

**Community Volunteer
Recognition Program
Policy No: 6902**



**Approval: Town Council
Effective Date: June 25th, 2008
Amended: August 8th, 2017**

Supersedes Policy No:

Policy Statement: The Council of the Town of Hardisty recognizes the importance of volunteers and volunteer organizations that support the recreation opportunities, cultural fabric and safety of the community. As a result, an annual volunteer recognition program will formally recognize outstanding achievements of individuals and/or groups whom contribute unselfishly of their time.

Purpose: The intent of this Policy is to establish and rehabilitate a recognition event that shows appreciation of our volunteer network within our community. To create an awareness within the community by highlighting the impact of their work.

Definitions:

1. Elected Official - a person who is an official by virtue of an election.
 - a) Mayor – Chief Elected Official as stipulated under Sec. 1. 1.d and Sec. 150 of the Municipal Government Act, R.S.A. 2000 c. M-26.
 - b) Councillor – as stipulated under Sec 1. 1.g of the Municipal Government Act, R.S.A. 2000 c. M-26.
2. Volunteer Fire Fighter and Fire Chief – as stipulated in the Town of Hardisty Bylaw 1117/07 as amended and cited as the Town of Hardisty Fire Rescue Bylaw.
3. Volunteer a person who donates his/her time or efforts for a cause or organization without being paid.
4. Volunteer Organization - one which relies on occasional or regular volunteers for its operations, and may or may not have paid staff. A volunteer organization is one that can be characterized by:
 - Autonomy from a municipal, provincial or federal government
 - Self governance through a board of unpaid trustees or directors
 - Membership that is neither inherited nor prescribed
 - Aid from philanthropy
 - Benefit for or service to non-members and
 - Not-for-profit orientation

Responsibilities:

Council:

- Approve the annual budget for the Town sponsored event
- Organize the formal recognition event and set the date for the event
- Establish the invitation list and forward it to the Chief Administrative Officer for administration preparation and mailing
- Prepare to work and set up any activities for the event

Administration:

- Insure invitations are prepared and mailed
- Prepare any advertising requirements
- Prepare any presentation material required by Council

Event Guidelines:

The annual volunteer recognition event will be:

- Held in the Hardisty Community Hall or at a location that is accessible for people with disabilities
- Provide a free meal including non-alcoholic beverages (tea, coffee, juice, or carbonated beverage) and entertainment.
- Any alcoholic refreshments if provided will be on a cost recovery basis
- Mayor and Council representatives shall attend the event and acknowledge the volunteers that have received special recognitions during the year or since the last recognition event. This may include special awards received for exemplary service, milestones, achievements recognized internally or externally by their volunteer organization or as a volunteer fire fighter or fire chief.

Approved by Council (date) August 8, 2017 Motion # 184/17



Sandy Otto – CAO

VOLUNTEER RECOGNITION EVENT INVITATION

Volunteer Organization (Name): _____

Number of Volunteers In Your Organization: _____

Number of Volunteers Attending Event: _____

Accomplishments or achievements of your organization over the past year or since the last recognition event.

How did these achievements benefit our community and perhaps beyond our borders, enriching lives and our environment.

Specific volunteer(s) within your organization that were recognized for their outstanding contributions, milestones or achievements over the past year or since the last recognition event from your internal recognition program or from other recognition bodies:

