

## CORPORATE POLICIES AND PROCEDURES MANUAL

Policy Title:	<b>Volunteer Recognition Policy</b>	Policy No:	
Section:		Resolution:	
Policy Lead:		Effective Date:	
Application:		Last Review Date:	-
Approved by:	Council	Previous Resolution:	-

### PURPOSE

Volunteers and volunteer organizations support the municipality through social and recreational opportunities, culture and environmental initiatives, youth and senior programming and other beneficial activities. As a result, an annual volunteer recognition program will formally recognize individuals who make contributions to 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 within the municipality are eligible to receive this award.

#### 2. Call for Nominations

- 2.1 A call for nominations will be made in August of each year for recognition the following year.

#### 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 If more than two nominations are submitted by the same person or organization, the nomination will be considered as one nomination.
- 3.3 If nominating a partnership, married couple or entire organization, the nomination will be considered as one nomination.
- 3.4 Appropriate authorization for the use of information must be provided, as per the Nomination Form.

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### 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 The maximum number of recipients chosen each year will be 5.
- 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 5 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 The nominating organization or person will be notified by staff of Council’s selection.
- 5.2 Recipients will receive notification and will be invited along with a guest to attend the Volunteer Recognition Event and Reception to receive their recognition award.

### 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 are recognized at this event. A letter of invitation is sent out to community groups and organizations inviting them to nominate two members to represent their organization at this ceremony. Awards will also be presented at this event.
- 6.2 The amount of money provided for volunteer recognition will be determined by the annual operating budget.

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### 7. Individual Recognition

- 7.1 It is the responsibility of all staff who work with volunteers to acknowledge the valuable service they provide. This can be done by showing respect and demonstrating inclusiveness, including volunteers in meetings, training and thanking 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. \_\_\_\_\_, on \_\_\_\_\_, 2021.



## VOLUNTEER RECOGNITION NOMINATION FORM

Please complete this form as fully as possible.

### NOMINEE:

Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Email:

\_\_\_\_\_

### Permission from Individual/Organization Being Nominated:

I, \_\_\_\_\_ do hereby acknowledge that I have read and understood the information being submitted to the Municipality of East Ferris which is about me. I hereby consent the information provided regarding me being considered by Council in an open forum which includes publishing the information on social media channels. I agree that if chosen to receive the award, recognition including personal information about me will be conducted in an open forum which may include print and internet distribution.

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

### Individual/Organization Making the Nomination

Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Email:

\_\_\_\_\_

## **SUBMISSION MATERIAL**

Please submit a brief letter, less than 500 words and typewritten if possible, that describes who directly benefits from the volunteer activities and why the individual or organization being nominated deserves to be recognized for their contributions. Include the goals and activities of the organization that the nominee volunteers for.

Please be advised that the information contained in this letter will be considered by Council and if the nominee is chosen, the information will be used to produce the recognition information.

## **AWARD BY COUNCIL**

Award of any nominee is at the sole discretion of Council.

If chosen, the recipient and a guest will be given a ticket to attend the Volunteer Recognition Event where the recipient will be recognized.

Please return completed forms and documentation to:

Monica Hawkins, Municipal Clerk  
390 Highway 94  
Corbeil, Ontario P0H 1K0  
[monica.hawkins@eastferris.ca](mailto:monica.hawkins@eastferris.ca)

Submission deadline August 30<sup>th</sup>