



## 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:** September 14, 2021

**Report Number:** CS- 2021-23

**Subject:** Call for 2021 Award Nominations

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### Recommendations

It is recommended:

**That** Report CS-2021-23 entitled “Call for 2021 Award Nominations” **be received;**

**And that** nominations received for the Awards **be considered** at a Special Meeting of Council to be held on Tuesday, November 23, 2021, 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), the Youth and Senior of the Year Awards.

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

This report is for information and to advise on the 2021 process for receiving nominations, in addition to the timelines for selection of award recipients.

## Comments

### Awards Policy

Following direction at the November 26, 2019 Special Meeting of Council (SCM), Administration reviewed 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](#)).

As presented at the September 22, 2020 Policies and Priorities Committee, favourable consideration was given to [Report CS-2020-23](#) which provided recommendations to help refine and streamline the nomination process, including the development of an electronic form (E-form) to allow nominators to complete and submit the application via the Town's website ([PPC-07/20](#)).

### Nominations

Nominators, using the user-friendly E-Form, are able to select from the four (4) Award options at the top of the application, which 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.

Nominees must be a resident of the Town of Tecumseh. No person shall receive an Award posthumously, in keeping with the Awards Policy.

The nominator is 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](#).

The Awards Policy requires nominations for the Dr. Henri Breault Award, Donny Massender Award, the Senior of the Year Award and 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 2021 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 and 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."

At the [November 10, 2020 Regular Council Meeting](#), an Evaluation Form was approved in order to assist in fairly evaluating nominations for each Award.

The Evaluation Form outlines the criteria for each respective Award, whereby the scoring range is as follows:

- Confirmation the nominee is resident within the Town (Yes or No)
- Age criteria is met for Senior of the Year Award and Youth of the Year Award (Yes or No)
- Two (2) written testimonials are to be 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 [Evaluation Form](#) establishes a consistent manner in which nominations are reviewed and recipients are selected.

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 23, 2021, at 6:00 pm.

## **Consultations**

None

## **Financial Implications**

The cost of notices for the Awards is included in the 2021 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>
None	None