

TITLE: COMMUNITY MEMBER RECOGNITION AWARDS PROGRAM

Date Authorized: 14 April 2011
Last Revised: 06 September 2022
Last Reviewed: 06 September 2022

COMMITMENT TO INDIGENOUS, EQUITY, AND HUMAN RIGHTS

The Board recognizes its responsibility to ensure that OCDSB policies and procedures promote and protect Indigenous, equity, and human rights and to seek to address and eliminate racism and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE

To provide a framework to demonstrate the Ottawa-Carleton District School Board's (OCDSB) support and appreciation for the contribution of community members, including parents, volunteers, businesses and others, through the establishment of a formal awards recognition program, including the criteria for eligibility, nominations, and presentation of various awards.

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this policy.

3.0 GUIDING PRINCIPLES

- 3.1 The District values and appreciates the contributions of community members, including parents, community volunteers, businesses and others and wishes to recognize those contributions through the establishment of a formal recognition program.
- 3.2 The District is committed to developing and maintaining a formal community recognition awards program to implement this policy, as more specifically set out in Procedure PR.636.GOV Community Member Recognition Awards Program.

4.0 POLICY

- 4.1. The Director of Education, or designate, will issue a call for nominations for Community Member Recognition Awards annually through the appropriate channels.
- 4.2. Nominations for an award under the Community Member Recognition Awards Program may be submitted in accordance with the procedures established to implement this policy.

- 4.3. A Community Member Recognition Awards Selection Committee shall be established annually as an ad hoc committee of the Board, for the sole purpose of reviewing nominations and making final decisions with respect to award recipients under the Community Member Recognition Awards Program (excluding the Chair's Award, which shall continue to be selected by the Chair). The members of the Committee will be the Chair, the Vice-Chair and up to three additional Trustee members appointed by the Board. The Committee will meet following the closing date for nominations to select the award recipients.
- 4.4. Award recipients shall be selected by the Committee (or the Chair in the case of the Chair's award) in accordance with the established selection process and criteria.
- 4.5. Every three years, the Committee will also review the Community Member Recognition Awards Program, including the awards, criteria, eligibility for nomination and so on, and recommended changes, if any, will be presented to the Board for approval.
- 4.6. The Director is authorized to develop procedures to implement this policy.

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCE DOCUMENTS

Board Policy [P099.HR Employee Recognition](#)

Board Procedure [PR.621.HR Employee Recognition](#)

Board Procedure [PR.636.GOV Community Member Recognition Awards Program](#)

Appendix A to Policy P.013.GOV

POLICY DEFINITIONS

Board means the Board of Trustees of the Ottawa-Carleton District School Board.

Board Member means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*.

District means the Ottawa-Carleton District School Board.

Trustee means a member of the Board elected or appointed in accordance with the *Ontario Municipal Elections Act* and the *Ontario Education Act*.