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ITEM 6.3

BRIEFING FORM

SUBMITTED TO: Administrative Standing Committee

MANAGER'S APPROVAL: Marilyn Smith, Volunteer Services

DATE OF MEETING: January 24, 2011

SUBJECT: HRM Volunteer Awards Program Description

ORIGIN

RECOMMENDATION/ DECISION REQUIRED (NONE REQUIRED IN THIS CASE INFORMATION ONLY)

BACKGROUND

Originally known as the Volunteer Recognition Program, HRM's Volunteer Awards Program has been running since amalgamation to recognize the contribution of volunteers to the life of HRM communities. Each April during National Volunteer Week nominated volunteers attend a ceremony where they receive a certificate from the Mayor and Councillors and enjoy light refreshments. Over the years this program has recognized the contribution of hundreds of volunteers. Also, the program has expanded to include not just adult volunteers but also youth and community groups. In 2010 as a one-time occasion, community-operated facilities were also recognized.

As of 2010 the program begins promotion in the fall, nominations are received by the end of January and nominations are scored and selected in early February. The top ten nominations are passed on to the Provincial Volunteer Awards Ceremony, which gives out awards also in April. Winning nominees attend the ceremony while nominees that do not qualify receive a letter from the Mayor. Overall 100 award certificates are given out to adults, youth and three community groups, according to district and according to top scores.

The program is administered by staff with input from councillors at two points:

- *program setup and overview.* During the summer/early fall staff meet with the Administrative Standing Committee (formerly the Council Committee made up of 5 councillors) to outline the program and get their input. This meeting involves a brief review of the previous year and recommendations for the upcoming year's program.
- *award recipients approval.* Once all nominations have been received, scored and award recipients chosen, the Administrative Standing Committee will give their approval to the list of award recipients. This approval meeting needs to happen in the month of February. (Nominations finish coming in at the end of January, are scored and the top ten scores need to be submitted to the Provincial Awards Program by late February/early March.)

KEY STAFF CONTACT: Miro Rak, Volunteer Services, 490-4535, rakm@halifax.ca