



RCRS Secondary:	GOV-02	Effective Date:	2006-SEP-18 COUNCIL
Policy Number:	COU-174	Amendment Date/s:	2014-AUG-18 COW
Title:	Recognition and Appreciation of City Volunteers	Repeal Date:	
Department:	Legislative Services	Approval Date:	2006-SEP-18 COUNCIL

PURPOSE:

To recognize those volunteers appointed to City Committees or Commissions for their dedication, time and effort in providing a valuable service to the community as per the guidelines presented below.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City appreciates the dedication of its volunteers appointed to City Committees or Commissions and wishes to recognize and celebrate their efforts through an annual appreciation dinner.

PROCESS:

Delegated to Staff.

Guidelines:

1. All volunteers who are appointed to the City, who have served our community throughout the year, without compensation, be honoured with an annual appreciation dinner.
2. The Annual Volunteer Appreciation Dinner is based on the following:
 - one dinner per year to be held in January;
 - utilize a location that is accessible for people with disabilities;
 - establish a pre-selection of not more than three reasonably priced meals;
 - provide free soft refreshments and coffee to all the attendees;
 - all alcoholic refreshments are on a no-host basis;
 - free parking arrangements in City parking lots, if close at hand;
 - generous, but not lavish; and,
 - fiscal responsibility.
3. Council representatives on each Committee attend the dinner and acknowledge volunteers.

4. Certificates of appreciation signed by the Mayor are presented for outgoing members at the dinner.
5. Arrangements and budgeting for the annual event are to be made by the Staff Liaison for each Committee/Commission.
6. Public recognition of Committee/Commission volunteers be given in the two issues of the Parks, Recreation and Environment Department Activity Guides listing the names of each member and a brief outline of the Committee/Commission mandate.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A