



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 002

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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 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, community group, organization, and/or business ~~who 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 ~~who that~~ has made exceptional contributions to the citizens of the Town of Tecumseh or the public at large and is well-known for ~~their~~ 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 person, community group, organization, and/or business who that has 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~~ 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, who that has enriched the social, cultural, or civic life of the community ~~that 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 in March/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 ~~social media Facebook page, advertised in the local media, delivered to local charitable and non-profit organizations;~~ and displayed on the Town’s LED sign, ~~and other~~ Other advertising measures will be at the discretion of the Clerk ~~if necessary, 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 online Nomination Form on the Town’s website, ~~appended as Schedule “A”.~~

3.4 ~~Original and complete~~ Nomination Forms shall include the following are to be submitted to the Clerk on or before October 31st annually, together with 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.

~~g) 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 as an incomplete application and not be considered for the award.~~

~~f)h) Nomination forms can be amended from time to time by the Clerk or designate.~~

~~3.5 All four awards require that the nominees must be a resident of the Town of Tecumseh.~~

~~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.~~

~~3.63.7 No person shall receive an Award posthumously.~~

~~3.73.8 All personal information will be treated in confidence and protected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.~~

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4.0 Selection

~~**Awards Review Striking 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 staff will present an administrative report to Council recommending that the Clerk, or designate, call for applications for the Awards Review Committee in January. 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. Council through the Council Drop Box in MS Teams along with an Evaluation Form as appended as Schedule "B". Best efforts will be made to appoint Committee members that represent the five (5) wards in Tecumseh. 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~~

~~4.5~~

~~An administrative report will be presented to Council at a Regular Council meeting for the discussion and selection of Committee appointments; and to authorize the Clerk to call for nominations for the Awards in April. Council may go into closed session if the reason is when permitted by the *Municipal Act, 2001*, Section 239 (2).~~

~~The Clerk, or designate, will notify all submitted applications of Council's decision and schedule a meeting when appropriate.~~

~~3.8 The Committee to that will review and provide recommendations to Council for the Town Awards shall be known as the "Award Review Committee".~~

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4.6 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.

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~~**Nomination Process for Town Awards:** In the Spring in the year of recognition, the Clerk or designate will call for nominations for the Town's Awards for a three (3) week period. The call for nominations will be posted for a three (3) weeks, and discretion is given to the Clerk, or designate, to extend the application deadline if should there are be an insufficient number of nominations for the Awards.~~

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~~Nominations will be reviewed by the Awards Review Committee. All nominations Committee recommendations will be received through an administrative report outlining the Committee's recommendations for award recipients at a Regular Council Meeting. will be considered by Tecumseh Council or a Committee appointed and comprised of Members of Council may review the recommendations and nomination applications in closed session if the reason is when permitted by the *Municipal Act, 2001, Section 239.2*.~~

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~~3.9 Award recipients will be recognized at a Regular Council Meeting as a delegation and photo opportunity with Council.~~

~~3.10 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"**~~

~~3.11 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.~~

~~3.12 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.~~

~~3.13 Don Massender's wife will be consulted on the selection of the Donald "Donny" Massender Memorial Volunteer Award. (maybe a generic reference in the TOR (where and when feasible the committee shall consult with the award namesake's family ? or something like that ?~~

4.05.0 Notification to Award Recipients

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

5.06.0 Investiture

5.16.1 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 the annual Volunteer Recognition event a Regular Council Meeting as a delegation.

5.26.2 Each of the ~~annual~~ Award recipients will receive a personalized plaque in recognition of their bestowment.

5.36.3 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.

5.46.4 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.

5.56.5 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.

5.66.6 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.