



**CORPORATE POLICY:** POL2018-01

## **Order of Collinwood**

Department: Clerk Services

Approval date: March 1, 2018

Approved by: Council

Revision Date: September 20, 2021

## **POLICY STATEMENT**

The Town of Collingwood is dedicated to supporting and recognizing exemplary volunteerism within the community, through an award program which is based on principles of integrity, through a systematic approach ensuring the respect and dignity of the award and honour, by recipients and the community.

## **PURPOSE**

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To recognize exemplary volunteer achievements by people who improve the social, well-being, natural or cultural environment, or recreational character of the Town of Collingwood. This awards program recognizes the vital role of volunteers whose contributions strengthen the Community Based Strategic Plan through fostering the community's goal for sustained healthy, active and compassionate living making Collingwood an enviable place to live, work, and play.

## **SCOPE**

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### **Eligible nominees:**

- Must volunteer in the Town of Collingwood, to the primary benefit of the Collingwood community, and have received no remuneration or financial benefit from the volunteer participation of service;
- Volunteer contributions of a nominee must have been made on a continuous basis over a period of time not less than two years with the exception of youth volunteerism;
- Must not be a member of the current Municipal Collingwood Council;
- Awards may be awarded/presented posthumously.

### **General:**

A recipient will become a lifelong member of the Order of Collingwood, and is entitled to all such privileges as may be bestowed upon members of the Order of Collingwood from time to time. An Order of Collingwood framed medallion and lapel pin will be presented to each recipient upon first becoming a member. The award style might change through the years.

### **Order of Collingwood:**

The Order of Collingwood is a prestigious honour. A person who has made significant contributions of a volunteer nature without remuneration for the betterment of the community, and who continues to contribute in a volunteer role, enhancing the goals of

the CBSP, is eligible for such an award. The Award shall also take into special consideration the volunteer contributions of our youth 17 years of age and younger, consistent with our CBSP goal supporting and engaging youth.

**Companion of the Order:**

The Committee bestows a Companion Award to recognize former recipients who through their continued volunteer effort improve the social, well-being, natural or cultural environment, or recreational character in Collingwood for a period not less than five years. The Companion of the Order is the highest honour awarded by the Town. The maximum number of recipients for one year shall be up to three, except in special circumstances. A Companion to the Order of Collingwood recipient will receive a framed certificate and lapel pin. The award style might change through the years.

**DEFINITIONS**

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The following definitions are specific to this policy:

**CBSP:** means the Town of Collingwood’s Community Based Strategic Plan.

**Chief Administrative Officer (CAO):** means the Chief Administrative Officer of the Corporation of the Town of Collingwood.

**Committee:** means the Nomination Review and Selection Committee (the “Committee”) established to review nominations received for the Order of Collingwood Awards and select that year’s recipients (composition identified below).

**Organization:** means any charitable, non-profit or for-profit organization, agency or association.

**Relationship Conflict:** mean the definition as provided in the Code of Conduct for Council, Local Board and Committee Members as amended from time to time.

**Retention Period:** the duration of time for which the Town will retain all successful and unsuccessful nominations and supporting documents received, irrespective of format (paper, electronic, or other).

**Revoke:** Recalling or rescinding a previously awarded Order of Collingwood and/or Companion of the Order Award. Where revoking is used in this document it should also be construed to mean recalling, cancellation, rescinding and withdrawing.

**Volunteer:** means someone who contributes their time and efforts to a cause or task without receiving remuneration or other financial benefit in exchange for their work.

**Well-being:** means a condition of health, happiness and/or prosperity.

**Youth:** means individuals that have provided volunteer service while being 17 years of age or under.

## **PROCEDURES**

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### **Nominations:**

- The Call for Nominations will be communicated through various outlets including, but not limited to, the municipal website, newspaper “Town Page”, Twitter, and other social media outlets.
- Nomination period will be during the month of October of each year.
- Nominations are to be submitted on the prescribed form(preferably). The form may be amended by staff from time to time as required.
- Late submissions will not be considered; except in extraordinary circumstances at the discretion of the Nomination Review and Selection Committee via majority vote.
- Nominations may be submitted by an individual, a business or an organization.
- Nominations shall be received by the Office of the Mayor, in confidence.
- Nomination evaluations will occur in November of each year.
- Nominations submitted by elected officials will not be accepted, to ensure there is no perception of improper use of influence.
- Unsuccessful nominations will be held for one additional year for further consideration at the confirmation of the nominator upon nomination package submission.
- All successful and unsuccessful nominations and supporting documents received will be retained at Town Hall for five years and then destroyed, or as may otherwise be prescribed with the current Town’s Record Retention By-law.
- Nomination form will include an option for nominator to provide consent to the Town to hold the nomination package for consideration in the next year if the candidate is not a successful recipient in the current year.

### **Nomination Review and Selection Committee (the “Committee”) Composition:**

- Mayor (In an election year – it shall be the Mayor-Elect)
- Deputy Mayor (In an election year – it shall be the Deputy Mayor-Elect)
- \*2 previous “Order” or “Companion of the Order” recipients
- \*2 community members
- CAO or his/her designate

*\*To be selected annually, and at the discretion of the Mayor, and shall not serve more than 4 consecutive years. The identities of these members are kept confidential to avoid soliciting and influence by the nominators or others.*

*\* Review and Selection Committee shall not include a member who has provided a nomination or deemed to have a relationship conflict with any of the nominees.*

*\* Once Committee has been selected and notified, members will receive a list of the names of the nominees (without supporting documents) and have 24 hours to confirm if a conflict of interest exists with any nominee. The Committee member will not participate in the review of that submission or candidate during the evaluation process.*

### **Nomination Review and Selection Process:**

1. The Committee shall be provided with a confidential package, prepared by the Office of the Mayor, containing all eligible nominations at least 72 hours before the Committee meets to review submissions. The names of the nominators will be removed by the Office of the Mayor, and will remain confidential from the Committee.
2. The Committee has the ability to check references, if deemed appropriate, only following the consensus of the Committee.
3. If any member of the Committee has a conflict with any of the nominees, they shall advise the Committee and not participate in the review of that submission.
4. The Committee shall select up to a maximum of 5 recipients for the Order of Collingwood recognition, and up to a maximum of 3 recipients for the Companion of the Order recognition. These limits may be amended in special circumstances only and as agreed upon by a majority vote of the Committee;

### **Notice of Award Recipients & Presentation:**

- Notice to the selected recipients shall be provided by the Mayor (or Mayor-Elect in an election year) in a manner that is representative of the honour of the award as Mayor/Elect may deem appropriate;
- A “thank you” letter will be provided to all nominators expressing appreciation for their submission and confirming the decision of the Committee.
- If a recipient is adamant that they do not wish to be recognized, the Mayor and Committee will respect their individual choice and the Committee may or may not choose an alternate recipient from the nominations reviewed.
- A public announcement of the selected recipients is made only after all recipients have been notified.
- Recipients will be honoured by the Town at an annual awards ceremony, traditionally held early in the New Year to coincide with the Mayor’s Levee. However, the Mayor and CAO shall have the discretion to choose an appropriate alternative format/event as may be necessary or recommended.

### **Revocation of an Award:**

Council has the authority to rescind or revoke an award from a recipient at their own discretion when a recipients conduct deviates significantly from recognized standards and is seen as undermining the credibility, integrity, or relevance of the Order.

## **REFERNCES AND RELATED POLICES**

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Order of Collingwood Policy 2018-01

## **AUTHORITY**

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By signing below, the official representative validates that the policy has been approved by the appropriate Approval Authority (Council, CAO, Department Head or Manager).

<b>Approval Authority Official Representative:</b>		<b>Resolution or By-law No.:</b>
<b>Signature:</b>		
<b>Date signed:</b>		