



## Corporation of the Municipality of East Ferris

<b>Municipality of East Ferris Volunteer Recognition Policy</b>	<b>General Government</b>
	<b>Approved: September 13, 2022</b>
	<b>This policy is prepared for the Volunteers in the Municipality of East Ferris.</b>

### **Purpose:**

The Municipality of East Ferris recognizes the importance of volunteers and volunteer organizations that support the goals and objectives of the municipality. These volunteers and volunteer organizations benefit the municipality through social and recreational opportunities, cultural and environmental initiatives, youth and senior programming, along with other activities. As a result, an annual volunteer recognition program will formally recognize individuals who make unselfish contributions within the Municipality of East Ferris.

### **Policy:**

#### **1. Eligibility**

- 1.1 Recipients are eligible to receive the award once per 5 years.
- 1.2 Persons who live outside of the municipality but are involved in organizations which operate from within the municipality, are eligible to receive this award.

## **2. Call for Nominations**

- 2.1 A call for nominations will be made.
- 2.2 Organizations which have provided an email address will be advised.

## **3. Submitting Nominations**

- 3.1 The Municipality's nomination form shall be submitted to the Municipality each year from known individuals, organizations, agencies, or groups that provide services and/or operate in the Municipality of East Ferris.
- 3.2 No more than two nominations may be submitted by the same person or organization, the nomination will be considered one nomination.
- 3.3 If nominating a partnership, married couple or entire organization, the nomination will be considered one nomination.
- 3.4 Appropriate authorization for the use of information must be provided.

## **4. Council Consideration and Award**

- 4.1 Nominations will be considered by the Council of the Municipality of East Ferris at an "in camera" meeting.
- 4.2 There will be a maximum of five recipients chosen each year.
- 4.3 Council will consider the volunteer contribution to the community, the number of years of services in a volunteer capacity, the submission by the nominator and any other criteria deemed relevant to Council at their sole discretion in choosing the award recipients.
- 4.4 Should Council wish to make an award to more than five recipients in any given year, they may increase the number of recipients by adopting a resolution by recorded vote.

## **5. Notification of Award**

- 5.1 Staff will notify the nominating organization or person of Council's selection.
- 5.2 Recipients will receive notification and an invitation to attend the Volunteer Recognition Event and Reception, along with a guest.

## **6. Volunteer Recognition Event**

- 6.1 The municipality hosts an annual Volunteer Recognition Event and Reception to thank volunteers for making our community a better place to live, work and play. Community groups and organizations will be recognized at this event. A letter of invitation is sent

out to community groups and organizations inviting them to select two members to represent their organization at this ceremony. Awards will be presented at this event.

- 6.2 The amount of money provided for volunteer recognition will be determined by the annual operating budget.

## **7. Individual Recognition**

- 7.1 It is the responsibility of all staff who work with volunteers, to regularly thank volunteers and acknowledge the valuable service they provide. This can be done by showing respect and demonstrating inclusiveness, including volunteers in meetings, training and thank volunteers regularly.
- 7.2 A reference letter will be provided to a volunteer or student who volunteers with the Municipality. The letter will include the volunteer position(s) and a brief description of the key responsibilities as outlined in the Volunteer Position Description. This letter will be written by the direct supervisor and reviewed by the Chief Administrative Officer.

## **8. Procedure**

- 8.1 Specific implementation of Council Policy will be administered through procedures which are established, monitored, and improved by staff.

## **Approval of Policy**

This policy shall come into force and effect once approved by Council Resolution.

## **Policy Review**

This policy will be reviewed, at a minimum, at the beginning of each term of Council.

Approved by resolution of Council **No.2022-237**, on **September 13, 2022**