



Volunteer Awards Policy

Approved: 2018-12-18

Motioned by Commissioner Kennedy

"I move that the Village of Bible Hill adopt the Volunteer Awards Policy"

Motion seconded by Commissioner Pitcher

Motion carried

Purpose

1. To recognize volunteer contributions that take place in the Village of Bible Hill.

Definitions

2. In this policy,
 - a. "Village" means the Village of Bible Hill
 - b. "Village Commission" and "Village Commissioners" have the same meanings as defined in the Municipal Government Act.

Principles Supporting Policy

3. Village of Bible Hill

- a. Bible Hill believes in recognizing volunteer contributions with the foresight that without such dedicated and committed individuals Bible Hill would not manage to operate at the high standards that it strives to achieve.

Awards are a chance for celebration and reflection. It demonstrates to award winners that their work is valued by acknowledging approval and gratitude for each individual's unique contribution.

To recognize volunteer contributions Bible Hill will conduct an annual volunteer recognition celebration providing volunteers an award in one of five award categories.

Terms of Policy

4. Bible Hill Volunteer Awards

- a. Each year Bible Hill recognizes volunteers in one of five categories.
 - i. *Golden Long Term* – Presented to those residents of Bible Hill who have made contributions through worldwide community volunteer service for a period of fifty years or longer of which at least twenty-five years of the volunteer service took place in Bible Hill.
 - ii. *Long Term* – Presented to those residents of Bible Hill who have made contributions through worldwide community volunteer service for a period of twenty-five years or longer of which at least twelve years of the volunteer service took place in Bible Hill.
 - iii. *Generations of Volunteering Award* – Presented to a Bible Hill family with two or more generations that have a combined fifteen or more years of service, with each member contributing at least five years. They may volunteer in one organization or many, together or separately. It is the family culture and

commitment to the community that this award focuses on. Only one family will be chosen per year at the Village's discretion, and each family may receive the award only once.

- iv. *Outstanding Service* – Presented to those who have made an outstanding contribution to a volunteer community service in Bible Hill. The recipient may reside inside or outside of the Village of Bible Hill. There is no limit to the number of awards presented each year, or the number of times a person may receive the award.
- v. *Young Achievers* – is presented to a Bible Hill youth (eighteen years or younger) who have made an outstanding contribution in volunteer community service in Bible Hill in the past year. There is no limit to the number of awards presented each year or the number of times a person may receive the award.

5. Provincial Volunteer Awards

- a. Each year, communities across Canada celebrate National Volunteer Week. The primary purpose of this specially designated week is to thank and honor people who donate their time to help others by supporting the causes in which they believe.

The Province invites each community to nominate a volunteer to represent them at the annual Provincial Volunteer Awards Banquet.

Provincial Representative Award - This award is given to a volunteer or group of volunteers who have made an outstanding contribution in their community.

- b. Village of Bible Hill selects one volunteer who will come forward on behalf of all the volunteers in their area to be recognized at the annual Provincial Awards Banquet. This award is given only once to an individual.

6. Solicitation of Nominees

- a. In November of each year the Parks and Recreation Director will initiate the following process:
 - i. A request will be made to the Administrative Support Coordinator to prepare and send out letters to community service groups requesting applications for nominations.
 - ii. The Administrative Support Coordinator will ensure that an article is placed in the November issue of the Bible Hill Newsletter, "Action on the Hill".
 - iii. A notice will be posted on the Bible Hill advertising board requesting submissions of applications for nominations.
 - iv. Advertise on the Bible Hill website, requesting the submission of applicants for nominations.
- b. The deadline for submission will be the 4th Monday in February of each year.

7. Parks and Recreation Committee Responsibilities

- a. During the March meeting of the Parks and Recreation Advisory Committee:
 - i. the nominations for Bible Hill Volunteer Awards shall be reviewed by the Committee and a list of nominations will be submitted to the Village Commission; and
 - ii. the Committee shall discuss the Provincial Volunteer Awards and make a recommendation to the Village Commission for the Provincial Representative Award for the following year.

8. Commission in Committee Responsibilities

- a. During the March meeting of the Commission in Committee:
 - i. the volunteer award nominees shall be discussed and a motion passed to approve; and
 - ii. the Provincial Volunteer Representative for Bible Hill, recommended by the Parks and Recreation Advisory Committee for the following year, shall be discussed and a motion passed to approve.

9. Notification of Nominees

- a. Following the approval of nominations by the Village Commission, the Parks and Recreation Director shall ensure that all nominees are notified in writing of their nomination and provide them with an invitation for the Village of Bible Hill Annual Awards Banquet. The invitations to nominees will request an RSVP with a deadline included.

10. Banquet Budget

- a. Once the RSVP's have been obtained and numbers of guests calculated, the Parks and Recreation Director and Finance Officer shall plan and book the Awards Banquet with funds approved in the Village of Bible Hill Budget.
- b. The Parks and Recreation Director shall be responsible for booking the Village Hall. The Parks and Recreation Director shall request the Finance Officer to book the caterer, order the awards and purchase all the necessary volunteer supplies.

11. Awards Banquet

- a. The awards banquet shall be held annually on the Wednesday during National Volunteer week. Normally, this is the third Wednesday of April.
- b. The awards banquet shall consist of a dinner and awards ceremony held at the Village Hall, hosted by Bible Hill Commissioners.

- c. Each nominee will be invited to attend the banquet. Each nominee is invited to bring two guests to the ceremony.
- d. The local Member of Parliament, Member of the Legislative Assembly, the Mayors of Truro and Colchester County and the two Colchester County Counsellors for Bible Hill are invited, along with one guest, to attend the Annual Volunteer Banquet.

12. Awards

- a. The following awards will be presented to the award recipients:
 - i. Golden Long Term – Award recipient's name shall be inscribed on a Memorial Plaque displayed prominently in a Village Building. A park bench or tree shall be dedicated in the recipient's name. The award recipient shall specify their preferred Village property location of the bench or tree. A plaque is also awarded to the recipient.
 - ii. Long Term – Award recipient's name shall be inscribed on a Memorial Plaque displayed prominently in a Village Building. A plaque is also awarded to the recipient.
 - iii. Generations of Volunteering Award – Award recipient's name shall be inscribed on a Memorial Plaque displayed prominently in a Village Building. A certificate is also awarded to the recipient.
 - iv. Outstanding Service – A service award certificate is awarded to the recipient.
 - v. Youth Service – A service award certificate is awarded to the recipient.

Policy Document Attestation

Date of Notice to Village Commission of Intent to Consider: 2018-12-11

Date of Passage of Policy: 2018-12-18

I certify that this Policy was adopted by Village Commission as documented above:

Chair

Dated

Clerk and Treasurer

Dated