



| <b>VOLUNTEER RECOGNITION POLICY</b> |            |
|-------------------------------------|------------|
| <b>Policy Number</b>                | P2023-05   |
| <b>Classification</b>               | ADM        |
| <b>Effective Date</b>               | 2023-11-20 |
| <b>Approval Authority</b>           | Council    |
| <b>Supersedes</b>                   | 2008-03    |
| <b>Mandated Review</b>              | 2028       |

## 1. PURPOSE

To ensure that volunteers are continually celebrated and recognized for the work that they do in an ongoing and equitable way.

## 2. SCOPE

This policy applies to all volunteers who contribute to community life within the limits of the City of Bathurst.

## 3. DEFINITIONS

- (1) **COMMUNITY GROUP** means society non-profits that operate within a single local community. They are often run on a voluntary basis and are self-funded. Some are formally incorporated, with a written constitution and a board of directors, while others are much smaller and are more informal.
- (2) **VOLUNTEER** means 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. Volunteers provide programs and services to the residents of bathurst to help enrich their quality of life.

## 4. POLICY STATEMENT

The City of Bathurst recognizes and values the volunteers that contribute their time and service to enrich the quality of life within the community.

Volunteer Recognition Night is an awards evening organized by the City of Bathurst to highlight outstanding contributions to community life and achievements of individual volunteers and community groups for their contributions to the community.

## 1. PROCEDURE

### a) Organizing Body

The Recreation, and Tourism Department will act as the organizing body for the City of Bathurst's Volunteer Recognition Night.

The evening will be organized, planned and scheduled to ensure maximum participation by the public.

### b) Nominations

Nomination forms (Schedule A) are available at City Hall and on the City's website. They will also be sent by the Recreation and Tourism Department to all local service clubs, groups and associations.

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

Nominations shall be made in writing on the approved nomination form.

Nomination forms will be submitted to the City of Bathurst Recreation and Tourism Department, located at the K.C. Irving Regional Center, beginning January 1 and no later than February 28 each year.

All nominations become the property of the City of Bathurst and will not be returned.

## 5. RELATED DOCUMENTS

- Nomination Form

## 6. REVISION HISTORY

| Date<br>(mm/dd/yyyy) | Description<br>of Change | Sections | Person who<br>Entered Revision<br>(Position Title) | Person who<br>Authorized<br>Revision (Position<br>Title) |
|----------------------|--------------------------|----------|--|--|
|                      |                          |          |  |  |

## SCHEDULE "A"



## VOLUNTEER RECOGNITION AWARD

Award for an individual volunteer or a group of volunteers who have taken a lead role in supporting our community through volunteerism

**Application deadline: February 28**

### PLEASE COMPLETE THE NEXT STEPS TO COMPLETE THIS NOMINATION FORM

Completing this nomination form is a 6-step process. All steps must be completed fully for your nomination form to be considered. Nominees for volunteer recognition can be individual volunteers or groups of volunteers who have taken a lead role in supporting our community through volunteerism.

### STEP 1 – RELATIONSHIP TO THE NOMINEE

1. Are you nominating yourself for the Volunteer Recognition Award?  YES  NO
2. Are you nominating a family member for the Volunteer Recognition Award?  YES  NO

### STEP 2 – CONFIRM THE ELIGIBILITY OF THE NOMINEE

- The nominee is at least 18 years of age.
- The nominee has contributed to supporting our community through volunteerism. Political and public advocacy work are excluded.

I hereby confirm that the nominee has been made aware of my intent to submit a nomination and has consented to this nomination.

I confirm

### STEP 3 – PROVIDE YOUR CONTACT INFORMATION AND THE CONTACT INFORMATION OF THE NOMINEE

**Please provide your contact information.**

|                   |  |                |              |
|-------------------|--|----------------|--------------|
| Last Name:        |  | First Name:    |              |
| Mailing Address:  |  |                |              |
| City:             |  | Province:      | Postal Code: |
| Telephone Number: |  | Email Address: |              |

**Please provide the name and contact information of the person you are nominating, if you are nominating a group of volunteers, rather than an individual volunteer, provide the name of the group, the number of people in the group, and the name and contact information of the person recognized as the group's representative.**

|                    |  |                            |              |
|--------------------|--|----------------------------|--------------|
| Name of the group: |  | Number of people in group: |              |
| Last Name:         |  | First Name:                |              |
| Mailing Address:   |  |                            |              |
| City:              |  | Province:                  | Postal Code: |
| Telephone Number:  |  | Email Address:             |              |

**STEP 4 – DESCRIBE WHY THE NOMINEE DESERVES TO BE RECOGNIZED**

Using the space below, please describe in writing the nominee's volunteer contributions. Please describe these contributions in terms of their importance and impact.

## STEP 5 – ENSURE THAT WE HAVE PERMISSION TO SHARE YOUR INFORMATION AND THE NOMINEE'S INFORMATION

You and the individual volunteer, or representative of a group of volunteers, you nominate have to provide permission to collect, use, retain, and share the information in this nomination form.

I consent to the collection, use and disclosure of my information as described in this nomination form.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date (YYYY – MM – DD)

The nominee must also provide his or her permission to use the information related to the nomination.

I, the nominee or representative of the nominated group, consent to the collection, use and disclosure of the information as described in this nomination.

I, the nominee or representative of the nominated group, consent that if selected as an award recipient, I will participate in the awards ceremony.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date (YYYY – MM – DD)

## STEP 6 – SUBMIT YOUR COMPLETED NOMINATION FORM

When you have completed the nomination form, please submit it either:

In person:

KC Irving Regional Centre  
Volunteer Recognition Awards Committee  
14 Sean Couturier Avenue  
Bathurst NB E2A 6X2

Electronically: [kcregionalcenter@bathurst.ca](mailto:kcregionalcenter@bathurst.ca)

**Application deadline: February 28**

Thank you for taking the time to complete this application and submitting your nomination!