



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: August 13, 2019

Report Number: CS-2019-18

Subject: Call for 2019 Award Nominations

Recommendations

It is recommended:

That Report CS-2019-18 regarding the nomination and selection process for Awards, **be received;**

And that paragraph 4.02 of the Awards Policy No. 2 **be amended** as follows:

4.02 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;

And further that nominations received for the Awards **be considered** at a Special Meeting of Council (or a Committee comprised of Members of Council) to be held on Tuesday, November 26, 2019, 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) and the Senior of the Year Award.

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

The Awards Policy includes a provision that the recipient of the annual Donny Massender Award be nominated for the Provincial June Callwood Outstanding Achievement Award for Volunteerism in Ontario and the Ontario Medal for Good Citizenship.

The annual recipient of the Tecumseh Senior of the Year Award is also nominated for the Ontario Senior of the Year Award and the Senior Achievement Award (Canada).

The purpose of this report is for information and to advise on the 2019 process for receiving nominations, in addition to the timelines for selection of award recipients.

Comments

Nominations

The Awards Policy requires nominations for the Dr. Henri Breault Award, Donny Massender Award and the Senior of the Year Award to be called annually in September by the Clerk.

In accordance with the Awards Policy, the Notice of Call for 2019 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 forms is October 31st as set out in the Awards Policy. Nominations can be submitted online or delivered to the Town Hall. The Nomination Form must be submitted 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; 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.) 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, or have lived in the Town. No person shall receive an Award posthumously, in keeping with 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.”

The Awards Policy also states that a Special Meeting (or a Committee comprised of Members of Council) is to be scheduled on the second 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.

In light of the October 31st nomination deadline and the publication timelines for meeting agendas [i.e.: five days in advance of a meeting], it is recommended that the Awards Policy be amended as to allow the Special Meeting to be held on the fourth Tuesday of November.

It is recommended that consideration of the nominations be given by Council at a Special Meeting scheduled for Tuesday, November 26, 2019, at 6:00 pm.

The late Donny Massender’s wife is to be consulted on the selection of the Donny Massender Award.

Award Recipients Notification and Investiture

The Award recipients and the respective persons submitting their nominations are to be notified within five (5) working days of Council’s decision.

The Dr. Henri Breault Award, Donny Massender Award and the Senior of the Year Award will be presented to the recipients at the Volunteer Recognition event to be held during National Volunteer week in April 2020.

Other Award Nominations

The recipient of the Donny Massender Award will also be nominated for the June Callwood Outstanding Achievement Award for Volunteerism in Ontario. Nominations for the June Callwood Outstanding Achievement Award must be made by December 5th, annually. Recipients will be presented with the Award by the Ministry of Citizenship and Immigration during National Volunteer Week in April. The Donny Massender Award recipient will also be nominated for the Ontario Medal for Good Citizenship by the July 17th annual deadline.

The Ministry of Citizenship and Immigration also offers municipalities in Ontario an opportunity to honour one outstanding local Ontarian who, after the age of 65, has enriched the social, cultural or civic life of his or her community. The deadline for submitting nominations to the Ministry for the Senior of the Year Award is April 30th, each year. The nomination selected by Council for the 2020 Senior of the Year Award will be submitted to the Ministry.

Municipalities are notified by the Ministry prior to June of each year, as to the disposition of their nomination. The month of June has been identified by the Ministry Responsible for Seniors as “Seniors’ Month.”

Traditionally, the Senior of the Year Award is presented by Council at a regular public meeting during the month of June and the Award recipient has been recognized at the Corn Festival, as well as the Volunteer Recognition event.

The recipient of the Tecumseh Senior of the Year Award will also be nominated for the Senior Achievement Award (Canada) by the June 15th annual deadline.

Consultations

None

Financial Implications

The cost of notices for the Awards is included in the 2019 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:

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
None	None