



District of Lantzville

Policy No.: 3000-6

Date of Implementation: April 27, 2009

Dates Amended:

Council Resolutions: C-62-09

VOLUNTEER RECOGNITION AND APPRECIATION – COUNCIL APPOINTED COMMITTEES/COMMISSIONS

Purpose

To recognize and appreciate those volunteers appointed to District committees/commissions for their dedication, time and effort in providing a valuable service to the community.

Policy

1. All volunteers who are appointed to the District's committees/commissions and who have served the community throughout the year, without compensation, be honored with an annual appreciation dinner.
2. The Annual Volunteer Appreciation and Recognition Dinner is based on the following:
 - One dinner per year, to be held in May;
 - Utilize a location that is in Lantzville or in close proximity to Lantzville;
 - Utilize a location that is accessible to people with disabilities;
 - Establish a pre-selection of not more than 3 reasonably priced meals or a buffet dinner;
 - Provide free soft refreshments and coffee/tea to all attendees;
 - Generous, but not lavish;
 - Fiscal responsibility.
3. Council representatives on each Committee/Commission will attend the dinner and acknowledge volunteers.
4. Certificates of appreciation signed by the Mayor or Alternate are presented for outgoing members at the dinner.
5. Funds for the annual dinner will be provided from the Council Discretionary Fund.

6. Public recognition of the Committee/Commission volunteers be given on the District's website listing the names of each member and a brief outline of the Committee/Commission mandate.

Procedure

1. It is the Chair of the Committee/Commission's responsibility to advise members of the date of the annual dinner.
 2. Staff will confirm the final number of attendees, book the restaurant and make the necessary arrangements for the annual dinner.
 3. The staff liaison to the Committee/Commission as well as the Chief Administrative Officer will attend the dinner along with the Mayor or Alternate and Council representative as outlined in Item 3 under "Policy".
 4. Staff will work with the Mayor or Alternate to prepare the certificates of appreciation for outgoing members that will be handed out at the annual dinner as outlined in Item 4 under "Policy".
 5. Staff will ensure the District's website is updated to include public recognition of the Committee/Commission volunteers on an annual basis as outlined in Item 6 under "Policy".
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