

Policies and Procedures			
The Corporation of the Town of Cochrane			
Department	Administration	Effective:	
Subject:	Volunteer Recognition Policy	Pages:	Page 1 of 6
Approved by:	By-Law Number 1084-2015	Revised:	

Purpose

To recognize volunteers whose efforts have contributed to improving the quality of life in The Town of Cochrane.

Volunteer Appreciation Awards

This program recognizes individual volunteers in a specific category for their contributions to the community. One award is available per category unless otherwise stated.

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 an effort to have a positive effect on the community. Volunteers provide programs and services to the residents of Cochrane to help enrich their quality of life.

Award Categories

Volunteer of the month and Volunteer of the Year: Awarded to an individual or a group who has made a significant impact on building stronger communities through services, programs, projects and /or events, and delivers these within the Town. Their outstanding efforts and actions have enhanced or improved our community.

Criteria:

1. Volunteer of the Month

Length of volunteer service:

- Number of hours volunteered that month;
Previous volunteer commitment?

Lasting Legacy:

- Have the actions taken by volunteer had an impact that will be visible for a short term (1-3 years)? Please describe.
- Have the actions had or will they have a permanent impact on the individual or organization in a positive way?
- How did the volunteer act of the nominee enrich community spirit;

Policies and Procedures			
The Corporation of the Town of Cochrane			
Department	Administration	Effective:	
Subject:	Volunteer Recognition Policy	Pages:	Page 2 of 6
Approved by:	By-Law Number 1084-2015	Revised:	

Leadership:

- Does the nominee act as a positive role model for others and/or influence others positively? Do they lead by example or mentor others?
- Does the nominee step up in times of crisis or emergency?
- Is the nominee able to make or assisting in making difficult decisions or come up with creative solutions to issues or problems or to local challenges?
- Is the nominee accountable?
- Is the nominee organized and focused?
- How does the nominee demonstrate ambition and determination?

Exceptional Service:

- Is the nominee honest with themselves and others?
- Does the nominee demonstrate selflessness by sacrificing their time and energy without expecting something in return?
- How does the nominee demonstrate confidence in their role?
- Is the nominee empathetic with others?
- In what ways does the nominee demonstrate exception communication skills?
- How does the nominee demonstrate optimism, a positive attitude and a good sense of humor?
- How does the nominee demonstrate patience, fairness and equality?
- Is the nominee an exceptional team player or bring current volunteers together? Please describe how.

Impact on Community:

- Do the actions taken positively affect 1 person, a specific group or the community at large?
- Did this person engage others while doing the activities or get others involved in volunteering?
- Did activities or actions help develop social cohesiveness?
- Do the actions or activities increase the social network between community groups or community members?
- Do the actions or activities contribute to the community sustainability or to the sustainability of volunteerism?
- How does the nominee exemplify the spirit of community service?
- How does the nominee improve the overall quality of life of Cochraneites?
- What is the depth of contribution, the relevance and the importance of the nominee's activities?
- How has the volunteer made a difference in Cochrane?

Policies and Procedures			
The Corporation of the Town of Cochrane			
Department	Administration	Effective:	
Subject:	Volunteer Recognition Policy	Pages:	Page 3 of 6
Approved by:	By-Law Number 1084-2015	Revised:	

2. Volunteer of the Year:

Length of volunteer service:

- Number of weeks, months, years volunteered

Enrichment of Community Spirit:

- How does the nominee demonstrate optimism, a positive attitude and a good sense of humor?
- How does the nominee demonstrate patience, fairness and equality?
- Is the nominee an exceptional team player or bring current volunteers together? Please describe how.
- Does / did the nominee consistently inspire volunteer participation?
- How does the nominee enhance community spirit?

Lasting Legacy:

- Have the actions taken by volunteer had an impact that will be visible for both the short term and the long term? Please describe.
- Have the actions had or will they have a permanent or long lasting positive impact on the organization or an individual?

Leadership:

- Does the nominee act as a positive role model for others and/or influence others positively? Do they lead by example or mentor others?
- Does the nominee step up in times of crisis or emergency?
- Is the nominee able to make or assisting in making difficult decisions or come up with creative solutions to issues or problems or to local challenges?
- Is the nominee accountable?
- Is the nominee organized and focused?
- Is the nominee seen as an effective team player?

3. Eligibility

1. Must be a resident of the Municipality of the Town of Cochrane, own a business in the municipality or attend school in the municipality. Individuals outside of the Municipality of the Town of Cochrane may be considered if his/her contributions are with a Cochrane community organization that has a main focus within the municipality.
2. Elected officials of the Town of Cochrane are not eligible
3. Activities that were paid for are not eligible
4. Services must have been performed on a wholly volunteer basis and not for pay
5. Nominees must be aware of the nomination and sign the nomination form

Policies and Procedures			
The Corporation of the Town of Cochrane			
Department	Administration	Effective:	
Subject:	Volunteer Recognition Policy	Pages:	Page 4 of 6
Approved by:	By-Law Number 1084-2015	Revised:	

Procedures

1. Nomination forms ('Appendix A') will be made available at Town of Cochrane municipal offices and on the municipal website . Availability of forms will be advertised in local newspapers, through social media, on community signs,
2. Award nominations will be solicited from the community at large
3. Nominations shall be made in writing on an approved nomination form
4. Nomination forms will be submitted to the Cochrane Volunteer Development and Recognition Board as they are received.
5. All nominations become the property of the Municipality of the Town of Cochrane and will not be returned
6. Staff and Council of the Municipality of Town of Cochrane cannot nominate volunteers for awards

Selection

1. The selection committee shall be the members of the Cochrane Volunteer Development and Recognition Board. A staff member from the Community Services Department will provide staff assistance to the committee but will be a non-voting member.
2. The Board will review nomination forms and supporting documents. Nominees shall remain anonymous to the Board.
3. Each criteria in the policy will be scored by each board member on a scale of 1 to 5 (1 being the lowest)
4. The cumulative board score for the nominee will serve as the first elimination to reduce the nominees to three. If there are less than three nominees then to reduce by one. If there is only one nominee, the cumulative score will serve as a guide to the board's final support.
5. After closed meeting discussion by the Board, there will be a run-off vote that takes place where the nominees receiving the top two vote totals will move to the final vote. The final vote will determine the nominee. If there are only two nominees after the scores are tallied, there will be no need for a run-off vote and a single vote will take place to determine the nominee.
6. Staff will prepare a report to Council for information purposes only, being aware of the need to have discussions in closed session if Council requires to have personal discussion on any individuals.
7. The selection committee may choose to not select an award recipient in a category. If this is the case, a report will be provided to Council explaining the reasoning..
8. The selection committee, at its discretion, may consider a nomination for any award category it deems appropriate.
9. 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.
10. Only individuals selected for a volunteer award will be contacted.

Policies and Procedures			
The Corporation of the Town of Cochrane			
Department	Administration	Effective:	
Subject:	Volunteer Recognition Policy	Pages:	Page 5 of 6
Approved by:	By-Law Number 1084-2015	Revised:	

11. A nominee of the year will not be eligible for another award if he/she has previously received an award in the same category for which he/she is presently being nominated within a five year period.

12. A nominee of the month will not be eligible for another award if he/she has previously received an award in the same category for which he/she is presently being nominated within a 12 month period.

13. A list of past award recipients will be kept on file by the Administration Department.

Awards

The awards for the Volunteer of the month will be presented personally by the Mayor or his/her designate on a monthly basis. The following awards will be presented:

- Certificate;
- Seedling;
- Small volunteer stone with a Polar bear and the words, “Volunteers Rock” engraved on one side and the winner’s name and the date on the other side;
- Name in social media, Newspaper, Town Website;
- Thank you card.

The awards for the Volunteer of the year will be presented personally by the Mayor or his/her designate in September every year. The following awards will be presented:

- Certificate;
- A tree sapling will be planted in their honour at the location of their choice;
- A larger volunteer rock with a Polar bear and the words, “Volunteers Rock” engraved on one side and the winner’s name and the date on the other side;
- Name in social media, Newspaper, Town Website;
- A \$500 Donation to a Community Need or organization in the winners name;
- Thank you card.

The article in the paper for each category will reflect the work that was done and the difference made by the volunteer, not on the person themselves. The focus will be on making a difference.

Annual Volunteer Recognition Barbeque and Awards presentation

The annual Volunteer Recognition Barbeque is held in September to celebrate the accomplishments of the Town of Cochrane volunteers and to provide a forum to recruit new volunteers. An open invitation to volunteer organizations is sent out to community groups, and the event is advertised in the local newspapers, the municipal website and through social media.

Policies and Procedures			
The Corporation of the Town of Cochrane			
Department	Administration	Effective:	
Subject:	Volunteer Recognition Policy	Pages:	Page 6 of 6
Approved by:	By-Law Number 1084-2015	Revised:	

Presentations for the Volunteer of the year appreciation awards will be made at this event, along with reciting the previous year volunteers of the month. Awards for the Volunteer of the year will be presented by the Mayor or his/her designate and council at this annual Volunteer Recognition Barbeque. The focus of the event is to remain simple while focusing on the differences made in the community as opposed to individuals themselves.