



Village of Stirling

Policy #019-15



Section:	PUBLIC WORKS	Subject:	Community Hero Award Program Policy
Approval Date:	April 1, 2015		

Community Hero Award Program Policy

Policy Statement:

The Village of Stirling is committed to increasing the level of community engagement and desires to implement a community volunteer recognition program. This policy will outline the applicable guidelines and rules associated with the Village of Stirling’s Annual “Community Hero Award Program”. Further this policy will assist Village Administration with the implementation and coordination of the program.

Guidelines and Rules:

1. Purpose
 - a. The Village of Stirling is fortunate to have residents who willingly share their talents and strive to build a better community.
 - b. Council wishes to enhance community pride and recognize those individuals or organizations who add value to the Village and its residents.
2. Award Categories
 - a. Community Volunteer of the Year – an individual who exemplifies community service and stands out for their volunteer efforts to improve the quality of life for others in Stirling.
 - b. Youth Leader of the Year – an emerging leader who is 17 years of age or younger who through significant accomplishments or other contribution is a role model for their peers.
 - c. Business/Organization of the Year – a local business (store front or home occupation) or other organization that makes a difference in the community.
 - d. Distinguished Citizen of the Year – an individual who has demonstrated a long term commitment to Stirling and has had a significant impact on daily life in the Village.
3. Nomination Eligibility Criteria
 - a. Nominees must be residents of the Village of Stirling. (In the case of a business or organization – have a registered location in the Village.)
 - b. Nomination forms must be completed in full and signed by 3 nominators.
4. Nomination Process
 - a. A call for nominations will be issued in the first week of September of each year through the Village website, bulletin boards and other communications in partnership with local community organizations.
 - b. Nomination forms will be made available as a part of the call for nominations.
 - c. Nominations must be in writing and provided prior to the submission deadline.
 - d. Nominations will be collected by the Village Office (Administration) until the submission deadline of October 1st.



Village of Stirling

Policy #019-15



Section:	PUBLIC WORKS	Subject:	Community Hero Award Program Policy
Approval Date:	April 1, 2015		

- e. A selection committee will be formed to review all submitted nominations.
- f. In the event that valid nominations are not received in a particular award category, then no award shall be issued for that year.

5. Selection Committee

- a. Volunteer and unpaid selection committee shall be formed by the Village Council to review nominations and provide a recommendation for a winner in each award category.
- b. The ad hoc selection committee shall meet during the month of October to provide a recommendation prior to Council's first scheduled November meeting. (It is anticipated that one meeting per year should be required.)
- c. An appointed member of Council shall Chair the selection committee.
- d. There shall be at least 4 community representatives on the selection committee.
- e. Quorum for the selection committee shall be 5 members including the Chair.
- f. The following community organizations shall be invited to provide 1 representative to sit on the selection committee:
 - i. Stirling School
 - ii. Stirling Lion's/Lionesses
 - iii. Stirling Library Board
 - iv. Stirling Historical Society
 - v. Stirling Seniors' Society
 - vi. Stirling Fire Department Association
 - vii. Stirling Silver Saddle Club
 - viii. Stirling Recreation Society
 - ix. Stirling Cemetery Society
- g. In the event of either insufficient or invalid nominees in a particular category, the Selection Committee may choose to recommend that no award be issued for that year.
- h. Members of the selection committee shall ensure recommendations are kept confidential until such time as they are approved/published by Council.
- i. Council may approve, by motion, recommendations provided by the Selection Committee. Council may, in its discretion, return a recommendation back to the selection committee for review in the event of a perceived conflict of interest, bias or other potentially disqualifying factor.

6. Award Winner Recognition

- a. The winner in each award category will receive:
 - i. Commemorative Certificate / Plaque
 - ii. Recognition on the Village website and facebook page accompanied by a Press Release
 - iii. Invitation for Winner and 1 guest to Year End Dinner
 - iv. Individual Season Swim Pass for the Stirling Pool (following year)



Village of Stirling

Policy #019-15



Section:	PUBLIC WORKS	Subject:	Community Hero Award Program Policy
Approval Date:	April 1, 2015		

7. Administrative

- a. Council shall review the program annually during the first quarter to determine if the intended purpose and outcomes are being effectively met as well as to continuously improve the program as required.
- b. The total cost of the program shall not exceed \$2,000 without additional authorization by motion of Council.

8. Forms

- a. Nomination Form – Appendix A

Mayor – Ben Nilsson

CAO – Mike Selk



Appendix A Nomination Form

Community Hero Award Program
Village of Stirling

**** Nomination forms must be completed in full and submitted to the Village Office prior to 4pm on October 1st, 20__.** **

We are nominating: _____

For the Community Award category of: _____ (Pick one only)

- Community Volunteer of the Year – an individual who exemplifies community service and stands out for their volunteer efforts to improve the quality of life for others in Stirling.
- Youth Leader of the Year – an emerging leader who is 17 years of age or younger who through significant accomplishments or other contribution is a role model for their peers.
- Business/Organization of the Year – a local business (store front or home occupation) or other organization that makes a difference in the community
- Distinguished Citizen of the Year – an individual who has demonstrated a long term commitment to Stirling and has had a significant impact on daily life in the Village.

For the following reasons: _____ (Attach additional sheets if required)

A completed nomination must be signed by 3 nominators to be valid.

Nominator 1 Name: _____

Signature: _____

Nominator2 Name: _____

Signature: _____

Nominator 3 Name: _____

Signature: _____