



TITLE: COMMUNITY MEMBER RECOGNITION AWARDS PROGRAM

Date Issued: 14 April 2011

Last Revised:

Authorization: Board: 12 April 2011

1.0 OBJECTIVE

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 POLICY

- 2.1 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.
- 2.2 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.

3.0 SPECIFIC DIRECTIVES

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

Board. The Committee will meet following the closing date for nominations to select the award recipients.

- 3.4 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.
- 3.5 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.
- 3.6 The Director is authorized to develop procedures to implement this policy.

4.0 REFERENCE DOCUMENTS

Policy P.099.HR: Employee Recognition Plan

Procedure PR.621.HR: Employee Recognition Plan

Procedure PR.677.GOV: Community Member Recognition Awards Program