



**THE CORPORATION OF THE TOWN OF LASALLE
POLICY MANUAL**

POLICY MANUAL SECTION: Administration – General	POLICY NUMBER: A-GEN-001
POLICY NAME: Awards	AUTHORITY: 113/17
DATE APPROVED: March 28, 2017	DEPARTMENT RESPONSIBLE: CAO Office
REVISION DATES:	REVIEW DATE: March 2019
STATUS: Active	

PURPOSE:

The general purpose of this policy is to establish a process and timelines for submitting nominations and selecting recipients each year for the Citizen of the Year Award, the Young Citizen of the year Award, the Outstanding Service Club Volunteer Award, the Outstanding Board Volunteer Award, Milestone recipients of 15, 25, or 30 years or more of service with a community service club or organization and the Council Award for Regional Achievement.

POLICY STATEMENT:

The Town of LaSalle is committed to providing Awards to deserving and qualified citizens within the community of LaSalle who have volunteered their time and provided a service with a community service club or organization

SCOPE:

In order to be qualified the recipient must meet the criteria set by Council within the policy

POLICY:

DEFINITIONS:

- 1.01 Citizen of the Year Award-** shall mean an award established to recognize a person who has displayed continued dedication and perseverance to a cause or causes that



have ultimately benefited the citizens of the Town of LaSalle and the general public at large.

- 1.02 Young Citizen Award-** shall mean an award established to recognize a young person who has displayed continued dedication to a cause or causes that have benefited the citizens of the Town of LaSalle and the general public at large. Nominees must be attending High School or Post Secondary education.
- 1.03 Outstanding Service Club Volunteer Award –** shall mean an award established to recognize a person who has made exceptional contributions as a board member of a community service club or organization and is well-known for his/her work as an outstanding volunteer board member.
- 1.04 Outstanding Board Volunteer Award-** shall mean an award established to recognize a person who has made exceptional contributions as a board member of a community service club or organization and is well-known for his/her work as an outstanding volunteer board member.
- 1.05 Milestone Recipients-** shall mean citizens of 15, 25, or 30 years or more of service with a community service club or organization who has reached a milestone of either 15, 25, or 30 years or more, as a member of the group and is well-known for his/her involvement in the group.
- 1.06 Council Award for Regional Achievement-** shall mean an award established to recognize a person who has been recognized regionally for their exceptional contributions in the community.

RESPONSIBILITIES:

- 2.01** Nominations for the Citizen of the Year Award, the Young citizen of the Year Award, the Outstanding Service Club Volunteer Award, the Outstanding Board Volunteer Award and Milestone Recipients of 15, 25, or 30 years of service or more with a community service club or organization, will be called annually commencing at the current Volunteer Recognition Event in September by the Chair of the Volunteer Recognition Event.
- 2.02** Notice of the call for nominations for each of the Awards will be posted to the Town's website and advertised in the local newspaper, delivered to local community groups and service clubs, churches and schools, posted in prominent locations in the Town's facilities (i.e. Town Hall, Vollmer Culture & Recreation Complex and Town of LaSalle Library).



- 2.03** Persons wishing to submit a nominee for the Citizen of the Year Award, the Outstanding Service Club Volunteer Award and the Outstanding Board Volunteer award, must complete a Nomination Form, no earlier than January of the following year. Attached as Schedule “A” hereto.
- 2.04** Persons wishing to submit a nominee for the Milestone Recipient Awards of 15, 25 or 30 years or more of service with a community service club or organization, must complete a Nomination Form, attached as Schedule “B” hereto.
- 2.05** Original and complete Nomination Forms are to be submitted to the Chairperson of the Volunteer Recognition Awards Committee on or before July 31st annually, 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;
 - f) Additional information and material in support of the nomination (ie: other testimonial letters that had substance to the nominee’s achievement, publications, media stories, tributes, etc.) The additional materials should provide new information and insight into the nature of the nominee’s achievements.
- 2.06** Nominees must be a resident of the Town of LaSalle.
- 2.07** Nominations shall not be submitted posthumously.
- 2.08** In the event there are no nominations for a particular category Council may nominate the award recipient.
- 2.09** All personal information will be treated in confidence and protected pursuant to the Municipal Freedom of Information and Protection of Privacy Act.



SELECTION:

- 3.01** All nominations will be considered by a Volunteer Recognition Awards Committee appointed by the Mayor.
- 3.02** A Volunteer Recognition Awards Committee meeting will be held on the second week of August each year, in order that the members may review the nominations and select the award recipient for each of the categories.

NOTIFICATION TO AWARD RECIPIENTS:

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

INVESTITURE:

- 5.01** The Citizen of the Year Award, the Young Citizen of the Year Award, the Outstanding Service Club Volunteer Award, the Outstanding Board Volunteer Award and Milestone Recipients of 15, 25 or 30 years or more of service with a community service club or organization and Council Award for Regional Achievement will be presented at the annual Volunteer Recognition event.
- 5.02** Each of the annual Award recipients and Milestone Recipients will receive a personalized plaque in recognition of their bestowment.
- 5.03** Each of the annual Award recipients will receive a Citizen Medallion.
- 5.04** The name of the annual recipient of the Citizen of the Year Award will be placed on the Citizen of the Year plaque displayed at the LaSalle Town Hall.
- 5.05** The recipient of the Young Citizen of the Year award will receive a bursary toward his/her post-secondary education costs, in the amount of \$250.00.
- 5.06** The recipient of the Council Award for Regional Achievement will receive a personalized plaque and citizen medallion

POLICY REVIEW:

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

REFERENCES AND RELATED DOCUMENTS:



None.

ATTACHMENTS:

Schedule A- Town of LaSalle Volunteer Recognition Nomination Form
Schedule B – Town of LaSalle Volunteer Recognition Awards (Milestone Recipients)