



<b>TITLE:</b>	<b>Recognition for Exemplary Service</b>		
<b>Manual/Policy#:</b>	Board of Directors #II-11	<b>Entity:</b>	AGH/CPDMH
<b>Original Issue:</b>	AGH: November 2022 CPDMH: May 2019	<b>Issued by:</b>	Allied Boards Chair and Allied Boards Secretary
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### 1. POLICY STATEMENT:

From time to time, the Allied Boards of the Almonte General Hospital (AGH) Corporation and the Carleton Place & District Memorial Hospital (CPDMH) Corporation ("the Corporations") may wish to recognize exemplary service to AGH or CPDMH. Such recognition may take the form of a naming opportunity or other such method as the Allied Boards deem appropriate under the circumstances.

The Allied Boards may delegate authority to approve recognition for exemplary service by a staff member to the Integrated President & CEO.

### 2. SCOPE:

This policy applies to all employees, members of the medical staff, volunteers and students of the Corporations and to all tangible or intangible assets of the Corporations.

### 3. GUIDING PRINCIPLES:

Named recognition is meaningful and personal. Exemplary service advances and enhances the ability of the Corporations to provide excellent healthcare services for the communities it serves. Exemplary service is not provided exclusively through leadership.

### 4. DEFINITIONS:

**Assets:** The term "Assets" includes and is limited to, Facilities, Programs and Capital Equipment, each of which is defined as follows:

**Facilities:** The term "Facilities" includes, but is not limited to, all buildings, internal building spaces, exterior grounds including roads, landscaping materials and finishes.

**Capital Equipment:** The term "Capital Equipment" includes, but is not limited to single items with a unit value of \$2,500 or more.

**Programs:** The term "Programs" includes, but is not limited to, all programs, services and areas of care to patients.

**Naming Opportunity:** The official naming of a particular asset within the Corporations or the placement of a Tribute Marker.

**Tribute Marker:** Plaques, medallions and other markers which may be placed on or adjacent to an asset.

## **5. PROCEDURE:**

### **5.1 Criteria for Recognition**

Recognition for exemplary service is ordinarily granted to an individual who has ceased to hold the role or position in which the service was given and is still living.

Factors contributing to recognition for exemplary service will include:

- Active participation and engagement
- Demonstrated interest in and service to the Corporations beyond the individual's formal role
- Contributions of a nature and type significantly beyond what is usually expected in the individual's primary role relating to the Corporations
- Breadth of impact over and above what is usually expected in the individual's primary role
- Contributions to the Corporations successes as a whole
- Length of service to the Corporations
- Consistent philanthropic support

### **5.2 Nomination Guidelines**

Any member of the Corporations' community, including staff, medical staff, volunteers and the Allied Boards may submit a nomination for an individual to the Allied Boards Governance and Nominating Committee.

Joint, group and posthumous nominations will not be considered. In the event that a nominee dies after a nomination has been submitted and before a decision has been made by the Allied Boards, the nomination will still be considered.

### **5.3 Nomination Process**

Nominations must be made in writing and should contain the following information:

- Nominee's full name, address, telephone number and email address
- Nominator's full name, address, telephone number and email address
- Details of the nominee's involvement in events, activities, programs across the Corporations to demonstrate breadth of impact
- Description of the nominee's work and how it reflects the requirement that they have performed at a level above and beyond what might normally be expected in their role(s)
- Description of how the nominee's contributions have furthered the Corporations successes
- Nominee's length of service to the Corporations and in what capacity
- Letters of support, if any, from up to five other individuals who know the nominee may be attached to the nomination

#### **5.4 Selection Process**

All nominations will be considered by the Allied Boards Governance and Nominating Committee for recommendation to the Allied Board.

#### **5.5 Duration of Recognition**

Naming of physical assets will be in accordance with the Naming of Corporation Assets policy.

At the discretion of the Allied Boards, recognition by tribute marker may be in perpetuity, and/or the location of the tribute marker may be changed from time to time.

#### **5.6 Revocation of Naming**

The Corporations reserve the right to revoke a naming right as a result of the following circumstances:

- a. Actions or conduct by an already honoured person, which the sole opinion of the Allied Boards is not appropriate;
- b. Failure of an honoured person to fulfill agreed-upon obligations.

#### **5.7 Agreement of Honouree**

Recognition for exemplary service will not occur without the written consent of the person being recognized.

The Corporations reserve the right to decide on the nature of physical displays which may accompany named recognition while recognizing the value of honouree input.

### **6. REFERENCES:**

Queen's University Distinguished Service Award Guidelines, updated February 2018;  
Chairs Emeritus/a and Trustees Emeritus/a, approved by the Board of Trustees May 2013

Naming of Carleton Place & District Memorial Hospital Assets policy, January 2019  
November 2015

### **7. APPENDICES:**

Not applicable

#### **Evaluation:**

This policy will be reviewed every two years.