



FORTFRANCES

BOUNDLESS

VOLUNTEER RECOGNITION POLICY

ADMINISTRATIVE AND FINANCE 1.23

POLICY

Created: 2023-05-23

Revised:

Authorized: By-Law 42-23

Superseded:

1. PURPOSE

To ensure that Volunteers are continually celebrated and recognized for the work that they do in an ongoing and equitable way.

2. POLICY STATEMENT

The Town of Fort Frances (Town) recognizes and values the Volunteers that contribute their time and service to enrich the quality of life within the community.

3. APPLICATION

This policy relates to individuals that are residents of the Town acting in a volunteer capacity that provide programs and services to the residents of the Town to help enrich their quality of life specifically:

- Volunteer Board and Committees members, serving on Commissions and/or Advisory Committees appointed by Council
- Volunteers and Community Groups throughout the community
- Citizen of the Year

4. RESPONSIBILITY

The Clerk's Office is responsible for the implementation and monitoring of the Volunteer Recognition Policy.

The CAO and Division Managers will assist in the development of the day.

Council has the authority and responsibility to approve budgetary funding to support application of this policy.

5. DEFINITIONS

National Volunteer Week: The week every April set by Volunteer Canada to celebrate Volunteers across the country.

Recognition: Refers to celebrating and demonstrating gratitude for the time and effort the volunteer gives to the municipality.

Volunteer: Individuals who reach out beyond the confines of paid employment and normal responsibilities to contribute time and service to the Town in the belief that their activity will have a positive effect on the

community. Volunteers provide programs and services to the residents of the Town of Fort Frances to help enrich their quality of life.

6. ANNUAL VOLUNTEER RECOGNITION EVENT

An annual Volunteer Recognition Event will be held in the spring to celebrate those who volunteer their time and effort into making The Town of Fort Frances a great community to live work and play. All Volunteers and members of the public are invited to attend the event to celebrate the achievements of volunteers and community groups throughout the community.

6.1. PROVINCIAL AND FEDERAL AWARDS AND RECOGNITION PROGRAMS

Each year, the [provincial](#) and [federal](#) governments administer volunteer/citizen awards programs. The Clerk's Office will advertise via the website and social media each year outlining the various awards available and deadlines for nominations. It will be the responsibility of the organizations to apply for awards on behalf of their Volunteers. Staff and Council of the Town of Fort Frances cannot nominate Volunteers for awards as the role of Council and staff should be to promote the programs to the community, rather than nominate Volunteers.

6.2. NATIONAL VOLUNTEER WEEK

[National Volunteer Week](#) shall be proclaimed annually the last full week in April by posting on the Town website.