



MUNICIPALITY OF LAMBTON SHORES
ADMINISTRATIVE POLICY
VOLUNTEER RECOGNITION POLICY

POLICY NO.:
AD-CS-POL-008

Responsible Dept.: Community Services	Effective Date: July 12, 2012
Author:	Next Review:
Approved by: Director of Community Services	Relevant Corporate Policy/By-law:

1 PURPOSE

- 1.1 To recognize volunteers whose efforts have contributed significantly to the quality of life in Lambton Shores.

2 DEFINITIONS

- 2.1 Volunteer: volunteers are individuals who reach out beyond the confines of paid employment and normal responsibilities to contribute time and service to the municipality in the belief that their activity will have a positive effect on the community. Volunteers provide programs and services to the residents of Lambton Shores to help enrich their quality of life.
- 2.2 Community Group: civil society non-profits that operate within a single local community. They are often run on a voluntary basis and are self-funded. Some are formally incorporated, with a written constitution and a board of directors, while others are much smaller and are more informal.
- 2.3 Special Interest Group: A group of persons working on behalf of or strongly supporting a particular cause, such as an item of legislation, an industry, or a special segment of society.

PART A – VOLUNTEER APPRECIATION AWARD

3 AWARD CATEGORIES

- 3.1 Arts & Culture Award: awarded to an individual and/or group for contribution to the development, support, preservation or promotion of culture, music, visual, performing or literary arts.
- 3.2 Environment Award: awarded to an individual and/or group for contribution to the protection, preservation, beautification, awareness and/or promotion of our local environment.
- 3.3 Heritage Award: awarded to an individual and/or group for contribution to heritage preservation, architectural conservation, research and/or interpretation of local heritage.
- 3.4 Sports and Recreation Award: awarded to an individual and/or group for contribution to the promotion, development and/or support of recreation and/or sport in the community.
- 3.5 Good Neighbour Awards: awarded to Lambton Shores residents and/or groups for their outstanding efforts and actions that have enhanced or

improved our community. A maximum of three individuals and/or groups per ward may be awarded each year.

- 3.6 Lambton Shores Civic Awards (adult 26 and over, youth 25 and younger): recognizes two individuals in each age category who have made an outstanding voluntary contribution to the well-being of our community over a number of years. This award recognizes local champions who build communities and show us all what can be achieved with passion and determination.
- 3.7 Outstanding Community Group Award: recognizes a community group for its outstanding voluntary contribution to the well-being of our community.

4 ELIGIBILITY

- 4.1 Must be a resident of the Municipality of Lambton Shores, own a business in the municipality or attend school in the municipality. Individuals outside of the Municipality of Lambton Shores may be considered if his/her contributions are with a Lambton Shores community organization that has a main focus within the municipality.
- 4.2 Groups must be non-profit community groups and be based in Lambton Shores with the majority of services geared towards Lambton Shores' residents.
- 4.3 Elected officials of the Municipality of Lambton Shores are not eligible
- 4.4 Paid staff, full time or part time are not eligible, except where their volunteerism is separate, distinct from, and outside of their paid position.
- 4.5 Services must have been performed on a wholly volunteer basis and not for pay
- 4.6 Nominees must be aware of the nomination and sign the nomination form

5 PROCEDURE

- 5.1 Nomination forms ('Appendix A') are available at Lambton Shores municipal offices and on the municipal website. Availability of forms will be advertised in local newspapers, through social media, on community signs, the Living and Playing in Lambton Shores newsletter and the municipal website.
- 5.2 Award nominations will be solicited from the community at large, including Lambton Shores staff and Council who are not directly involved with the program.
- 5.3 Nominations shall be made in writing on an approved nomination form

5.4 Nomination forms will be submitted to the Lambton Shores Community Services Department no later than the third Friday in June each year

5.5 All nominations become the property of the Municipality of Lambton Shores and will not be returned

6 SELECTION

6.1 The Parks and Recreation Advisory Committee (PRAC) will review all applications and recommend nominees for approval by Council. The staff liaison to the Committee will be a non-voting member.

6.2 The Committee and/or Council may choose to not recommend/select an award recipient in a category if there are no appropriate nominees.

6.3 The Committee, at its discretion, may consider a nomination for any award category it deems appropriate.

6.4 There shall be no publicity as to the proposed nominees or voting at any time. The only name(s) to be released to the public shall be the recipients of awards.

6.5 Only individuals selected for a volunteer award will be contacted.

6.6 A nominee will be excluded if he/she has previously received an award in the same category for which he/she is presently being nominated (to a limit of five years). A list of past award recipients will be kept on file by the Community Services Department.

6.7 Nominees may only be nominated for one award in any given year.

7 PRESENTATION

7.1 Awards certificates will be presented by the Mayor or his/her designate at the annual Volunteer Recognition Barbeque held in September. The award recipient and one guest will be invited to attend the Volunteer Recognition Barbeque.

PART B – Community Group Spotlight

This program includes ongoing public recognition of Lambton Shores Community Groups in partnership with the Standard Guide Advocate and the Lakeshore Advance local newspapers. The Community Group Spotlight includes an article and photo of a Lambton Shores Community Group to appear in the two local newspapers, on the Municipal website and in Living and Playing in Lambton Shores Newsletter. One group will be selected each month, if there are sufficient applications to choose from.

8 ELIGIBILITY

- 8.1 Groups must be non-profit community groups and be based in Lambton Shores with the majority of services geared towards Lambton Shores' residents.
- 8.2 Special interest groups are not eligible.

9 PROCEDURE

- 9.1 Information forms ('Appendix B') will be distributed to community groups by the Community Services Department. Forms will also be available online and in municipal offices.
- 9.2 Completed information forms will be collected by staff and kept on file at the Community Services Department. Forms must be completed by an authorized member of the community group.
- 9.3 Forms will be available throughout the year and there will be no deadline to submit information.
- 9.4 All information forms become the property of the Municipality of Lambton Shores and will not be returned.
- 9.5 Photos must be sent to the Community Services Department electronically and will become the property of the Municipality of Lambton Shores.

10 SELECTION

- 10.1 On a monthly basis, staff will randomly select a community group from the information forms received to be featured in the Community Group Spotlight.
- 10.2 Staff will notify the feature group.
- 10.3 Staff will write the article to be included in the Spotlight and submit to the feature group for feedback.
- 10.4 The article and an accompanying photo (if available) will be submitted to the Lakeshore Advance and Forest Standard.
- 10.5 A group may only be featured once per calendar year unless deemed otherwise necessary, at staff or Council's discretion.

PART C – Annual Volunteer Recognition Barbeque

The annual Volunteer Recognition Barbeque is held in September to celebrate the accomplishments of Lambton Shores' volunteers. An open invitation to volunteer

organizations is sent out to community groups, and the event is advertised in the local newspapers, the Living and Playing in Lambton Shores' newsletter, the municipal website and through social media. Funds for this event are allocated through the Community Services operational budget. Presentations for the Volunteer Appreciation Awards will be made at this event.

PART D – Provincial and Federal Awards and Recognition Programs

Each year, the provincial and federal governments administer volunteer/citizen awards programs. The Community Services Department will send out a reminder letter to community organizations in October of each year outlining the various awards available and deadlines for nominations. It will be the responsibility of the organizations to apply for awards on behalf of their volunteers, with municipal staff lending support if necessary. Staff and Council of the Municipality of Lambton Shores cannot nominate volunteers for awards as the role of Council and staff should be to promote the programs to the community, rather than nominate volunteers.

11 REVIEW

11.1 This program will be reviewed by the Community Services Department on an annual basis.

12 APPROVAL

CAO	Date July 12, 2012
Amended/Modified/Replaced	Date June 27, 2017