



FORTFRANCES

**VOLUNTEER & CITIZEN RECOGNITION
POLICY**

GOVERNANCE

POLICY 9.2

Created:	2023-05-02
Revised:	2025-11-21
Authorized:	By-Law 03-26
Superseded:	By-Law 42-23 2023-05-23

1. PURPOSE

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

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, and citizens that have made a positive, notable impact on the Town.

3. APPLICATION

This policy relates to individuals that are residents of the Town and area-residents 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, Organizations, and Community Groups throughout the community

This policy also applies to individuals that have made contributions which have impacted the Town positively, which may fall outside of volunteerism.

4. RESPONSIBILITY

- The Clerk's Office is responsible for the implementation and monitoring of the Volunteer & Citizen Recognition Policy. The CAO and Division Managers will assist in the execution of the annual Volunteer Recognition Event.
- The Town's internal Celebration Committee will assist in the planning of the annual Volunteer Recognition Event.
- 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, contribution, and effort the volunteer gives to the municipality.
- **“Volunteer”** - Individuals who contribute time and service outside of regular paid employment and everyday responsibilities to the Town in the belief that their activity will have a positive effect on the community, either through volunteerism through programs, Boards, or Committees of the Town, or throughout other volunteer activities within the Town.
- **“Celebration Committee”** – An internal, informal Committee comprised of Town staff that assist in the planning of various events, including the annual Volunteer Recognition Event.

6. ANNUAL VOLUNTEER RECOGNITION EVENT

An annual Volunteer Recognition Event will be held in line with National Volunteer Week to celebrate those who volunteer their time and effort into making The Town of Fort Frances a great community to live, work, and play, and to celebrate those outstanding citizens awarded Volunteer of the Year, Citizen of the Year, and Junior Citizen of the Year. 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, as well as the awarded citizens.

An annual budget for the annual Volunteer Recognition Event will be decided on by Council.

The Volunteer Recognition Event will be organized by the Town Celebration Committee, with members of management and Council invited to assist in the execution of the event.

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.

7. RECOGNIZING OUTSTANDING CITIZENS

7.1. AWARDS

Annually, the following awards will be presented:

- Volunteer of the Year
- Volunteer Leadership
- Citizen of the Year
- Citizen of the Year – Junior Category
- Lifetime Volunteer
- Lifetime Volunteer in Memoriam
- Outstanding Group of the Year

7.2. PROCESS

The process is as follows:

- January 1 to February 28th of the calendar year, the Office of the Clerk will begin receiving nominations.
- Between March 1st to March 14th, the Citizen of the Year Ad-Hoc Committee will meet to formulate recommendations to Council. Members will be asked for both first choice and second choice for each category and weighted voted will be utilized to further determine recipients. Committee members must consider the quality of the nomination and vote objectively, not based on personal preference or bias.
- The second Council meeting of March, Council will receive recommendations of the Citizen of the Year Ad-Hoc Committee in-camera and will ultimately decide on recipients.

- Following voting, the Office of the Clerk will contact those being awarded and will invite them to attend the annual Volunteer Appreciation Event.
- Certain awards may not be provided annually. Circumstances which may lead to this outcome include:
 - Nominations not being made for these categories; and/or
 - Recipients and parents/guardians of recipients under eighteen (18) declining to receive the award.

7.3. WHO CAN NOMINATE

To avoid conflicts of interest, the following persons cannot nominate:

- Current members of Mayor and Council
- The Office of the Clerk
- Those who sit on the Citizen of the Year Ad-Hoc Committee

Nominations will not be accepted by:

- Those who reside outside of the Rainy River District; or those who do not work or own a business in the Rainy River District
- Those who nominate themselves

7.4. ELIGIBILITY

Along with being a resident of the Town of Fort Frances or a non-resident(s) who makes contributions within the Town of Fort Frances boundaries, nominees must meet other eligibility criteria as noted:

- Citizen of the Year
 - Anyone nineteen (19) years of age or older.
 - Has a demonstrated contribution to the community, which may include one of the following, though nominations outside of these examples will be considered:
 - Active volunteerism within the community;

VOLUNTEER & CITIZEN RECOGNITION POLICY

- Has performed an act of heroism;
 - Demonstrated leadership in local initiatives and/or charities;
 - Advocate for positive change;
 - Has brought recognition to the community;
 - Has fundraised a significant amount for community programs/fundraisers/charities;
 - Continued volunteerism/contribution over a long period of time.
- Citizen of the Year – Junior Category
 - Anyone up to eighteen (18) years of age
 - Has a demonstrated contribution to school or the community, which may include one of the following, though nominations outside of these examples will be considered:
 - Active volunteerism within school or the community;
 - Has performed an act of heroism;
 - Demonstrated leadership in sports, school, the arts, or other local initiatives;
 - Advocate for positive change;
 - Has brought recognition to the community.
- Volunteer of the Year
 - Anyone of any age;
 - Anyone who performs active volunteerism.
- Volunteer Leadership
 - Anyone of any age;
 - Anyone who has shown outstanding leadership, initiative, or mentorship in their volunteer work.

- Lifetime Volunteer
 - Anyone who has demonstrated long-term volunteerism in the community.
- Lifetime Volunteer in Memoriam
 - Posthumously recognizes a community member for their long-term volunteerism in the community.
- Outstanding Group of the Year
 - A community group, collective, or charitable or non-profit organization that has made a significant contribution locally.

7.5. RECOGNITION

Those awarded with **Citizen of the Year**, **Citizen of the Year – Junior Category**, **Volunteer of the Year**, **Volunteer Leadership**, and **Lifetime Volunteer** will be recognized and celebrated in the following ways:

- Invitation to the annual Volunteer Appreciation Event.
- Provided with an engraved award at the Volunteer Appreciation Event.
- Photo opportunity with Mayor or designate to commemorate the award.
- Invited to the annual Canada Day Parade.
- Invited to the annual Santa Claus Parade.
- Provided with an annual membership at Memorial Sports Centre, to be activated within that same calendar year.

The citizen who has been identified as the primary contact as the winning nomination of the **Lifetime Volunteer in Memoriam** will be notified of the awarding. They, or their designate(s), will have the opportunity to be celebrated in the following ways:

- Invitation to the annual Volunteer Appreciation Event.
- Provided with an engraved award at the Volunteer Appreciation Event.
- Photo opportunity with Mayor or designate to commemorate the award.
- Invited to the annual Canada Day Parade.

VOLUNTEER & CITIZEN RECOGNITION POLICY

- Invited to the annual Santa Claus Parade.

The group that wins the **Outstanding Group of the Year** may vary in membership size. In lieu of memberships, a \$500 donation will be made. If the group has charitable status, the amount will be donated to them. If the group does not have charitable status, the donation will be made to a local charity of their choosing. The Town must be informed of the donation-recipient by no later than June 30th of that same calendar year. The group will also be celebrated in the following ways:

- Invitation to the annual Volunteer Appreciation Event.
- Provided with an engraved award at the Volunteer Appreciation Event.
- Photo opportunity with Mayor or designate to commemorate the award.
- Invited to the annual Canada Day Parade.
- Invited to the annual Santa Claus Parade.

All recipients will have the option to be highlighted on Town social media and website (with parental permission required for those who are under eighteen (18) years of age).