

Memo



Date: November 4, 2009
File: 0540-01
To: City Manager
From: City Clerk
Subject: Committee Volunteer Appreciation Council Policy

Recommendation:

THAT Council adopt Council Policy 350 Committee Volunteer Appreciation Policy;

AND THAT the 2009 Council Committee Volunteer Appreciation Calendar be funded from Council Contingency at a cost of \$1,600 (including GST).

Background:

Council directed staff to draft a Council committee volunteer appreciation policy, in order to clarify how those citizen volunteers should be recognized. The policy commits Council to hold an annual volunteer event, while giving Council the option to determine when the event will take place and what form of recognition is appropriate.

Council also directed the Community & Media Relations Department to create a 2010 calendar as recognition for this year's volunteer appreciation. The calendar will be presented to all Council Committee members at the annual Christmas luncheon as a small token of appreciation for the work they do throughout the year.

Two quotes were received to layout and print the brochure. Low bid for 200 calendars was \$1409 plus tax. This works out to a unit cost of \$8 including tax.

Financial/Budgetary Considerations:

Council may wish to consider setting aside a specific amount each year for a volunteer appreciation, or continue to fund it from Council Contingency.

Considerations not applicable to this report:

Internal Circulation:

Legal/Statutory Authority:

Legal/statutory Procedural Requirements:

Existing Policy:

Personnel Implications:

Technical Requirements:

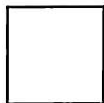
A handwritten signature in black ink, appearing to be the name of the City Clerk.

External Agency/Public Comments:
Communications Considerations:
Alternate Recommendation:

Submitted by:


Stephen Fleming, City Clerk

Approved for inclusion:



Rob Mayne, Director, Corporate Services



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Council Policy

Volunteer Appreciation

APPROVED @, 2009

RESOLUTION: @
REPLACING: N/A
DATE OF LAST REVIEW: @

A. POLICY

A civic appreciation reception will be held on an annual basis to give recognition to the time and effort contributed to the City by committee volunteers, and provision for this will be included in the City's annual budget.

Alcohol will not be provided or paid for using City funds.

REASON FOR POLICY

To honour the many volunteers who have contributed to the work of the City's boards, committees, commissions and task forces in the past year.

LEGISLATIVE AUTHORITY

Council initiative.

PROCEDURE FOR IMPLEMENTATION

Each of the volunteers will be provided with a certificate of appreciation or other appropriate form of appreciation for their services.

Where applicable, members of Council will introduce members of boards, committees, commissions and/or task forces on which they serve.