

**TOWN OF LUNENBURG PROCEDURAL POLICY #94
PROVINCIAL VOLUNTEER RECOGNITION AND
REPRESENTATIVE VOLUNTEER SELECTION PROCESS**

PURPOSE

1. Enactment of the Policy is intended to demonstrate gratitude and appreciation for the people who help others and contribute to an improved quality of life for all, by giving freely of their time and talent as volunteers. This Policy sets out the roles and responsibilities for the Town of Lunenburg (Town) Staff and Town Council (Council) for soliciting nominations of volunteers to be specially recognized and for hosting a reception in honour of volunteers. This Policy also lays out the process for selection of the Town's Representative Volunteer at the Provincial Awards ceremony. This policy will set the process for nomination and the criteria to be used for the selection of the Town's representative.

PROCEDURE

2. The following procedure will be used for the selection process:

- a. January:

- i. Staff will post an advertisement to request volunteer nominees.

Advertisements will include the Town's website, Facebook page, Winter Recreation Guide, and directly to organizations within Lunenburg. A deadline will be set corresponding with the provincial nomination deadline.

- ii. A person making the nomination must fill out the attached Town of Lunenburg Volunteer Recognition Nomination Form. The Form may be updated by Town staff as required from time to time. All those nominated will be recognized at a civic reception held in April.
- iii. The Province of Nova Scotia annually provides a Representative Volunteer Award for each municipal unit. Note: A Provincial Community Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

In addition, the Province offers one Youth Volunteer Award and one Family Volunteer Award each year, selected by an appointed committee from all nominations received. Nominations of worthy Lunenburg candidates for these awards are also encouraged. This process is dictated by the Province and not covered in this policy.

- b. February:

- i. The Recreation Committee will choose a Representative Volunteer from the submitted nominees at the first Committee meeting of the

month. (Note: Province's deadline to submit a nomination is typically third or fourth week of February.)

The criteria used to help guide the selection of the Town's Representative Volunteer Recipient shall be as follows with the applicable weighting as indicated:

- a. Years of service = 15%
- b. Number and diversity of organizations served = 10%
- c. Leadership & Commitment demonstrated = 25%
- e. Ability to inspire, motivate, achieve results, create change = 25%
- f. Exceptional qualities noted? = 25%

The list of Representative Volunteers from previous years will be shared with Committee members to help in making the selection. The names of all those nominated each year will be recorded and also be made available for reference in this process.

- ii. Recreation Director will notify the chosen recipient and collect additional information (if required).
- iii. Recreation Director to submit Town's nominee to the province.
- iv. Recreation Director to order tickets to the Provincial Volunteer Awards Ceremony for the Mayor and Recreation Director.
- v. Recreation Director to organize a civic reception to demonstrate appreciation of all volunteers and to formally recognize all those nominated.

c. April:

- i. Mayor, Recreation Director and Town Volunteer Representative(s) to attend the Provincial Volunteer Awards Ceremony in Halifax.
- ii. Town to host a civic reception for the Town of Lunenburg during (or close to) National Volunteer Week. All organizations are invited to send representatives to this function.

Staff to have the Town Volunteer Award plaque engraved with the Provincial Volunteer Award Winner's name(s).

Encl. (1) Volunteer Nomination Form

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider
(7 days minimum): February 26, 2019

Date of Passage of Current Policy: August 27, 2019

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

Date



Nomination Deadline:
Contact the Recreation
Department

TOWN OF LUNENBURG

Volunteer Recognition Nomination Form

Each year the Town of Lunenburg, the Mayor and Council recognize the extraordinary contributions of volunteers who give of their time and skills to provide services and programs in our community.

The Town invites and encourages nominations of volunteers to be recognized at our annual Civic Volunteer Appreciation Reception.

In addition a Representative Volunteer is selected annually to be recognized at the Provincial Volunteer Awards ceremony. The Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

Important Information:

- Choosing a Representative Volunteer from all the worthy and valued potential candidates is a challenge. To help us with this process please ensure that all areas of the nomination form are completed. Nominations that are unclear, inaccurate, late or do not comply with the below criteria will impact your volunteer nominee's score.
- The Town's Representative Volunteer must be a resident or residents of the Town of Lunenburg. (*Please note:* Residents who live outside of the Town are eligible for provincial recognition through their own municipality.)
- While we understand some nominators like to surprise a volunteer with this recognition of their service, we highly recommend connecting with the volunteer prior to submitting this form to get a full picture of their volunteer experience.
- From those nominated, a representative volunteer will be selected and recognized at the Provincial Volunteer Awards ceremony to be held in Halifax in early April.
- The Town will hold a Volunteer Appreciation Reception in April to demonstrate gratitude for all volunteers and where all those nominated will be specially recognized.

Nominees will be scored for the Provincial Volunteer Awards using the following criteria:

- 15% – Years of service
- 10% – Number and diversity of organizations served
- 25% – Contributions: Leadership & Commitment
- 25% – Impact on Community/Organization (Ability to inspire, motivate, achieve results, create change, improve community, change lives, etc.)
- 25% – What makes this volunteer exceptional?

Nominator's Information

Nominator's Name: _____
Address: _____
Nominator's Phone: (h) _____ (work or cell) _____
Email Address: _____

Volunteer Nominee's Information

Volunteer's Name: _____
Address: _____
Volunteer Nominee's
Phone: (h) _____ (work or cell) _____
Email Address: _____

Nomination forms can be mailed, faxed, dropped off or emailed to:

Kelly Cunningham, Recreation Director
Town of Lunenburg
119 Cumberland Street, PO Box 129
Lunenburg, NS, B0J 2C0

P: 902-634-4006
F: 902-634-4416
E: kcunningham@explorelunenburg.ca

On behalf of the Town of Lunenburg, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.

The personal information collected on this form will only be used for purposes relating to the Volunteer Award's nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this information, please contact the Recreation Director as above.

Volunteer’s Role & Organization Information

Example:

Organization: ABC Community Soccer Program

Purpose of Organization: To help and facility a soccer program in our community for youth and children.

Role(s): Coach of the U12 summer soccer team

of Years Volunteering With Organization: 10 years

Organization:

Purpose of Organization:

Nominee’s Role(s):

of Years Volunteering with Organization:

Do you know of any other volunteer roles your nominee holds currently or has held previously? Please provide as much information below as possible:

Organization:

Purpose of Organization:

Role(s):

of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

of Years Volunteering with Organization:

1. Volunteer's Contributions

A. *Why are you nominating this person?*

B. *Are there other characteristics of this volunteer that makes them exceptional?*

2. Brief Summary to be read at the Ceremony: Provide 1-2 sentences that outline the nominee's volunteer involvement, which can be read during the ceremony and used in the event program.

Example: *Elizabeth has been a cornerstone at events for ABC Support Society. She keeps the onsite registration running smoothly, oversees volunteers and takes care of everyone. She has contributed well over 200 hours volunteering at this organization as well as with XYZ Children's Centre and her Church. Her selfless hours of dedication make the jobs of others easier. She is an individual who honours the true essence of volunteerism.*