THE CORPORATION OF THE MUNICIPALITY OF MACHIN POLICY MANUAL

Section: Council	Policy No.: Part 1.19
Subject: Volunteer Recognition	Effective Date: January 24, 2022
Approved By: Resolution #4	

Purpose

To recognize volunteers who have dedicated their time to make a positive impact on their community in the Municipality of Machin.

Definitions

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.

Community Group - Not-for-profit community group or organization based in the Municipality of Machin with a mandate to serve the public and improve the community's quality of life.

Part A: Volunteer Recognition Awards

This program highlights individual volunteers and community groups in a specific category whose contributions go above and beyond in the community.

Awards

Certificates and/or plaques will be given to award recipients to celebrate the work they have done in their community. Award winners will also receive a $50 gift card to a business of their choice that operates in the Municipality of Machin.

Award Categories

1. Beautification Award- awarded to an individual and/or group that have volunteered their time for the sole purpose of making a positive impact on the community's image.

2. Recreation Award- awarded to an individual and/or group for their contributions to the promotion, development and/or support of sports and recreation in the community.

Part A: Volunteer Recognition Awards
Award Categories (con't)

3. Community Development Award- awarded to an individual and/or group that's program and/or service has helped contribute to the development and/or betterment of their community.

4. Youth Volunteer Award- awarded to an individual 21 years of age or younger, who demonstrates a true commitment to our community and their volunteer work.

5. Senior Volunteer Award- awarded to an individual 60 years of age or older, who demonstrates a true commitment to our community and their volunteer work.

Eligibility

1. Must be a resident of the Municipality of Machin or own a business in the municipality. Individuals or groups outside of the Municipality of Machin may be considered if his/her contributions are with a Machin community organization that has a main focus within the municipality.

2. Community Groups must be non-profit community groups and be based in Machin with the majority of services geared towards Machin's residents.

3. Elected officials of the Municipality of Machin are not eligible to be nominated for an award.

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.

5. Services must have been performed on a wholly volunteer basis and not for pay.

Procedures

1. Nomination forms (Attachments) are available at the Machin municipal office and on the municipal website. Availability of forms will be advertised in the Machin Messenger, through social media, and the municipal website.

2. Award nominations will be solicited from the community at large, including Machin staff and Council who are not directly involved with the program.

3. Nominations shall be made in writing on an approved nomination form.

Part A: Volunteer Recognition Awards
Procedures (con't)

4. Nomination forms will be submitted to the Machin municipal office no later than August 31st of each year.

5. All nominations become the property of the Municipality of Machin and will not be returned.

Volunteer Selection Committee

The selection committee shall be appointed by Resolution of Council.

The committee shall be composed of no less than 3 members and no more than 5 members.

The committee will consist of members of the Machin community; members of this committee will not be eligible to be nominated for an award.

The committee is responsible for reviewing the nominations and determining the most suitable nominee for each award.

Selection

1. The Selection Committee will review all applications and recommend nominees for approval by Council. The staff liaison to the Committee will be a non-voting member.

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

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

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.

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

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 municipal staff and listed on the municipal website.

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

Part B: Annual Volunteer Recognition Gathering

The annual Volunteer Recognition Gathering is held in September to celebrate the accomplishments of the Municipality of Machin volunteers and to provide a forum to recruit new volunteers. The presentation of the awards to the winner(s) listed in Part A will take place at the gathering, awards will be presented by the mayor or his/her designate. An open invitation to volunteer organizations, family, and friends of the winner(s) will be sent out. The event will be advertised in the Machin Messenger, the municipal website, and through social media.

Review

This Policy/Program will be reviewed by the Volunteer Selection Committee and Council on an annual basis. Recommended changes to the policy will be submitted to Council for review and approval.

Attachments

Nomination Form (Please reach out to municipal office staff)