

**CITY OF WHITEHORSE**  
**COUNCIL POLICY**

**POLICY:**           **VOLUNTEER RECOGNITION**

**PURPOSE:**       To provide guidelines for recognition by the City of the many volunteers who work in the community.

**AUTHORITY:**     Council Resolution 85-14-23 dated June 10, 1985

**VOLUNTEER RECOGNITION POLICY**

**BACKGROUND**

Prior to 1985, the contribution of volunteers directly associated with the City was recognised by Council who would annually host a reception for the members of its Boards and Commissions. Volunteers associated with community groups active in recreation were recognised by the City's Parks and Recreation Department on a monthly basis through a newspaper advertisement announcing the "Volunteer of the Month". Council's desire to provide a regular forum for recognising the many hours of work contributed to the community on a volunteer basis led to the adoption of this policy.

**DEFINITIONS**

"City" means the City of Whitehorse.

"Council" means the Council of the City of Whitehorse.

"Volunteer" means any individual who gives of his/her time and energies at no charge to a community group or organisation.

**VOLUNTEER RECOGNITION**

The City shall on a frequent basis select an individual noted for his/her volunteer contribution, and formally recognise the individual. The formal recognition may take place in one of a number of ways, including but not limited to:

- newspaper advertisements;
- a letter from the Mayor;
- a certificate of recognition;
- City pin presentation.

The Mayor shall annually proclaim the second week in October as Volunteer Week In the City, during which events and activities recognising the contribution of volunteers to the community will take place.

Prior to July 31 In each year, administration shall provide Council proposals and costs for Volunteer Week activities, including but not limited to:

- local advertising;
- recognition tokens (e.g. pins, crests, certificates, letters)
- special events.

Administration will communicate with volunteer community groups to obtain suggestions about specific volunteers to be recognised.

Volunteer Week will be co-ordinated by the City, encouraging full participation from the volunteer community.

### **FUNDING**

Council shall annually provide an amount in the operating budget of the City for the purpose of recognising community volunteers and sponsoring events and activities during Volunteer Week.



*June 10, 1985*