



# The Corporation of the Town of Tecumseh

## Policy Manual

**Policy Number: 002**

**Effective Date: September 22, 2020**

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**Approval:** PPC September 22, 2020, (PPC 07/20)

**Subject: Awards Policy**

### 1.0 Purpose

- 1.1 The general purpose of this Policy is to establish a process and timeline for submitting nominations and selecting recipients each year for the Dr. Breault Community Excellence Award, Donald “Donny” Massender Memorial Volunteer Award, Senior of the Year Award and Youth of the Year Award.

### 2.0 Definitions

- 2.1 **Dr. Henri Breault Community Excellence Award** shall mean an award established to recognize a person who has displayed continued dedication and perseverance to a cause or causes that have ultimately benefited the citizens of the Town of Tecumseh and the general public at large.
- 2.2 **Donald “Donny” Massender Memorial Volunteer Award** shall mean an award established to recognize a person who has made exceptional contributions to the citizens of the Town of Tecumseh or the public at large and is well-known for his/her work as an outstanding fundraiser, advocate and supporter of charitable organizations.
- 2.3 **Senior of the Year Award** shall mean an award established to recognize one outstanding local Ontarian who at the age of 65 and older has enriched the social, cultural or civic life of the Town of Tecumseh without thought of personal or financial gain.
- 2.4 **Volunteer Recognition Event** shall mean an event held annually to recognize members of the community appointed by Council to various Committees and to express the Town’s appreciation to the Committee members for their service.

- 2.5 **Youth of the Year Award** shall mean an award established to recognize a person, 23 years of age and under, who has enriched the social, cultural or civic life of the community that has ultimately benefited the citizens of the Town of Tecumseh and the general public at large without thought of personal or financial gain.

### 3.0 Nominations

- 3.1 Nominations for the Dr. Henri Breault Community Excellence Award, Donald “Donny” Massender Memorial Volunteer Award, Senior of the Year Award and Youth of the Year Award will be called annually in September by the Clerk.
- 3.2 Notice of the call for nominations for each of the Awards will be posted to the Town’s website and Facebook page, advertised in the local media, delivered to local charitable and non-profit organizations; 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);
- 3.3 Persons wishing to submit a nominee for the Dr. Henri Breault Community Excellence Award, Donald “Donny” Massender Memorial Volunteer Award, Senior of the Year Award or Youth of the Year Award must complete the Nomination Form, appended as [Schedule “A”](#).
- 3.4 Original and complete Nomination Forms are to be submitted to the Clerk on or before October 31st annually, together with the following supporting materials:
- 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;
  - 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.
- 3.5 All four awards require that the nominees must be a resident of the Town of Tecumseh.
- 3.6 No person shall receive an Award posthumously.
- 3.7 All personal information will be treated in confidence and protected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

### 4.0 Selection

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- 4.1 All nominations will be considered by Tecumseh Council or a Committee appointed and comprised of Members of Council.
  - 4.2 Tecumseh Council or a Committee appointed and comprised of Members of Council will use the prescribed Evaluation Form to assist in reviewing the nominations received, appended as **Schedule “B”**
  - 4.3 A Special Meeting of Council (or a Committee comprised of Members of Council) will be held on the fourth Tuesday of November each year, either before or after the Regular Meeting of Council, in order that the members may review the nominations and select the award recipient for each of the awards.
  - 4.4 In the year of an election, the current Members of Council (or a Committee comprised of the current Members of Council) will select the respective Award recipients.
  - 4.5 Don Massender’s wife will be consulted on the selection of the Donald “Donny” Massender Memorial Volunteer Award.

## **5.0 Notification to Award Recipients**

- 5.1 The Award recipients and the respective persons submitting their nominations will be notified within five (5) working days of Council’s decision by phone and in writing.

## **6.0 Investiture**

- 6.1 The Dr. Henri Breault Community Excellence Award, Donald “Donny” Massender Memorial Volunteer Award, Senior of the Year Award and Youth of the Year Award will be presented at the annual Volunteer Recognition event.
- 6.2 Each of the annual Award recipients will receive a personalized plaque in recognition of their bestowment.
- 6.3 The name of the annual recipient of the Dr. Henri Breault Community Excellence Award will be placed on the Dr. Henri Breault Memorial prominently displayed at the Tecumseh Arena.
- 6.4 The name of the annual recipient of the Donald “Donny” Massender Memorial Volunteer Award will be placed on the Don Massender Memorial prominently displayed at Tecumseh Town Hall.
- 6.5 The recipient of the Donald "Donny" Massender Memorial Volunteer Award will be nominated for the June Callwood Outstanding Achievement Award for Volunteerism in Ontario and the Ontario Medal for Good Citizenship.
- 6.6 The recipient of the Senior of the Year Award will be nominated for the Ontario Senior of the Year Award and the Senior Achievement Award.