



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 002

Effective Date: September 22, 2020

Supersedes: PPC 02/11 – February 22, 2011
SCM November 12, 2013 (SCM-06/13)
RCM May 26, 2015 (RCM 173/15)
RCM May 24, 2016 (RCM 196/16)
RCM August 13, 2019 (RCM 252/19)

Approval: PPC September 22, 2020 (PPC 07/20)
RCM November 10, 2020 (RCM 335/20)

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 bi-annually 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, community group, organization, and/or business that 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, community group, organization, and/or business that has made exceptional contributions to the citizens of the Town of Tecumseh or the public at large and is well-known for their 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 person, community group, organization, and/or business that has enriched the social, cultural, or civic life of the Town of Tecumseh without thought of personal or financial gain.

2.4 “Youth of the Year Award” shall mean an award established to recognize a person, 23 years of age and under, or a youth organization, that has enriched the social, cultural, or civic life of the community which 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 bi-annually 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 social media; and displayed on the Town’s LED sign. Other advertising measures will be at the discretion of the Clerk.

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 online Nomination Form on the Town’s website.

3.4 Nomination Forms shall include the following information and 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 Administration will assist with support to complete a nomination application, if deemed necessary. An incomplete application without the defined supporting materials noted above will be deemed an incomplete application and not be considered for the award.
- 3.6 Nomination forms can be amended from time to time by the Clerk or designate.
- 3.7 No person shall receive an Award posthumously.
- 3.8 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

Awards Review Committee: As a Committee of Council the Awards Review Committee will be appointed in accordance with its Terms of Reference and the Procedural By-law. In the year of recognizing Town Awards, the Clerk will conduct a Call for Applications and convene the Awards Review Committee to meet, review, discuss and select award recipients based on the nominations submitted for the four (4) Town Awards.

- 4.1 The Clerk's Call for Applications will be posted for a three (3) week period, and discretion is given to the Clerk, or designate, to extend the application deadline if there are insufficient number of applicants for the committee.
- 4.2 All submitted committee applications will be reviewed for completeness by staff and circulated by administrative report to the Awards Review Committee for review, discussion and selection of recipients. The Committee may go into closed session when permitted by the *Municipal Act, 2001*, Section 239 (2).
- 4.3 The Clerk, or designate, will notify all submitted applicants of the Committee's decision.
- 4.4 The Clerk will notify all award recipients and will schedule a Town Awards Recognition ceremony to be held at an upcoming regular meeting of Council

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- 4.5 All Committee members shall adhere to the Committee's Terms of Reference as appended as Schedule A and the requirements of the Town's procedural by-law. The scope of the Committee is to provide recipients for each award as recommendation to Council. The role of Council is to support and approve the recommendations of the each award recipient from the Committee. Recommendations from the Committee on award recipients will be circulated through the approval of the Committee minutes by Council resolution.
- 4.6 The Award recipients and the respective persons submitting their nominations will be notified of Council's decision within five (5) working days by phone and in writing.

5.0 Investiture

- 5.1 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 a ceremony to be held at a upcoming a Regular Council Meeting as a delegation.
- 5.2 Each of the Award recipients will receive a personalized plaque in recognition of their bestowment.
- 5.3 The name of the recipient of the Dr. Henri Breault Community Excellence Award will be placed on the Dr. Henri Breault Memorial prominently displayed at the Tecumseh Arena.
- 5.4 The name of the recipient of the Donald "Donny" Massender Memorial Volunteer Award will be placed on the Don Massender Memorial prominently displayed at Tecumseh Town Hall.
- 5.5 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, if applicable; and if the Award Nominator provides the information required for these Provincial Awards for Administration to submit by each respective award deadlines.
- 5.6 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, if applicable and if the information required for these Provincial awards is received by the Award nominator for Administration to submit by the award deadline.