



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: November 10, 2020

Report Number: CS-2020-32

Subject: Award Nominations
Evaluation Form Update

Recommendations

It is recommended:

That Report CS-2020-32 entitled “Award Nominations Evaluation Form Update” **be received;**

And that the Town’s Awards Policy No. 2, as amended, including revisions to the Evaluation Form, and appended to CS-2020-32, **be approved.**

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.

At the September 22, 2020, Policies & Priorities Committee (PPC) Meeting, the Members gave favourable consideration to a newly developed Youth of the Year Award to annually recognize youth for their contributions to the community.

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

Comments

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 applications in order to assist in fairly evaluating nominations for each award. (SCM-33/19)

An electronic form (E-form) was presented at the September 22, 2020, PPC to help refine and streamline the nomination process. The E-form allows nominators to complete and submit the application via the Town's website and clearly outlines the background information, respective criteria and maintains content integrity for each Award.

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

Additionally, an Evaluation Form was developed in order to assist in fairly evaluating nominations for each Award.

Following direction at the September 22, 2020, PPC (PPC-07/20), the scoring range on the Evaluation Form has been revised as follows:

- Confirmation the nominee is a resident within the Town (Yes or No; no point allocation)
- Age criteria is met for Senior of the Year Award and Youth of the Year Award (Yes or No; no point allocation)
- Two (2) written testimonials are provided (1-5 points based on written detail)
- 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 (1-10 points based on completeness of information, with 1 being minor and 10 being significant evidence)
- A detailed description of the nominee and his/her achievements including background/history (1-10 points based on completeness of information, with 1 being minor and 10 being significant evidence)

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

As noted under Report CS-2020-23, and as set out in the Awards Policy, a Special Meeting of Council has been scheduled for Tuesday, November 24, 2020, at 6:00 pm to consider the Award Nominations. To date, there have been two nominations submitted for the new Youth of the Year Award, only. The October 31st deadline to submit nominations has been extended to Wednesday, November 11, 2020, to provide additional opportunity for nominations to be submitted.

Consultations

None

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:

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

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