

	<b>The Corporation of The Town of Arnprior Corporate Policies and Procedures Manual</b>	
	<b>Section:</b> Administrative Standards – Clerk’s Office (AS-CO)	<b>Policy #AS-CO-13</b>
<b>Policy Name: Comprehensive Awards Policy</b>		
<b>Effective Date:</b> March 13, 2017 <b>By-law No: 6675-17</b>	<b>Revised Date:</b> <b>By-law No:</b>	<b>Coverage:</b> Town Employees, Individuals and Organizations

## 1.0 Policy Statement

The purpose of Municipal Awards are to recognize individuals and organizations who have shown excellence and achievement of the highest degree in the Town of Arnprior and whose contributions have enriched the lives of others and helped make Arnprior a better overall community.

## 2.0 Purpose

The purpose of this policy is to establish clear criteria, guidelines, and the manners in which Town of Arnprior Municipal & Employee Awards are presented to the following categories of recipients:

### Municipal Awards

- Youth of the Year
- Senior of the Year
- Volunteer of the Year
- Town of Arnprior Award
- Town of Arnprior Secondary School Bursary Program
- Member of Council Recognition Pin

Individuals/organizations will have been nominated (unless otherwise outlined) for making an outstanding contribution to the Town of Arnprior, based on the individual criteria outlined within the schedules of this policy.

### Employee Awards

- Employee Service Awards
- Employee Excellence Award

Employees will be presented these awards for their years of service and dedication, professionalism/high standards of excellence, based on the individual criteria outlined within the schedules of this policy.

### **3.0 Scope**

Municipal Awards are for individuals, community groups, educational institutions, and voluntary organizations, who are invited to nominate persons and/or organizations, for Municipal Awards, in recognition for their devotion to the local community, based on the individual criteria outlined within this policy.

Employee Awards are for all staff members (including Volunteer Firefighters) employed by the Town of Arnprior and are distributed based on the individual criteria of each Employee Award outlined within this policy.

### **4.0 Responsibility**

The Clerk's Office, is responsible for:

- providing appropriate notice of Municipal Awards, as well as advertising, seeking nominations/ applications, on an annual basis, as outlined in Section 6 of this policy;
- bringing forward nominations to Council for consideration, after completing an initial review of all nominations received; and
- facilitating the necessary process, outlined in Schedule E, pertaining to the Town of Arnprior Secondary School Bursary Program
- presenting Members of Council with their specialized pin, as outlined in Schedule F of this policy.

Council is responsible for facilitating the selection and recognition of recipients of the Town of Arnprior Municipal Awards (excluding the Member of Council Recognition Pin) at the appropriate time, with the staff support of the Clerk or his/her designate(s).

Human Resources in consultation with the CAO will be responsible for the facilitation of Employee Awards, while having support of management where required. The CAO is responsible, with management's assistance, for the recommendation/selection of the candidate for the Employee Excellence Award. Members of Council would then approve the final recognition of the Employee Excellence Award.

The CAO is authorized to resolve any conflict or ambiguity regarding the interpretation of any provisions of this policy.

## 5.0 Definitions

**“Charitable Organization”** is either a Registered Charity or a Non-Profit Organization as is set out by the guidance and regulations of the Canadian Revenue Agency.

**“Council”** means the duly elected municipal Council of the Corporation of the Town of Arnprior.

**“Employee Award(s)”** are awards presented by the Town of Arnprior to its employees who satisfy the individual criteria listed herein in each of the Award categories:

- Employee Service Awards
- Employee Excellence Award

**“In good standing”** shall mean no warning or discipline on the employee file within the last twelve (12) months of the award eligibility date.

**“Member of Council”** means any duly elected Member of the municipal Council of the Corporation of the Town of Arnprior.

**“Municipal Award(s)”** are awards presented by the Town of Arnprior to local residents who satisfy the individual criteria listed herein in each of the Award categories;

- Youth of the Year
- Senior of the Year
- Volunteer of the Year
- Town of Arnprior Award
- Town of Arnprior Secondary School Bursary Program
- Council Member Recognition Pin

**“School”** means a school within the Town of Arnprior.

**“Secondary School”** means a secondary school within any of the following school

boards:

- Renfrew County District School Board
- Renfrew County Catholic District School Board
- Conseil des écoles publiques de l'Est de l'Ontario / Eastern Ontario French-Language Public School
- Conseil des écoles Catholiques du Centre-Est / Eastern Ontario French-Language Catholic School

“**Seniors**” are persons who after the age of 65 have enriched the social, cultural or civic life of his or her community in many areas including, but not limited to, the arts, literature, community service, volunteerism, education, fitness and sport and/or humanitarian activities.

“**Volunteers**” are persons who choose to provide services for the Town of Arnprior and other non-profit organizations/charities of the Town for which they do not receive compensation.

“**Youth**” are considered persons under the age of 21 who have contributed to the betterment of their community through many areas including, but not limited to, arts & culture, community and school contributions, leadership characteristics and volunteerism.

## **6.0 Procedures – Municipal Awards**

- 6.1** Annually (in January), the Town of Arnprior shall call for nominations from the community for the Municipal Awards and request that nominations be forwarded to the Town of Arnprior (Clerk’s Office) by February 28th of each given year. The Clerk’s Office, prior to June of each calendar year, shall facilitate the process for the Town of Arnprior Secondary School Bursary Program, by seeking applications from eligible students, as outlined in Schedule E.
- 6.2** Advertisements should be posted in local newspapers, sent to local service clubs, churches, schools and other similar organizations, and posted on the Town’s website. Nomination packages (attached to this policy) should be made available by the Clerk’s Office in paper copies at Town Hall as well as electronically on the Town’s website by January 1<sup>st</sup> of each given year.

- 6.3** All nominations shall be received by 12:00pm (noon) on February 28<sup>th</sup> or the next business day where the 28<sup>th</sup> falls on a weekend or statutory holiday by the Clerk's office. All applications for the Town of Arnprior Secondary School Bursary Program shall be received by the Clerk's Office on May 31<sup>st</sup>, 12:00 pm local time or the next business day where the 31<sup>st</sup> falls on a weekend or statutory holiday.
- 6.4** After the Clerk and/or his/her designate(s) has completed an initial review of each of the nominations, a report shall be submitted to Council summarizing the nominee's contributions based on the selection criteria.
- 6.5** Council may request that nominators make presentations to Council about how their nominated candidate has made a positive contribution to the community and fulfill the criteria of the award, before proceeding with the selection of a final candidate.
- 6.6** Council shall meet in closed session to facilitate the selection of the final recipients of each of the Municipal Awards. The final decision shall be made in open session, by a motion, carrying with a majority vote of Council.
- 6.7** The Municipal Awards will be presented at the following Events/Meetings:
- Youth of the Year Award – July 1<sup>st</sup> annually, at the Town of Arnprior Canada Day Celebrations.
  - Senior of the Year Award – July 1<sup>st</sup> annually, at the Town of Arnprior Canada Day Celebrations.
  - Volunteer of the Year Award – Greater Arnprior Chamber of Commerce Event (April) on an annual basis, which celebrates outstanding contributions by individuals, organizations and businesses within the community.
  - Town of Arnprior Award - The 2nd Regular Council Meeting in November, as required/ when nominations are received.
  - Town of Arnprior Secondary School Bursary Program – The applicable secondary school graduation on an annual basis.
  - Council Member Recognition Pin – The Inaugural Meeting of Council, following each municipal election.
- 6.8** Municipal Awards may only be received one time per individual/organization, excluding the Member of Council Recognition Pin, which would be received by Members of Council, following a municipal election at the Inaugural Meeting.

- 6.9** The Clerk’s Office shall, at the inaugural meeting of Council, following each election, present every Member of Council with a specialized Council pin, as outlined in Schedule F.

## **7.0 Procedures – Employee Awards**

### **7.1 Employee Service Awards**

**7.1.1** Employee Service Awards are to recognize the value, contributions, and dedication of service of employees, as outlined in Schedule E.

**7.1.2** The procedures of how employees will be acknowledged for their years of service are as follows:

- a)** The award eligibility date for years of service shall be calculated from the employees’ date of hire. Any approved periods of absence from work such as pregnancy, parental or sick leaves will be included in the calculation of years of service.
- b)** Employee service awards shall be presented for every 5 years of service, without any break in service. (i.e. at 5 years of service, 10, 15, etc.).
- c)** For employees who are not present at the recognition event as noted in section 7.1.3 of this policy, the awards will be presented to the employee by the applicable department head and/or designate.
- d)** Awards shall include:
  - i.** A certificate of recognition signed by the Mayor and CAO; and
  - ii.** A gift card to a store of their choosing save and except alcohol distributors. Gift cards will be issued in accordance with Canada Revenue Agency regulations as amended from time to time. The monetary value of the gift card will be awarded at \$10 increments in accordance with their length of service. For example, an employee eligible for a five (5) year of service award would receive a Town of Arnprior certificate of recognition along with a \$50.00 gift card.
  - iii.** At the employee’s choosing, an employee may elect to donate the value of their gift card to a local not for profit charity of their choosing.

**7.1.3** The Employee Service Awards will be presented at the following event:

- Employee Service Awards – Annually at the Town Christmas Party.

## **7.2 Employee Excellence Awards**

**7.2.1** Employee Excellence Awards are to celebrate employees who demonstrate high degrees of service or employee excellence, and who exemplify (i.e. goes above and beyond) their contributions, achievements, or attributes in one or more award category as outlined in Schedule F.

### **7.2.2** Nomination/Recommendation Process

- a) The Employee Excellence Award is a recommendation from the CAO, to Council.
- b) Peers (i.e. other Town employees), or members of Town management are invited to nominate employees for recognition for their degree of service using *Schedule H2 – Nomination Form Employee Excellence Award*.
- c) For clarity, it is at the discretion of the CAO to recommend a recipient for an Employee Excellence Award to Council.

**7.2.3** The Employee Excellence Award(s) will be presented at the following events/meetings:

- Employee Excellence Award - A Council Meeting, when an eligible employee is recommended by the CAO, but may not occur annually depending upon circumstances and meeting criteria.

## **8.0 Policy Review**

**8.1** Under the direction of the CAO, this policy shall be reviewed every five (5) years collaboratively by the Clerk's office and Human Resources as appropriate for each award.

**8.2** For Employee Service Awards, Human Resources shall initiate a staff survey, every five (5) years with the policy review, to obtain feedback and opportunity to review areas for improvement.

## **9.0 Attachments**

Schedule A – Youth of the Year Award (Criteria, Nomination Form)

Schedule B – Senior of the Year Award (Criteria, Nomination Form)

Schedule C – Volunteer of the Year Award (Criteria, Nomination Form)

Schedule D – Town of Arnprior Award (Criteria, Nomination Form)

- Schedule E – Town of Arnprior Secondary School Bursary Program
- Schedule F – Member of Council Recognition Pin
- Schedule G – Employee Service Awards (Years of Service) (Criteria)
- Schedule H – Employee Excellence Award (Criteria, Nomination Form)



## **Schedule A**

### **Youth of the Year Award – Criteria**

#### **Application of Award**

Youth are an integral part of every community. The primary purpose of this award is to establish an award for the Town of Arnprior to recognize and thank youth who have shown excellence and achievement of the highest degree, and whose contributions have enriched the lives of others and helped make Arnprior a better community.

#### **Criteria**

1. The Youth of the Year Award will be presented to a young person under the age of 21 who has contributed to betterment of their community through many activities including, but not limited to, arts & culture, community and school contributions, leadership characteristics and volunteerism. The recipient will be chosen based on the following categories:
  - Community and School Contribution
  - Motivation Behind Contributions to the Community
  - Personal Goals and Objectives
  - Leadership Qualities
  - References
  
2. The Youth must reside and provide services within the Town of Arnprior.
  
3. Exceptions:
  - This policy does not include the two (2) \$500.00 Bursaries the Town of Arnprior provides annually to two (2) Arnprior District High School graduating students. A recipient of a bursary given by the Town of Arnprior is still eligible to receive the Youth of the Year Award.

**Schedule A-2**  
**Youth of the Year Award – Nomination Form**

---



**TOWN OF ARNPRIOR**  
105 Elgin Street West, Arnprior, ON K7S 0A8  
Email: [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca) Tel. 613-623-4231 Fax: 613-623-9960

**YOUTH OF THE YEAR AWARD NOMINATION FORM**

The Youth Award recognizes outstanding young people in our community who have made outstanding contributions to the Town of Arnprior throughout their lives.

Individuals, community groups, educational institutions and volunteer organizations are invited to nominate young persons who deserve recognition for their devotion to the community.

If you know of someone who deserves this honour, please fill out the form and drop it at the Town Hall or scan and email to [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca). The deadline for submissions is February 28<sup>th</sup>.

**Nominated Youth Details:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

**Nomination Particulars:**

Include a brief biography of the individual, including a description of the nominee's contributions to the community, how their involvement has contributed to betterment of their community (through activities including, but not limited to, arts & culture, community and school contributions, leadership characteristics and volunteerism) and why they are deserving of receiving the Youth Award. (Attach additional information sheets as needed).



**References:**

(list two references, one of which being from a teacher or principal of the youth, to contact if staff/Council require more information about the nomination/ nominee)

**Reference 1**

Name: \_\_\_\_\_

Connection to Candidate: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_

Connection to Candidate: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Nominator Details:**

Name: \_\_\_\_\_

Connection to Candidate: \_\_\_\_\_

Address (including Postal code):

\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

---

**Optional Information** (please attach)

(a) Written Testimonials or Letters of Support

- Should be current and from persons who can attest to the value and impact of the achievements of the nominee).

(b) Additional Material

- Include any additional material to support this nomination (for example: publications, media stories, etc.

## **Schedule B**

### **Senior of the Year Award – Criteria**

#### **Application of Award**

This award is given by a municipality to recognize an outstanding senior who, after age 65, enriches the social, cultural or civic life of the community.

#### **Criteria**

1. The Senior of the Year Award will be given to a resident who is 65 years of Age or older who has made a significant contribution in one of the following categories:
  - Arts/Literature,
  - Community Service/ Volunteerism;
  - Education; Environment/Science;
  - Fitness/Recreation Sports;
  - Humanitarian Activities;
  - Keeping History Alive; or
  - Other community service
  
2. Seniors must reside and provide services within the Town of Arnprior, Ontario.

**Schedule B-2**  
**Senior of the Year Award – Nomination Form**

---



**TOWN OF ARNPRIOR**  
105 Elgin Street West, Arnprior, ON K7S 0A8  
Email: [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca) Tel. 613-623-4231 Fax: 613-623-9960

**SENIOR OF THE YEAR AWARD NOMINATION FORM**

The Senior of the Year Award presented by the Province of Ontario through the Town of Arnprior gives the opportunity to recognize one outstanding senior and their contributions to enriching the social, cultural, or civic life of his or her community.

Individuals, community groups, educational institutions and volunteer organizations are invited to nominate senior persons who deserve recognition for their devotion to the community.

If you know of someone who deserves this honour, please fill out the form and drop it at the Town Hall or scan and email to [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca). The deadline for submissions is February 28<sup>th</sup>.

**Nominee Details:**

Title (Mr./Mrs./Miss/Ms.) \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

**Nomination Particulars:**

Include a brief biography of the individual, including a description of the nominee's contributions to the community, how their involvement has contributed to betterment of their community (through activities including, but not limited to, arts/literature, community service/volunteerism, education, environment/science, fitness/recreation, humanitarian activities, keeping history alive, or any other community service) and why they are deserving of receiving the Senior of the Year Award. (Attach additional information sheets as needed).

Be sure to include information touching on the judging and selection criteria including;

- **Community Contribution** (number of organizations involved with, length of involvement in community, significance of contribution(s))

- **Personal Goals and Objectives** (strength of candidate’s overall goals and objectives with regard to volunteerism, continuation of community contributions)
- **Leadership Qualities** (strength of candidate’s leadership qualities)
- **Character Values** (Reliability, dependability, accountability, creativity/innovation, value of inclusiveness, value of teamwork/ability to work collaboratively with others)

**Achievement:**

**Please indicate the category(ies) for which the individual is being nominated:**

- |   |   |                                    |
|---|---|------------------------------------|
| <input type="checkbox"/> Arts/Literature                  | <input type="checkbox"/> Community Service/Volunteerism | <input type="checkbox"/> Education |
| <input type="checkbox"/> Environment/Science              | <input type="checkbox"/> Fitness/Recreation/Sports      |                                    |
| <input type="checkbox"/> Humanitarian Activities          |   |                                    |
| <input type="checkbox"/> Keeping History Alive            | <input type="checkbox"/> Environment/Science            |                                    |
| <input type="checkbox"/> Other <sup>(specify)</sup> _____ |   |                                    |

**Please describe the achievement:** (can attach additional sheets)

Tell us about your recipient (including the specifics of the achievement and impact on individuals, the community and/or programs.)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**References:**

(list two references, to contact if staff/Council require more information about the nomination/ nominee)

**Reference 1**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Nominator Details:**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Optional Information** (please attach)

- (c) Written Testimonials or Letters of Support
  - Should be current and from persons who can attest to the value and impact of the achievements of the nominee).
- (d) Additional Material
  - Include any additional material to support this nomination (for example: publications, media stories, etc.)



## **Schedule C**

### **Volunteer of the Year Award – Criteria**

#### **Application of Award**

Each year, communities all across Canada celebrate their volunteers. The primary purpose is to thank and honour people who donate their time to help others by supporting the causes in which they believe. The Town of Arnprior recognizes their volunteers annually at a special event, serving to reinforce the human values that volunteering represents and increasing awareness of the vital importance of volunteerism to our communities. The Volunteer of the Year Award is an award that is given to a volunteer who has made an outstanding contribution in the Town of Arnprior.

#### **Criteria**

1. The Volunteer of the Year Award will be presented to an individual who has contributed to betterment of the Arnprior community through volunteer activities. The recipient will be chosen based on the following categories:
  - Community Contribution
  - References (Character Values)
  
2. Volunteers must provide volunteer services within the Town of Arnprior.
  
3. Volunteers do not have to be a resident of the Town of Arnprior.

**Schedule C-2**  
**Volunteer of the Year Award – Nomination Form**

---



**TOWN OF ARNPRIOR**  
105 Elgin Street West, Arnprior, ON K7S 0A8  
Email: [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca) Tel. 613-623-4231 Fax: 613-623-9960

**VOLUNTEER OF THE YEAR AWARD NOMINATION FORM**

The Town of Arnprior recognizes their volunteers annually at a special event, serving to reinforce the human values that volunteering represents and increasing awareness of the vital importance of volunteerism to our communities.

Individuals, community groups, educational institutions and volunteer organizations are invited to nominate volunteers who deserve recognition for their devotion to the community.

If you know of someone who deserves this honour, please fill out the form and drop it at the Town Hall or scan and email to [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca). The deadline for submissions is February 28<sup>th</sup>.

**Nominee Details:**

Title (Mr./Mrs./Miss/Ms.) \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

**Nomination Particulars:**

Include a brief biography of the individual, including a description of the nominee's contributions to the community, how their involvement has contributed to betterment of their community through volunteer activities, and why they are deserving of receiving the Volunteer of the Year Award. (Attach additional information sheets as needed).

Be sure to include information touching on the judging and selection criteria including;

- **Community Contribution** (number of organizations involved with, length of involvement in community, significance of contribution(s))
- **Personal Goals and Objectives** (strength of candidate's overall goals and objectives with regard to volunteerism, continuation of community contributions)



**References:**

(list two references, to contact if staff/Council require more information about the nomination/ nominee)

**Reference 1**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Nominator Details:**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Optional Information** (please attach)

- (e) Written Testimonials or Letters of Support
  - Should be current and from persons who can attest to the value and impact of the achievements of the nominee).
- (f) Additional Material
  - Include any additional material to support this nomination (for example: publications, media stories, etc.)

## **Schedule D**

### **Town of Arnprior Award – Criteria**

#### **Application of Award**

The Town Award applies to Individuals and Organizations, of the Town of Arnprior, who have shown excellence and achievement of the highest degree, and enriched the lives of others and helped make Arnprior a better community overall.

#### **Criteria**

##### ***Individual Recipient***

1. Have made outstanding contributions to the well-being of the Town of Arnprior.
2. Have made a sustained and innovative contribution in the community, demonstrating leadership and the promise of long-term improvement or greater public awareness of the community.
3. Individuals must have resided in the Town of Arnprior for a minimum of 10 years.
4. Assistance from the individuals has been given without expectation of remuneration, or the expectation of receiving an award.
5. Services performed by an individual during the normal course of professional or business duties are not eligible for recognition.
6. Individuals may be nominated posthumously.
7. Members of Council may be nominated as an individual, to receive the Town Award.

##### ***Organization Recipient***

1. Have made outstanding contributions to the well-being of the Town of Arnprior.
2. Any charity, non-profit or not for profit organizations based in the Town of Arnprior.
3. The charity must have been established in the Town of Arnprior for a minimum of 10 years.

**Schedule D-2**  
**Town of Arnprior Award – Nomination Form**



**TOWN OF ARNPRIOR**  
105 Elgin Street West, Arnprior, ON K7S 0A8  
Email: [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca) Tel. 613-623-4231 Fax: 613-623-9960

**TOWN OF ARNPRIOR AWARD NOMINATION FORM**

The Town of Arnprior Award gives the opportunity to recognize individuals and organizations who have shown excellence and achievement of the highest degree in the Town of Arnprior, and whose contributions have enriched the lives of others and helped make a better community.

Individuals, community groups, educational institutions and volunteer organizations are invited to nominate individuals/organizations that have resided in Arnprior for a minimum of 10 years.

If you know of someone who deserves this honour, please fill out the form and drop it at the Town Hall or scan and email to [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca). **The deadline for submissions is February 28<sup>th</sup>.**

**Nominee Details:**

TITLE (Mr./Mrs./Miss/Ms.) \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NUMBER OF YEARS AS A RESIDENT: \_\_\_\_\_

NUMBER OF YEARS CONTRIBUTING TO THE COMMUNITY: \_\_\_\_\_

**Individual/Organization Being Nominated:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (daytime): \_\_\_\_\_ EMAIL: \_\_\_\_\_



**References:**

(list two references, to contact if staff/Council require more information about the nomination/ nominee)

**Reference 1**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Nominator Details:**

Name: \_\_\_\_\_  
Connection to Candidate: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Is the Nominee aware of this Nomination?    **Yes**    **No**

Signature of the Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of the Nominator: \_\_\_\_\_

**Optional Information (please attach)**

(g) Written Testimonials or Letters of Support

- Should be current and from persons who can attest to the value and impact of the achievements of the nominee).

(h) Additional Material

- Include any additional material to support this nomination (for example: publications, media stories, etc.)

\_\_\_\_\_



## **Schedule E**

### **Town of Arnprior Secondary School Bursary Program**

#### **Application of Award**

Annually the Town of Arnprior recognizes eligible secondary school students, residing in the Town of Arnprior, who are working towards successful completion of their Ontario Secondary School Diploma (OSSD) and are continuing with post-secondary education. These Bursaries are, awarded by the municipality, to recognize outstanding students, in good standing, whose post-secondary education will allow them to consider a future career in a field related to municipal government.

#### **Criteria**

1. On an annual basis, four (4) Secondary School Bursaries, of \$500.00/ bursary (\$2,000.00/ year), will be given to four students, who are residents of the Town of Arnprior, and attend any secondary school in the following School Boards:
  - Renfrew County District School Board
  - Renfrew County Catholic District School Board
  - Conseil des ecoles publiques de l'Est de l'Ontario / Eastern Ontario French-Language Public School
  - Conseil des écoles Catholiques du Centre-Est / Eastern Ontario French-Language Catholic School
2. Students will be responsible for applying to the Town of Arnprior School Bursary Program, using the Application Form, attached as Appendix E-2.
3. The Clerk's Office will be responsible for collecting the applications by the deadline of May 31<sup>st</sup> of each year, 12:00 pm local time or the next business day where the 31st falls on a weekend or statutory holiday, and screening the applications for Council.
4. The Clerk's Office will present, at a Council Meeting in June of each calendar year in closed session, the top eligible candidates to Council. Council will then make the final decision on the four (4) Town of Arnprior Secondary School Bursary recipients.
5. If the Town of Arnprior does not receive enough applications for the four (4) bursaries, the "extra" bursary(s) will go unclaimed/ not awarded that year.
6. A Member of Council, and/or their designate will present each bursary to the chosen recipients, at their graduation ceremony.

**Schedule E-2**  
**Town of Arnprior Secondary School Bursary Program –**  
**Student Application Form**

---



**TOWN OF ARNPRIOR**  
105 Elgin Street West, Arnprior, ON K7S 0A8  
Email: [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca) Tel. 613-623-4231 Fax: 613-623-9960

**Town of Arnprior Secondary School Bursary Program**  
**Student Application Form**

The Town of Arnprior Secondary School Bursary Program recognizes eligible secondary school students, residing in the Town of Arnprior, who are working towards successful completion of their Ontario Secondary School Diploma (OSSD) and are continuing with post-secondary education. These Bursaries are, awarded by the municipality, to recognize outstanding students, in good standing, whose post-secondary education will allow them to consider a future career in a field related to municipal government.

Students, who reside in Arnprior, have the opportunity to apply for one of the four (4) bursaries, offered annually.

Please fill out the form and drop it at the Town Hall or scan and email to [arnprior@arnprior.ca](mailto:arnprior@arnprior.ca). The deadline for submissions is May 31<sup>st</sup>, 12:00 pm local time, or the next business day where the 31st falls on a weekend or statutory holiday.

**Student Details:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Secondary School: \_\_\_\_\_

Name of the Post-Secondary School Enrolled in: \_\_\_\_\_

Name of the Program Enrolled in: \_\_\_\_\_

**Nomination Particulars:**

Please attach a short essay outlining the following:

- Include a brief biography of yourself, outlining your work experience, extra-curricular activities, volunteer work/ community service.

- Indicate why you feel you are the best candidate to receive a Town of Arnprior Secondary School Bursary.
- Please also note what municipal government means to you, and how your eventual career path will be able to later contribute to the community, in a field related to municipal government.

**References:**

(list two teacher references, and have your principal endorse your application, by signing the application form below)

**Reference 1 (Teacher)**

Name: \_\_\_\_\_

Connection to Candidate: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference 2 (Teacher)**

Name: \_\_\_\_\_

Connection to Candidate: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Principal Endorsement:**

I, \_\_\_\_\_, the principal of this student, endorse this application, and feel this student is worthy of being considered to receive a Town of Arnprior Bursary.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address (including Postal code):

\_\_\_\_\_  
 \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

**Other Information** (please attach)

(a) Proof of application to College or University (Mandatory)

- In a program as a full time student (i.e. application or acceptance letter)

(b) Additional Material (Optional)

- Include any additional material to support this application (i.e. teacher reference letters)

**Agreement and Signature:**

By submitting this application, I affirm that the facts within are true and complete. I understand that if awarded a bursary, any false statements, omissions, or other misinterpretations made by me on this application may result in withdrawal of this bursary. I understand that this bursary is non-renewable and non-transferrable.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Schedule F**

### **Member of Council Recognition Pin**

#### **Application of Award**

Each term, Members of Council, will receive a pin of recognition, at the Inaugural Meeting, following an election.

#### **Criteria**

1. Each Member of Council will receive a specialized pin, at the Inaugural Meeting of Council following an election, depicting the following:
  - The Town Crest
  - The Council Title (i.e. Councillor, Mayor, etc.)
  - The Member of Council's First and Last Name
  - Dates of Council Term (i.e. 2018-2022)
  
2. The Clerk's Office will be responsible for ordering and distributing the pins to Members of Council.

## **Schedule G**

### **Employee Service Awards –Criteria**

The following is the eligibility and criteria for the Employee Service Awards:

- a)** Be actively employed, in good standing, with the Town of Arnprior at the time the awards are presented annually as noted in section 7.1.3 of this policy, as amended.
  - Exception: This does not apply to an employee who selects to retire prior to the presentation. Employees who retire prior to this award event shall be eligible to receive this Employee Service Award based on their award eligibility date upon retirement. This does not include an employee who resigns from the organization, prior to distribution of Service Awards.
  - An employee deemed not in good standing as defined in this policy would not receive the Employee Service Award until their next eligible increment.
  
- b)** For clarity, active employees include Volunteer Firefighters.

## **Schedule H**

### **Employee Excellence Award - Criteria**

The following is the criteria for the Employee Excellence Award:

- a)** To be eligible for the Employee Excellence Award employees must be an active employee of the Town of Arnprior. For clarity, active employee includes Volunteer Firefighters.
- b)** This award is granted to celebrate employees who demonstrate high degrees of service or employee excellence, and who exemplify (i.e. goes above and beyond) with their contributions, achievements, or attributes in one or more award category. Award categories include:
  - High degrees of professionalism, commitment to best practices, and high standards of employee and service excellence;
  - A positive role model for other employees;
  - Consistently exceeds demonstration of corporate values (reliability, honesty & integrity, respect, teamwork & collaboration, and open and transparency).
  - Consistently exceeds contributions to the betterment of the Town and/or community through their work.

**Schedule H-2**  
**Employee Excellence Award – Nomination Form**

*The Town of Arnprior’s Employee Excellence Award is one of prestige and is granted to celebrate employees who demonstrate high degrees of service or employee excellence, and who exemplifies (i.e. goes above and beyond) their contributions, achievements, or attributes in one or more award category.*

Peers (other Town employees), or members of Town management are invited to nominate employees for recognition for their degree of service. If you wish to nominate someone who deserves this honour, please fill out complete this form and drop it at the Town Hall to the CAO.

**Nominee Information:**

Who would you like to nominate? (Employee Name): \_\_\_\_\_

Department/Position: \_\_\_\_\_

Relationship to Nominee (i.e. colleague, supervisor, etc.): \_\_\_\_\_

**Nomination Details:**

*In completing the details below, please be specific and provide examples. The nomination should include why the nominee is deserving of the award recipient. You may attach letters of support or other supplemental documentation to this form as applicable.*

1. Describe how the nominee’s contributions, achievements, and/or attributes demonstrate a high degree of professionalism, commitment to best practices, and high standards of employee and service excellence.

2. Describe how the nominee’s contributions, achievements, and/or attributes demonstrate a positive role model for other employees.



3. Describe how the nominee's contributions, achievements, and/or attributes consistently exceeds demonstration of corporate values (reliability, honesty & integrity, respect, teamwork & collaboration, and open & transparency).

4. Describe how the nominee's contributions, achievements, and/or attributes consistently exceed contributions to the betterment of the Town and community through their work.

5. How have the nominee(s) actions/behaviours impacted the organization, colleagues, citizens/customers and/or community partners?

Is there anything else you would like to add?

**Nominator Information:**

Nominator Name (please print): \_\_\_\_\_

Nominator Signature: \_\_\_\_\_

Date of Submission (dd/mm/yyyy): \_\_\_\_\_