the maximum allowable age to participate on the YAC. Identifying youth under the age of 23 also provides a broader option for receiving nominations as sometimes the younger youth can be the most inspirational. Enrolment in an educational institution further complements the youth criteria.

The Awards Policy has been amended to reflect the Youth of the Year Award. [Attachment 1](#)

Similar in nature, the Town of LaSalle (LaSalle) has a Young Citizen Award which recognizes a young person who has displayed continued dedication to a cause(s) that have benefited the citizens of LaSalle. Nominees must be a resident of LaSalle and attending secondary or post secondary school. Other local area municipalities do not have an award program for youth, but rather offer birthday milestone recognitions, certificate of achievements or "Key to the Town" celebrations upon request.

The proposed Youth of the Year Award provides an opportunity for youth within the community to be formally recognized for their accomplishments, just as Tecumseh seniors are acknowledged.

### Nominations

At the November 26, 2019 Special Meeting of Council (SCM), Administration was directed to review the Awards Policy to streamline the nomination process and develop a ranking for application in order to assist in fairly evaluating nominations for each award. (SCM-33/19)

The established Award requirements (such as nominee/nominator contact information, description and testimonials to support nominee's achievements) are in keeping with other municipalities' awards criteria and provide the necessary information to verify the nominee's contributions.

As part of the Town's commitment to continuous improvement for municipal service delivery, the implementation of electronic forms (E-form) for various services has been well-received. Accordingly, to help refine and streamline the nomination process, an E-form has been created to allow nominators to complete and submit the application via the Town's website. In place of having four (4) separate Award nomination forms and creating potential confusion for the nominator, one E-form provides the necessary background information, clearly outlines the respective criteria and maintains content integrity for each Award.

In a user-friendly format, the nominator will be able to select from the four (4) Award options at the top of the application, which will then direct the nominator to complete the required supporting information for that Award, including:

- a) Detailed contact information about the person being nominated;
- b) Detailed contact information about the person submitting the nomination;
- c) A summary (maximum 100 words) indicating how long the person submitting the nomination has known the nominee and the reasons believed the nominee is a worthy candidate;
- d) A detailed description of the nominee and his/her achievements including background/history;
- e) Written testimonials (original and signed) from at least two (2) additional persons who can attest to the value and impact of the nominee's achievements; and
- f) Additional information and material in support of the nomination (i.e. other testimonial letters that add substance to the nominee's achievements, publications, media stories, tributes, etc.), if available. The additional materials should provide new information and insight into the nature of the nominee's achievements.

To ensure consistency amongst all four (4) Awards, it is recommended that nominees must be a resident of the Town of Tecumseh. Currently, the Dr. Henri Breault Award and Donny Massender Award state nominees must be a resident, or have lived in the Town, whereas Senior of the Year Award indicates nominees must be a resident. No person shall receive an Award posthumously, in keeping with the Awards Policy.

The nominator will be able to upload the supporting materials (allowed extensions: pdf, doc, jpeg, etc.) and submit the completed application online, at their convenience.

Alternatively, the nomination form may be provided in a printed format should a nominator not have access to the E-form.

The consolidated and streamlined E-form is appended to the Awards Policy. [\(Attachment 2\)](#).

The Awards Policy requires nominations for the Dr. Henri Breault Award, Donny Massender Award, the Senior of the Year Award and if approved, the Youth of the Year Award to be called annually in September by the Clerk.

In accordance with the Awards Policy, the Notice of Call for 2020 Nominations for each of the Awards will be posted to the Town's website and Social Media (Facebook and Twitter), advertised in the local media, delivered to local charitable and non-profit organizations and displayed on the Town's LED sign as well as posted in prominent locations in the Town's facilities (i.e. Town Hall, Tecumseh Arena and Cada Library Complex.)

The annual closing date for submitting nominations on the prescribed form is October 31st as set out in the Awards Policy.

### **Award Selection Process**

The process for selecting Award recipients is set out in the Awards Policy. The Awards Policy states, "all nominations will be considered by Tecumseh Council or a Committee appointed and comprised of Members of Council."

Additionally, as directed by Council at the November 26, 2019 SCM, an Evaluation Form has been developed in order to assist in fairly evaluating nominations for each Award.

The Evaluation Form outlines the criteria for each respective Award, whereby a 'point' will be given as follows:

- Confirmation the nominee is resident within the Town (1 point)
- Age criteria is met for Senior of the Year Award and Youth of the Year Award (1 point)
- Two (2) written testimonials are provided (1 point)
- A detailed summary is provided indicating how long the person submitting the nomination has known the nominee and the reasons believed the nominee is a worthy candidate (1-3 points based on completeness of information, with 1 being minor and 3 being significant evidence)
- A detailed description of the nominee and his/her achievements including background/history (1-3 points based on completeness of information, with 1 being minor and 3 being significant evidence)

The proposed Evaluation Form will establish a consistent manner in which nominations are reviewed and recipients are selected. ([Attachment 3](#))

The Awards Policy also states that a Special Meeting (or a Committee comprised of Members of Council) is to be scheduled on the fourth Tuesday of November, either before or after the Regular Meeting of Council, in order that the Members may review the Nominations and select a recipient for each of the Awards.

A Special Meeting has been scheduled for Tuesday, November 24, 2020, at 6:00 pm.

## Consultations

Youth Advisory Committee

## Financial Implications

The cost of notices for the Awards is included in the 2020 Budget.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable ☐

Website ☒      Social Media ☒      News Release ☒      Local Newspaper ☒

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White  
Administrative Assistant to Director Corporate  
Services & Clerk

Reviewed by:

Christina Hebert, BA (Hons), MA, Dipl. M.A.  
Manager Committee & Community Services

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional  
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Awards Policy No. 2
2	Nomination Form (PDF)
3	Evaluation Form