



Town of Arnold's Cove

Policy Title: Community Builder Policy

Policy Number: 049

Date Approved: April 22, 2025

Purpose

To provide guidelines for Community Builder process.

Authority

- Discretion of Council/Nominations Committee

Statement of Policy

The Community Builder Award is a prestigious honor bestowed by the Town of Arnold's Cove to celebrate the outstanding individuals and businesses that have made significant and enduring contributions to the development and prosperity of our community and province. This award serves to recognize the unwavering commitment, selfless volunteerism, and tireless efforts of those who have worked to cultivate Arnold's Cove into the thriving, inclusive, and welcoming community we proudly call home. Growth is not only a priority for the Town of Arnold's Cove but a critical element in fostering new opportunities and enhancing the overall quality of life for all residents.

Whether through dedicated community service, the organization of impactful events, or providing crucial support for local initiatives, the recipient of this award have played a pivotal role in improving the well-being of our community and ensuring its continued progress. Their contributions are instrumental in creating a better, more connected environment for all.

This policy outlines the detailed nomination and selection process for identifying and honoring these exceptional Community Builders, ensuring that their hard work and dedication are recognized in a meaningful and transparent way.

Criteria for Community Builder

- The recipient embodies the values of generosity, compassion, and civic engagement, consistently going the extra mile to make a lasting, positive difference in our community of Arnold's Cove - today and for generations to come.
- Open to all residents, businesses and organizations in Arnold's Cove. The Community Builders Award shines a light on those who quietly and selflessly contribute behind the scenes.
- Nominees must have experience serving on/as one or all of the following:
 - Board member
 - Volunteer
 - Donor
 - Sponsor
 - Founder of organizations that contribute to the Town of Arnold's Cove or the province.
 - Long-term commitment to the Town of Arnold's Cove, past or present with positive impact.
- Nominees who are newer to giving back, whether they are younger individuals, new residents of the Town of Arnold's Cove, or just beginning their community involvement journey.
- Individuals who are sitting Councillors **cannot** be nominated.

We can't wait to hear your stories about the incredible individuals and businesses who help make Arnold's Cove the vibrant and caring place we all call home.

Nomination Process

- Nominations will be accepted from **September 1 to December 1** (ahead of the Volunteer Appreciation Night held the following April). **No nominations will be accepted after December 1, no exceptions.**
- Nomination forms can be picked up at the Town office (commencing in September) and must be submitted by **December 1**.
- All nominations will be reviewed by **Council for decision**.
- While all nominations will be carefully considered, **an award is not guaranteed**.
- Nominations will be kept on file for 3 years if not awarded the Community Builder Award.
- We strongly encourage you to provide **detailed information** about your nominee. Additional information may be requested from the nominator, individual, or group to support the decision-making process.

In your nomination, please include the following information:

- Your name and contact information
- Name and contact information of nominee
- Description of the volunteer work, community tasks, and/or project(s) the nominee has been involved in
- An acknowledgement of the disclaimer:
I understand that a nomination is not a guarantee of award recognition and that winners are decided by Council at their discretion.

Town of Arnold's Cove Community Builder Nomination Form			
The Town of Arnold's Cove Community Builder Award is a prestigious recognition that honors an individual(s) who have made significant contributions to the growth and development of our community. This award is designed to celebrate the dedication, hard work, and volunteer efforts of those who have invested their time and energy into shaping Arnold's Cove into the vibrant community it is today. Whether through volunteering, organizing events, or supporting local initiatives, these individuals have played a pivotal role in making Arnold's Cove a better place for all.			
Nominator Information			
Name:		Postal Code:	
P.O. Box:		Telephone #:	
Street Address:		E-mail Address:	
Town:			
Nominee Information			
Name:		Postal Code:	
P.O. Box:		Telephone #:	
Street Address:		E-mail Address:	
Town:			
Outline the nominee's activities, accomplishments, highlighting specific initiatives and achievements (use additional paper if necessary):			
Describe how the nominee positively impacts the Town of Arnold's Cove / province:			

Detail any awards, honors, recognition given to the nominee for efforts in building the Town of Arnold's Cove / province:

Is the nominee aware of this nomination?

☐

Yes

☐

No

Consent

I certify, to the best of my knowledge, that the information provided in this nomination form is correct. By checking this box, I acknowledge my consent and I understand that a nomination is not a guarantee of award recognition and that winners are decided by Council at their discretion. ☐

Date: _____

Name (please print): _____ **Signature:** _____

Selection Process

Award recipients are selected by **Council**. All decisions are final.

If a member of Council is affiliated with a nominated organization or individual, they will **not participate in the selection process** and will receive **no preferential treatment** (see Conflict of Interest in the Towns and Local Service Districts Act).

Council will review the nominations after the December 1 deadline and base their choice appropriately against the following criteria:

Question 1: Outline the nominee's activities and accomplishments, highlighting specific initiatives and achievements

Question 2: Describe how the nominee positively impacts our community/province

Question 3: Detail any awards, honors and other special recognitions given to the nominee for efforts in building our community / province

Application of nominees will be reviewed by Council and scored based on a ranked voting system.

Repeal of Previous Policy and Revisions

All previous Town of Arnold's Cove policies relating to Community Builders Policy, revisions and amendments prior to April 22, 2025 are repealed.