



## **Volunteer Awards Policy**

**Approved: 2025-01-21**

***Motioned by Commissioner Pitcher***

*"I move that Village of Bible Hill adopt the Volunteer Awards Policy as presented, and to include a youth volunteer award representative."*

***Seconded by Commissioner Giddens***

***Motion carried***

## **Purpose**

1. To recognize volunteer contributions that take place in the Village of Bible Hill.

## **Principles Supporting Policy**

2. Bible Hill believes in recognizing volunteer contributions with the foresight that without such dedicated and committed individuals Bible Hill would not manage to operate at the high standards that it strives to achieve. Awards are a chance for celebration and reflection. It demonstrates to award winners that their work is valued by acknowledging approval and gratitude for each individual's unique contribution.

## **Terms of Policy**

### **Bible Hill Volunteer Awards**

3. The Volunteer of the Year Award and the Youth Volunteer of the Year Award each recognize an individual who has made an exceptional impact through their volunteer efforts in Bible Hill. Open to residents or those volunteering in Bible Hill, this award celebrates dedication, generosity, and a lasting contribution to making Bible Hill a better place. Nominations are encouraged to highlight those whose selfless efforts inspire and uplift our community.

### **Provincial Volunteer Awards**

4. Each year, communities across Canada celebrate National Volunteer Week. The primary purpose of this designated week is to thank and honor people who donate their time to help others by supporting the causes in which they believe. The Province of Nova Scotia invites each community to nominate a volunteer to represent them at the annual Provincial Volunteer Awards Banquet.
5. Provincial Representative Award - This award is given to a volunteer or group of volunteers who have made an outstanding volunteer contribution to Bible Hill.

6. Village of Bible Hill may select one volunteer to be recognized at the annual Provincial Awards Banquet.

### **Solicitation of Nominees**

7. In January of each year the Parks and Recreation Director will initiate the following process:
  - a. A request will be made to the Administrative Support Coordinator to prepare and send letters to community service groups requesting applications for nominations.
  - b. A notice will be posted on the electronic sign, social media and the website requesting submissions of applications for nominations.
  - c. The deadline for submission of nominations will be the 4th Monday in February of each year.
8. During the month of February, the Parks and Recreation Director will:
  - a. review the nominations for Bible Hill Volunteer Awards and submit recommended nomination(s) to the Village Commission; and
  - b. make a recommendation to the Village Commission for the Provincial Representative Award for the year.

### **Commission in Committee Responsibilities**

9. During the March meeting of the Commission in Committee, nominations recommended by the Parks and Recreation Director shall be reviewed.

### **Notification of Nominees**

10. Following the approval of nominations by the Village Commission, the Parks and Recreation Director shall ensure that all nominees are notified in writing of their nomination and provide them with an invitation for the Village of Bible Hill Annual

Awards Celebration. The invitations to nominees will request an RSVP with a deadline included.

## **Budget**

11. Once the RSVP's have been obtained and numbers of guests calculated, the Parks and Recreation Director shall plan and book the Awards celebration with funds approved in the budget. The Parks and Recreation Director shall be responsible for booking the venue.

## **Awards Banquet**

12. The awards celebration shall consist of snacks and refreshments, socialization, and award presentations held at H. Douglas Boyce Village Hall or the Village office.
  - a. Each nominee will be invited to attend the celebration along with two guests.
  - b. The local Member of Parliament, Member of the Legislative Assembly, the Mayor of Colchester County and the two Colchester County Councillors for Bible Hill are invited, along with one guest, to attend the Annual Volunteer Celebration.

## **Awards**

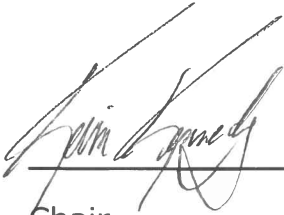
13. The following award will be presented to the award recipients:
  - a. Volunteer of the Year - Award recipient's name shall be inscribed on a plaque displayed prominently in a Village Building. A certificate and gift is also awarded to the recipient(s).
  - b. Youth Volunteer of the Year - Award recipient's name shall be inscribed on a plaque displayed prominently in a Village Building. A certificate and gift is also awarded to the recipient.

## Policy Document Attestation

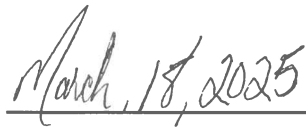
Date of Notice to Village Commission of Intent to Consider: 2025-01-13

Date of Passage of Policy: 2025-01-21

I certify that this Policy was adopted by Village Commission as documented above:



Chair



Date



Clerk and Treasurer



Date