GN Policies and Procedures

Policy Section: General

Subsection: Awards and Donations

Topic: Nomination, Award, and Donation Process

Status: Preliminary approval by the GN Board Date: 1 October 2026

Policy Statement

Awards

GN periodically presents awards to GN members, previous members, and non-members through “Life-time” and “Honorary” Memberships as well as posthumous ‘Life Recognition Awards’. These are discussed in Clause 3.1.2 of the bylaws.

Relevant bylaws clauses:

3.1.2 Life-time and Honorary

Membership The Society may award:

- *‘a free 'Life-time Membership’ to a current or past Member, who has made outstanding contributions to the Society.*
- *a free time-limited 'Honorary' Membership to a person outside the Society, who has made exceptional contributions to the Society or to its objectives.’*

A posthumous *'Life Recognition’* award may also be given for a member’s contributions to the Society.

'Life-time', ‘Life Recognition’ and 'Honorary' Memberships shall be awarded by the Board through nominations by Members of the Society. Members shall be informed of such awards through a Society Announcement. Recipients of 'Lifetime' and 'Honorary’ Memberships shall be considered Society Members with voting rights for the duration of their term.

Donations by GN

~~The Board may occasionally vote to make a donation. Any such donation shall be for a charitable organization registered in Canada.~~

The Board may occasionally vote to make a donation. Any such donation to another charitable organization registered with Revenue Canada or to an organization that is not a registered charitable organization shall follow the Canadian Tax Act and Revenue Canada guidelines.

Donations to GN

GN receives donations that may be used for any purpose consistent with its Mission Statement or targeted by the donor for a particular purpose. GN is free to return a donation for a targeted activity if

- the activity is not considered to be consistent with its Mission Statement, Bylaws, or Policies and Procedures, or
- GN does not have the human or financial resources to perform the targeted activity, or
- at the discretion of the Board, for any other legitimate reason.

Long-service Awards for Employees

The Board may occasionally give non-cash 'Long-service' awards to employees. These shall follow Revenue Canada regulations in order to be tax-free to the recipient.

https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/gifts-awards-social-events/gifts-awards-long-service-awards.html

Announcements

Members shall be informed of all awards and donations given by GN through a Society Announcement.

Procedures

1. Award Nominations:

    1.1. Prior to selecting award recipients, the Board shall issue a Call for Nominations in the Chronicle, allowing the Membership at least 30 days to submit nominations. A sample call for nominations is provided below for Life-time Memberships. Members are free to submit nominations at any time, including before the Call for Nominations.

    1.2. Only GN members can submit a nomination. The nomination must be made in writing and submitted to a Board member. It should include a history of the nominee in support of the nomination. Any nomination can be signed by more than one Member.

    1.3. A Member can only nominate one person per award type per year.

    1.4. Although Board Members can submit a nomination, they do so as a GN Member. Their nomination carries no special weight in the selection process.

    1.5. Nominees must consent to the nomination before it is submitted to the Board.

2. Selection Process

    2.1. Award recipients are selected by the Board through a voting process preceded by the

review of the submitted nominations.

2.2. Board Members who submit a nomination for an award type shall remove themselves from the selection process for that award.

2.3. Awards do not need to be given every year.

2.4. No more than a total of two ‘Life-time Membership’ and ‘Life-recognition’ awards can be given in a year with the exception of extenuating circumstances determined by the Board.

3. Award Announcement and Presentation

3.1. In years when awards are given, they can only be presented once a year, with the exception of extenuating circumstances determined by the Board.

3.2. Awards are presented at the General Meeting and announced in the following Chronicle. Sufficient time shall be allocated at the meeting to allow a 5-minute presentation, for each award, by the Member(s) who submitted the nomination. The Chronicle shall include a summary of the recipient’s contributions based on the received nomination forms.

3.3. A plaque shall be placed on the park bench near the Nature Centre for each Life-time Membership and Life-recognition award recipient.

4. Long-service Awards for Employees

4.1. Recipients and the type of non-cash awards shall be proposed by the Operations Committee and approved by the Board.

4.2. The value of the non-cash award shall not exceed $500 or that specified by Revenue Canada for a tax-free ‘Long-service award’, whichever is least.

4.3. The recipient must have been a full-time or part-time employee of GN for at least 5 consecutive years, or as specified by Revenue Canada, whichever is longer.

4.4. Clauses 4.2 and 4.3 apply regardless of whether the gift is given before or after the recipient leaves GN.

4.5. The gift shall only be given when the employee has decided to leave GN, either to retire or to join another organization.

4.6. Funds for the award shall come from the Medicine Hat Interpretive Program Budget.

4.7. Awards are presented at the General Meeting and announced in the following Chronicle.

5. Donations to GN

5.1. Any return of a donation must be approved by the Board.

Life-time and/or Honorary Membership Award

Call for Nomination

The GN Board is seeking nominations for the Society's prestigious Life-time Membership and Life-recognition Awards. According Section 3.1.2 of the GN Bylaws:

"The Society may award:

- *a free 'Life-time' Membership to a current or past Member, who has made outstanding contributions to the Society.*

- *a free time-limited 'Honorary' Membership to a person outside the Society, who has made exceptional contributions to the Society or to its objectives.*

A posthumous *'Life Recognition'* award may also be given for a member's contributions to the Society.

'Life-time', 'Life Recognition' and 'Honorary' Memberships shall be awarded by the Board through nominations by Members of the Society. Members shall be informed of such awards through a Society Announcement. Recipients of 'Lifetime' and 'Honorary' Memberships shall be considered Society Members with voting rights for the duration of their term."

Life-time Membership and Recognition award recipients shall be honoured with their names on the park bench located in front of the Nature Centre. No GN award shall involve any cash component.

As indicated in the bylaws, the nominations are made by Society Members. The Board will review the nominations at its next meeting ***give date *** and announce the award at the AGM, or other General Meeting selected by the Board on *** give date ***. Nominations may be submitted to any GN Board Member in person, by physical mail, or by email. In order to allow Board Members sufficient time to review the nominations, these need to be received on or before *** give date ***.

The nomination document should include:

1. The name of the nominee,
2. The rationale supporting the nomination,
3. The name of the Society Member(s) submitting the nomination.
4. The date of submission.

The nominee must consent to the nomination before it is submitted to the Board.

We are very fortunate to have a dedicated Board with many new members. Since Board members may not be fully aware of the Society's history, nominations should discuss in item 2 above the most important contributions made by the nominee over his or her entire history with the Society.

GN has been blessed with some very active and passionate Members. This is an ideal opportunity for Society Members to honour one of them.

Life-time Memberships have been awarded to:

- Beth Milne 1995
- Dawn Dickinson 2008
- Donna Maclean 2009
- Veronica Swan 2012
- Ben Velner 2013
- Dennis Baresco 2014
- Eileen Cowtan 2015
- Michael O'Shea 2015
- Martha Munz Gue 2016
- Phil Horch 2016
- Jan Scott 2020
- Bob Townsend 2022
- David Gue 2022
- John Slater 2025

Posthumous 'Life Recognition' award was given for

- Gerry Ehlert 2025