

Adopted: June 2021
Revised: February 2024
Review Date: January 2028

1. Policy

This Procedure is made pursuant to the Inspire Awards Policy.

2. Criteria, Eligibility and Nominations

- 2.1. Recognition will be given to individuals or groups associated with the HDSB who support student achievement and well-being by taking actions that go above and beyond, inspire others, and have a positive and lasting impact (ripple effect).
- 2.2. Individuals or groups can qualify for recognition only once in any 12-month period. Persons in the following positions cannot receive an Inspire Award: Superintendent, Associate Director, Director, Student Trustee or Trustee.
- 2.3. Nominations may come from stakeholder(s) associated with the HDSB (either formally or informally), including students, staff, parents/guardians, volunteers, and other members of the HDSB community. Nominations may not come from Superintendents, Associate Director, Director, Student Trustees or Trustees. Self-nominations will not be accepted.

3. Evaluation

- 3.1. Evaluations shall take place each month during the academic year.
- 3.2. Trustee Coordinators will receive from the Director's Office a monthly package of nomination forms. They will review nominations against the evaluation criteria and either move the nomination forward to Trustees for evaluation or return the nomination to the Director's Office so that additional information may be requested.

- 3.3. Trustees will review nominations, compare the information provided against the evaluation criteria, and then decide if the nominee successfully meets the criteria or if more information is required. A minimum of three Trustees will be considered quorum for evaluation. If quorum is not met, Trustee Coordinators will reach out to all Trustees seeking additional participation. Trustees having a relationship with the nominee should indicate that relationship and recuse themselves from the evaluation. Following the review of all nominations, Trustee Coordinators will advise the Director's Office of successful nominations and/or request additional information.
- 3.4. Following the review of all nominations, Trustee Coordinators will advise the Director's

4. Presentation of Awards

- 4.1. Award recipients will choose whether or not their name will be read out at the Board meeting, appear in the Board agenda and minutes, and on the [HDSB's website](#).
- 4.2. Recipients shall choose the method and location of their recognition. Recognition may take place during a Board meeting, at a location determined by the recipient within Halton, or through the mail. Recipients will be presented with their award by the Ward Trustee. If a location other than the Board meeting is chosen by the recipient, the Ward Trustee and the recipient will mutually agree upon a place and time. If the Ward Trustee is not available, a Trustee designate will make the presentation.

5. Responsibilities

- 5.1. Trustees shall:
 - promote the Inspire Awards;
 - participate in the monthly evaluation of nominations received;

- present Inspire Awards in a timely manner; and
- make suggestions to improve the Inspire Award program.

5.2. The Director's Office shall:

- promote the Inspire Awards;
- receive, compile and prepare all Inspire Award nominations
- provide a monthly package of all nominations received to Trustee Coordinators;
- seek input from recipients regarding their preferences for location of presentation; and
- provide administrative support for the operation of the Inspire Awards, as needed

5.3. Trustee Coordinators shall:

- conduct initial review of nominations
- encourage Trustees to participate in evaluating nominations
- advise the Director's Office of evaluation results
- prepare an annual report for the Committee of the Whole outlining key award program highlights for the previous academic year and recommended improvements.
- ensure that the record of Inspire Award winners is maintained on the HDSB website.

Related Board Policies and Procedures

Inspire Awards Governance Procedure

Inspire Awards Administrative Procedure

Board Governance By-law