

COMMUNITY SERVICES APPRECIATION AWARD POLICY**SECTION:** Administration/Council**DEPARTMENT:** Recreation and Community Services**COUNCIL APPROVAL DATE:** December 2, 1997**LAST REVIEWED BY COUNCIL:** February 6, 2024**POLICY STATEMENT:**

The Town of Bon Accord is committed to the acknowledgement and appreciation of outstanding volunteer service, dedication to the community and/ exceptional citizenship.

PURPOSE:

To establish the criteria for the Community Service Appreciation Award.

SCOPE

Residents of Bon Accord or the surrounding area that meet the criteria established in this policy shall be eligible for consideration for the Community Service Appreciation Award.

DEFINITIONS

“Award” means a plaque presented to the Community Services Award recipient and placed in the community.

“Community Service” means voluntary, unpaid service that contributes substantially to the benefit of the community.

“Deputy Mayor” the deputy chief elected official of the Town of Bon Accord.

“Employee” means a person employed by the Town for wages or salary.

“Mayor” the chief elected official of the Town of Bon Accord.

“Nomination” means the act of formally nominating an individual for the Community Services Appreciation Award by completing a nomination form.

“Nominee” means the person formally nominated for a Community Services Appreciation Award.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer (CAO) of the Town of Bon Accord.

I. RESPONSIBILITIES

The Town Manager or delegate(s) is responsible to ensure that administrative procedures including a Nomination process and Nomination form are established to administer and manage the Community Services Appreciation Award Policy.

II. COMMUNITY SERVICES APPRECIATION AWARD ELIGIBILITY AND CRITERIA

1. Nominees must be a resident of Bon Accord. Nominated individuals that reside outside of Bon Accord may be considered if contributions to be recognized took place in Bon Accord and demonstrate direct benefit to Bon Accord.
2. Town of Bon Accord Employees are not eligible, except where their volunteerism is separate, distinct from, and outside of their paid position.
3. The Community Services provided must have been performed on a wholly volunteer basis and not for pay.
4. Nominations must clearly and sufficiently describe and demonstrate outstanding volunteer service, dedication to the community and/ exceptional citizenship.
5. Nominees must be aware of the Nomination. If the Nominee is deceased, a family member may give permission on behalf of the Nominee.

III. PROCEDURES

1. Nomination forms are available at the Town office and on the municipal website.
2. Nominations will be accepted on an on-going basis.
3. Nominations shall be made in writing on an approved Nomination form.
4. Nominations must be submitted annually on or before February 28 or 29.

IV. SELECTION

1. All eligible nominations will be reviewed by Council.
2. The decision of Council will be final.

V. COMMUNITY SERVICE APPRECIATION AWARD OPTIONS

1. Plaque (MAXIMUM: \$200)
2. Location of plaque to be approved by Council.
3. Nominations may include a recommendation to Council for consideration of alternate options for Community Service Appreciation Award recognition.

VI. COMMUNITY SERVICES APPRECIATION AWARD PRESENTATION

1. Awards will be presented by the Mayor, Deputy Mayor or his/her designate.