



**RURAL MUNICIPALITY OF WEST ST. PAUL
Council Policy**

Policy Title: J.C. (Chic) Balderstone & Youth Volunteer Awards	Policy No.: SUP-E-2026-01
Effective Date: Immediately	
Replaces Policy: ADM 2024-01	Resolution No.: 2026-141
Review Date: As required	Resolution Date: March 26, 2026

1. PURPOSE

1.1 The purpose of this policy is to establish the procedures, eligibility criteria, and selection process for the J.C. (Chic) Balderstone and Youth Volunteer Awards.

2. PREAMBLE

2.1 This policy operates in addition to other policies and by-laws of the Municipality.

3. STATEMENT OF GENERAL INTENT

3.1 The J.C. (Chic) Balderstone Award is presented annually to an individual who has demonstrated outstanding volunteer service within the community.

3.2 The Youth Volunteer Award is presented annually to an individual who has demonstrated outstanding volunteer service within their school, an organization or the community.

4. POLICY GUIDELINES

4.1 The Communications Officer (or designate) will issue a call for nominations in March.

4.2 Nominations must be submitted by email to the Rural Municipality of West St. Paul at admin@weststpaul.com, or by another method identified in the call for nominations. Nominations must be submitted using the nomination form attached as Schedule "A".

4.3 All nominations must be received no later than May 31. Late submissions will not be accepted.

4.4 The Director of Support Services (or designate) will provide Council copies of all nominations.

- 4.5 Council will review all nominations and determine the recipients of the awards by way of resolution not later than June.
- 4.6 Council will present the recipients with the awards at the Canada Day Celebration.
- 4.7 Recipients for the J.C. (Chic) Balderstone Award must be 18 years of age or older.
- 4.8 Recipients for the Youth Volunteer Award must be under 18 years of age.
- 4.9 Preference will be given to nominees who are residents of the Rural Municipality of West St. Paul. A non-resident nominee may only be considered where their volunteer contributions have demonstrated a significant and direct benefit to the Municipality.
- 4.10 Current elected officials and full time staff are ineligible for these awards.



**RURAL MUNICIPALITY OF WEST ST. PAUL
J.C. (Chic) Balderstone & Youth Volunteer Awards Policy
SCHEDULE "A"**

**J.C. (Chic) Balderstone | Youth Volunteer Award
Nomination Form**

Award Category

- J.C. (Chic) Balderstone Award (Adult – 18 years or older)
- Youth Volunteer Award (Under 18 years of age)

Nominator Information

Full Name of Nominator: _____
Email: _____ Phone: _____

Nominee Information

Full Name of Nominee: _____
Age (at time of nomination): _____
Residential Address: _____

Email: _____ Phone: _____

Is the nominee a resident of the Rural Municipality of West St. Paul?

- Yes
- No

Note: Non-resident nominees may only be considered where their volunteer contributions have demonstrated a significant and direct benefit to the Municipality.

Nominee Eligibility Confirmation

I confirm that the nominee is not a current elected official or a full-time employee of the Rural Municipality of West St. Paul.

