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# TOWN OF SAINT ANDREWS

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## TOWN OF SAINT ANDREWS APPRECIATION AWARDS POLICY P-23-02

### 1. PURPOSE

The general purpose of this policy is to establish a process and timelines for submitting nominations and selecting recipients each year for the Town of Saint Andrews Appreciation Awards.

### 2. POLICY STATEMENT

The Town of Saint Andrews is committed to providing Appreciation Awards to deserving and qualified citizens within the communities of Bayside, Chamcook, and Saint Andrews, and to those who have contributed to these communities through volunteerism and dedication.

### 3. SCOPE

#### Definitions:

- |      |                                   |   |
|------|-----------------------------------|---|
| 3.1. | <b>SERVICE AWARD</b>              | Recognize volunteers who have given service to one or more organizations or causes.   |
| 3.2. | <b>LEADERSHIP AWARD</b>           | Volunteers who have displayed leadership at any level.  |
| 3.3. | <b>TEAMWORK AWARD</b>             | Volunteers who are an important part of the team and make a difference because they are willing to work together and collaborate.                       |
| 3.4. | <b>INNOVATION AWARD</b>           | Volunteers who have taken action to improve existing problems in new ways.  |
| 3.5. | <b>SPECIAL APPRECIATION AWARD</b> | Individuals that do not fall into any of the categories listed but who have, nevertheless, made a unique long-term contribution to the local community. |
| 3.6. | <b>YOUTH AWARD</b>                | A youth under the age of 18 that has displayed volunteerism, leadership, or service to the community.   |



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## 4. RESPONSIBILITIES

**4.1.** Nominations for the Town of Saint Andrews Appreciation Awards will be called annually commencing the Tuesday following the New Brunswick Day Long Weekend. The Awards Ceremony will be held in September of each year.

**4.2.** Notice for call for nominations for each of the Appreciation Awards will be posted to the Town of Saint Andrews website, posted on the Town of Saint Andrews Social Media pages, posted on the Town of Saint Andrews Notice Boards, and distributed to local service groups, churches, schools, and posted on local notice boards in Town.

**4.3.** Persons wishing to submit a nominee for an Appreciation Award must complete a Nomination form, Attached as Schedule "A" Hereto.

**4.4.** Original and complete Nomination Forms are to be submitted to the Town of Saint Andrews Clerk on or before August 31 annually, together with the following supporting materials:

**4.4.1.** Detailed contact information about the person being nominated.

**4.4.2.** Detailed contact information about the person submitting the nomination.

**4.4.3.** A letter of recommendation (maximum 250 words) stating the reasons why the person nominating believes this nominee deserves a Town of Saint Andrews Appreciation Award. Provide details on their achievements and how they meet the criteria outlined in the Definitions.

**4.4.4.** Additional information and materials in support of the nomination can be provided with the letter of recommendation. (i.e., testimonials, achievements, publications, media stories, tributes, etc.).

**4.5.** Nominees are preferred to be from Bayside, Chamcook, or Saint Andrews. However, if there is a nominee that is not from the community but has made significant contributions to the community, they can be nominated and reviewed.

**4.6.** Once a nominee has received an award, they are ineligible to be nominated for an award for 5 years.

**4.7.** In the event there are no nominations for a particular category, Council may nominate the award recipient. However, the category can remain without a nominee for that year if decided.

**4.8.** All personal information will be treated in confidence and protected pursuant to the *Rights to Information and Protection of Privacy Act*.

**4.9.** Due to the volume of applications, any submission for nomination are now valid for a period of two years and will be kept on file and reviewed the following year.



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**4.10.** Only one nominee will be selected for each Awards category each year.

### **5. SELECTION**

**5.1.** All nominations will be considered by the Mayor, two Councillors, and Senior Staff of the Town of Saint Andrews.

**5.2** A meeting of the Committee will be held the first week of September of each year, in order that the members may review the nominations and select the award recipients for each of these categories.

### **6. NOTIFICATION TO AWARD RECIPIENTS**

**6.1.** 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.

### **7. INVESTITURE**

**7.1.** The Town of Saint Andrews Appreciation Awards winners will be presented their awards at the annual Town of Saint Andrews Appreciation Awards event in September.

**7.2.** Each of the annual Award recipients will receive a personalized certificate in recognition of their bestowment and signed by the Mayor of Saint Andrews.

### **8. POLICY REVIEW**

**8.1.** This Policy will be periodically reviewed and updated as required. This policy must be reviewed no later than June every two years after inception.

### **9. ATTACHMENTS**

**9.1.** SCHEDULE A – Town of Saint Andrews Appreciation Awards Nomination Form

Please contact the Town of Saint Andrews Clerk at 506-529-5120 or email [town@townofstandrews.ca](mailto:town@townofstandrews.ca) for a copy of the Nomination Form.