

## TOWN OF TROCHU - POLICY DOCUMENT

**POLICY # 2011-01-24-01**

**POLICY NAME: RECOGNITION POLICY**

**DATE OF COUNCIL APPROVAL: *Presented to Council Jan. 24, 2011***

### **HISTORY:**

Over the years the Town of Trochu has had several policy documents which recognize individuals, volunteers, teams, organizations and specific events. They have included the recognition of milestone birthdays, anniversaries, provincial competition, etc. It is the desire of the Town of Trochu Council to amend policy #2007-11-13 and Policy #2006-09-18 to provide a policy that will give recognition to community volunteers on an ongoing basis. Three plaques were purchased and displayed at the Trochu and District Community Center and these are:

*Plaque #1 Recognition of Contribution to Our Community*

*Plaque#2 - 100<sup>th</sup> Birthdays*

*Plaque # 3 - 75<sup>th</sup> Anniversaries*

### **POLICY:**

**IT IS THE POLICY OF THE TOWN OF TROCHU THAT WE RECOGNIZE THE FOLLOWING ACCOMPLISHMENTS AND LIFE MILESTONES ON AN ONGOING BASIS:**

#### **1) Birthdays and Anniversaries –**

It is the policy of the Town of Trochu that upon nomination the following birthdays and anniversaries shall be recognized:

##### **Birthdays:**

80<sup>th</sup> Birthday – a gold pin and a certificate/ letter from the Town of Trochu

90<sup>th</sup> Birthday – certificate / letter from the Town of Trochu

100<sup>th</sup> Birthday – certificate/ letter from the Town of Trochu and a \$100.00 donation in the recipients name to the Trochu and District Community Hall

A plaque will be dedicated to honour those individuals who are centenarians.

##### **Anniversaries:**

50<sup>th</sup> Anniversary - a gold pin and a certificate/ letter from the Town of Trochu

60<sup>th</sup> Anniversary – a certificate/ letter from the Town of Trochu

75<sup>th</sup> Anniversary - certificate/ letter from the Town of Trochu and a \$100.00 donation in the recipients name to the Trochu and District Community Hall

A plaque will be dedicated to honour those individuals who have been married 75 years.

##### **Gold Pins**

It is noted that only one gold pin will be given to a recipient. Other important occasions would be recognized by a certificate/letter. If the Town was remiss and did not give a pin for a certain occasion a pin would be given for the next occasion.

### 3) Volunteer Recognition

The Council of the Town of Trochu believes that the grass roots provision of services in our community, the building of community facilities and the well being of our community is largely due to the contribution of volunteers. Volunteers have historically enriched Trochu, continue to provide community commitment and will do so in the future. Therefore the Town of Trochu Council wishes to honour and acknowledge the contributions of individual volunteers and volunteer groups working for the betterment of the citizens of Trochu.

The Council of the Town of Trochu believes that Volunteers should be identified and honoured on an ongoing basis and a record of their accomplishments should be made. This is not an annual award but an award based on the merit of the accomplishment and content of the nomination.

#### Nomination and Procedure:

##### Nomination under this category shall mean:

A community member, friend, or neighbour may nominate the volunteer or the volunteer organization and outline in writing the accomplishments of the volunteer or volunteer organization. Volunteers will have contributed to the Trochu and District community and shall not be restricted to residents of Trochu only. Town Council will review these nominations and make the awards. Town Council will recognize past accomplishments as well. Council will provide the recipient or his family with a letter of recognition/certificate, advertise the award in the local newspaper and maintain a record of the accomplishment. Council may make further allocations to the volunteer in the form of a recognition meal, pin, souvenir of the Town, or other form they feel appropriate. The recognition of Volunteers shall be ongoing and Volunteers and Volunteer Organizations may be recognized for more than one project and more than one time.

#### Plaque to Honour Recognition of Individuals, Groups and Organizations

The Town shall purchase three plaques to be displayed in the Trochu and District Community Centre in a prominent location at the discretion of the Trochu and District Community Centre Board. Grants shall be given to the Trochu and District Community Centre based on the criteria of this policy. There will be three plaques, One will honour centenarians. ( Those who have attained their 100<sup>th</sup> Birthday) the second will honour 75<sup>th</sup> Wedding Anniversaries and the third will honour those citizens who have made a significant contribution to our community and have been nominated by the community for this award. The plaques shall be in the same style and fashion as those already displayed in the hall. The Town shall be responsible for updating these plaques. The plaques will clearly display the names those volunteers who have been honoured with this award.

#### Annual Appreciation Event

Annually the Town of Trochu Council shall host an event to recognize, appreciate, and celebrate the important contributions made by volunteers. This event shall be a free family friendly community event. Council will set the agenda, date, and time of the event along with the budget. Ideally the event will coincide with National Volunteer Appreciation Week in April.

#### Impact on the Annual Budget

Annually the Town of Trochu shall establish a budget amount to recognize volunteers.

**Nomination and Procedure:**

**Nomination under this category shall mean:**

A relative, friend, neighbour, or community members shall notify the Town of Trochu of the event in writing and shall outline any participation required in the celebration. A member of Town Council will attend the event if possible and make the presentation.

**2) Sports, Cultural, Scholastic and Provincial Achievements**

This category is geared toward the youth of our community.

*The Council of the Town of Trochu wishes to recognize the Achievements of Youth in our Community. This new policy document rescinds and updates Recognition Policy #2004-08-23*

The Town of Trochu wishes to reward and recognize the accomplishments and achievements of youth in our community by:

- a.) Providing funds in the amount of \$50.00 for any individual student under the age of 18 who attends school in the Town of Trochu or who resides in the Town of Trochu and who has qualified to compete at a provincial level either athletically or scholastically. Cheques shall be made out to the individual.
- b.) Providing funds of \$50.00 per team member to a maximum of \$500.00 to any team who originates in Trochu and whose members attend a Trochu school who have qualified to compete at a provincial level either athletically or scholastically. Cheques shall be made out to the team.
- c.) Providing funds in the amount of \$100.00 for any individual student who attends school in Trochu or who resides in Trochu and who has qualified to compete at a national or world level either athletically or scholastically. Cheques shall be made out to the individual.
- d.) Providing funds in the amount of \$100.00 per team member to a maximum of \$1000.00 per team to any team whose team originates in Trochu and whose members attend Trochu School who have qualified to compete at a national or world level either athletically or scholastically. Cheques shall be made out to the team.
- e.) The Town of Trochu will supply any youth who have qualified either provincially, nationally or at a world level 10 pins or other available Trochu memorabilia per event they will be attending.

**Policy Guidelines:**

Written application must be made to the Town Office outlining the event the student or students will be attending and the date they will be attending the event. Submission shall be made by a parent, coach or team captain over the age of eighteen. Applications shall be received and processed by Administrative staff of the Town of Trochu.

If a team has qualified for a provincial, national or world event they will be funded on a team basis and individual funding will not be available.

The youth must be 18 years or under and attending one of the Trochu schools on a full time basis.

Clothing and pins are provided subject to availability and as requested by the youth being recognized.

**Youth Citizenship Awards**

Students who exhibit exemplary citizenship achievements and dedication to this community may be nominated by peers, friends, teachers and other community members for a Youth Citizenship Award. The award shall be in the form of a certificate/letter and the students name and an outline of the achievement shall be documented

**Review of this Policy:**

As needed and on an annual basis.

**Date of Passage:**

This policy rescinds Policy #2007-11-13