



# Staff Report

## Community Services

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**Report To:** COW\_Finance\_Admin\_Fire\_Community\_Services  
**Meeting Date:** August 26, 2024  
**Report Number:** CSOPS.24.062  
**Title:** Volunteer Recognition Awards Subcommittee Appointment for Term of Council  
**Prepared by:** Katie Love, Administrative Assistant Community Services

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### A. Recommendations

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THAT Council receive Staff Report CSOPS.24.062, entitled "Volunteer Recognition Awards Subcommittee Appointment for Term of Council";

AND THAT Council directs staff to appoint the current Volunteer Recognition Awards Subcommittee for the remainder of the current Term of Council;

AND THAT Council directs staff to appoint future Volunteer Recognition Awards Subcommittees to continually align with the Term of Council moving forward.

### B. Overview

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This report provides Council with an analysis of the 2024 Volunteer Recognition Awards and Volunteer Fair with recommendations that will enhance the consistency of the program moving forward in a timely manner.

### C. Background

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"National Volunteer Week is celebrated annually during the third week of April. This week-long celebration is about placing a spotlight on inspiring figures whose invaluable seeds of kindness through volunteering are bettering the community and our world in general. This significant celebration which was established in 1974 provides the perfect opportunity to say thank you. It also challenges us to do better and look for ways to be active participants, joining hands to impact our local communities and calling for more support."

Through the 2022 budget deliberations, Council approved funding for the Volunteer Recognition Awards to move forward. They also selected 3 members of Council and 1 member of the public to participate in the Volunteer Recognition Awards Subcommittee. The event took place in collaboration with the Marsh St. Centre, at the Marsh St. Centre on Saturday, April 30, 2022. The event hosted approximately 100 people for a light breakfast prior to the awards. The Volunteer Recognition Awards Subcommittee then presented a brief bio and awards to

each of the 7 selected recipients. At the February 14, 2022, Council meeting, policy POL.COR.22.05, Volunteer Recognition Program (Attachment 1) was approved.

In 2023, the Town partnered with the Seniors Network Blue Mountains to host the Volunteer Recognition Awards, immediately followed by a Volunteer Fair, on Saturday, April 22<sup>nd</sup> at the Beaver Valley Community Centre. Through regular communication with our community partners that rely on volunteerism, they have asked for opportunities to engage residents and let them know what opportunities exist. We have also heard from residents that are seeking volunteer opportunities and do not know how to get involved. A Volunteer Fair included promotion for the event and an in-person “job-fair” style engagement opportunity for both potential volunteers as well as organizations seeking volunteers. The Fair included 14 exhibitors/organizations that were able to educate, make connections and recruit volunteers during the Fair. The feedback was very positive for the first time collaborating these two events on the same day.

In 2024 the Town continued the partnership with the Seniors Network Blue Mountains to host the Volunteer Fair and Volunteer Recognition Awards, on Wednesday, April 17. The Fair was held from 4pm – 7pm with a break at 5pm for the Volunteer Recognition Awards. This change was made after feedback and observing opportunities from the 2023 event. It was proposed in the debrief that scheduling the event during the week and in the evening may be a better fit and could result in higher attendance than on the weekend. The Fair included 18 exhibitors/organizations that participated. The evaluation of this event is outlined in Section D. Analysis.

## **D. Analysis**

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On April 17, 2024, the Town continued the successful partnership with the Seniors Network Blue Mountains to host the Volunteer Recognition Awards including the Volunteer Fair. Improvements that were made from the 2023 event:

### Scheduling:

- In 2023, the event was scheduled on a Saturday of National Volunteer Week which also aligned with Earth Day. This was a busy day for the community including the Mayor and it was noted in the debrief to look at alternatives.
- This year, the event was scheduled during the week and in the evening to reach a higher attendance.
- By observation, the attendance was higher, but it was difficult to track an exact number of attendees for this event as there was access from multiple entrances. Collecting this data will be considered for the next event.

### Structure of the Event:

- In 2023, the Awards kicked off first followed by the Volunteer Fair.

- This year, the Fair kicked off first with a break halfway through for the Awards, followed by the continuation of the Fair. This structure was suggested through debrief meetings to encourage attendance throughout the entirety of the event.
- The result proved to be successful as the Awards had increased attendance than the previous year including the Fair. This structure gave fair exhibitors an opportunity to recognize the work their organizations do and to thank their volunteers during the Awards.

#### Organization/Promotion of the Event:

- 2022-2024 - The selection process for the Volunteer Recognition Awards Subcommittee has been planned around the Council schedule at the beginning of the New Year, every year. This has been difficult to have the Subcommittee selected in a timely manner as the schedule is not always a permanent calendar and changes are sometimes inevitable. This then pushes back the award selection process and decreases the amount of time for promotion of the winners.
- Recommending the Volunteer Recognition Awards Subcommittee stays aligned with the Term of Council provides several benefits to the program.
  - o The Subcommittee is familiar with program and there is no coordination required every year.
  - o The Subcommittee can begin event planning earlier as a group and can work together on improvements from consistent debrief meetings and engagement. Posting for the Subcommittee every year, does not give the group enough time to be engaged in the planning aspect of the event.
  - o The Town can promote the entirety of the event earlier and improve scheduling timelines to increase awareness.

The 2024 Volunteer Recognition Awards Subcommittee members are included in Attachment 2, through the previous resolution. All members of the 2024 Volunteer Recognition Awards Subcommittee have confirmed their commitment for the remainder of this Term of Council.

If Council chooses not to consider this recommendation, the risk of delays in the Subcommittee and Awards selection process are possible. The goal is to continue improvements to this program to provide the community with a renowned event that is highly anticipated year after year to honor our volunteers who are bettering our Municipality.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

#### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

#### **F. Environmental Impacts**

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None regarding this report.

#### **G. Financial Impacts**

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\$5,000.00 has been proposed within the Special Events base budget for this event in 2025.

This budget includes expenses for a light breakfast, decorations, promotion of the event and facility rental.

#### **H. In Consultation With**

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Tanya Mazza, 2024 Volunteer Recognition Awards Subcommittee

Patricia Wright, 2024 Volunteer Recognition Awards Subcommittee

Councillor Paula Hope, 2024 Volunteer Recognition Awards Subcommittee

Councillor June Porter, 2024 Volunteer Recognition Awards Subcommittee

Councillor Shawn McKinlay, 2024 Volunteer Recognition Awards Subcommittee

Ryan Gibbons, Director of Community Services

#### **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Ryan Gibbons, Director Community Services [directorcs@thebluemountains.ca](mailto:directorcs@thebluemountains.ca).

#### **J. Attached**

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1. Attachment 1 – Volunteer Recognition Program Policy POL.COR.22.05
2. Attachment 2 – Resolutions for 2024 Volunteer Recognition Subcommittee Appointments

Respectfully submitted,

Katie Love

Administrative Assistant, Community Services

For more information, please contact:  
Katie Love, Administrative Assistant Community Services  
[klove@thebluemountains.ca](mailto:klove@thebluemountains.ca)  
519-599-3131 extension 254

**Report Approval Details**

Document Title:	CSOPS.24.062 Volunteer Recognition Awards Subcommittee Appointment for Term of Council.docx
Attachments:	- Att-1-POL-COR-22-05-Volunteer-Recognition-Policy.pdf - Att-2-Resolutions-2024-Volunteer-Subcommittee-Appointments.pdf
Final Approval Date:	Aug 15, 2024

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Ryan Gibbons was completed by assistant Katie Love**

**Ryan Gibbons - Aug 15, 2024 - 2:18 PM**

**Report Approval Details**

Document Title:	CSOPS.24.062 Volunteer Recognition Awards Subcommittee Appointment for Term of Council.docx
Attachments:	- Att-1-POL-COR-22-05-Volunteer-Recognition-Policy.pdf - Att-2-Resolutions-2024-Volunteer-Subcommittee-Appointments.pdf
Final Approval Date:	Aug 15, 2024

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Ryan Gibbons was completed by delegate Aaron McMullen**

**Ryan Gibbons - Aug 15, 2024 - 3:41 PM**



# Policy

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## POL.COR.22.05 Volunteer Recognition Program

<b>Policy Type:</b>	Corporate Policy (Approved by Council)
<b>Date Approved:</b>	February 14, 2022
<b>Department:</b>	Community Services
<b>Staff Report:</b>	FAF.22.018
<b>By-Law No.:</b>	n/a

### Policy Statement

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The Town of The Blue Mountains (Town) recognizes and values the Volunteers that contribute their time and service to enrich the quality of life within the community.

### Purpose

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

### Application

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This policy relates to individuals that are residents of the Town, owners of a business in the municipality or attend school in the municipality acting in a volunteer capacity that provide programs and services to the residents of the Town to help enrich their quality of life. Individuals outside of the Town may be considered if their contributions are with a Town community organization that has a primary focus within the municipality.

### Definitions

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**Community Group:** Civil society non-profits that operate within a single local community. They are often run on a voluntary basis and are self-funded. Some are formally incorporated, with a written constitution and a board of directors, while others are much smaller and are more informal.

**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 and effort the volunteer gives to the municipality.

**Special Interest Group:** A group of persons working on behalf of or strongly supporting a particular cause, such as an item of legislation, an industry, or a special segment of society.

**Sub-Committee:** Maximum of three (3) members of Council and two (2) members of the public that will be appointed on an annual basis by Council. One (1) Staff liaison will be provided as a non-voting member.

**Volunteer:** Individuals who reach out beyond the confines of paid employment and normal responsibilities to contribute time and service to the Town in the belief that their activity will have a positive effect on the community. Volunteers provide programs and services to the residents of the Town of The Blue Mountains to help enrich their quality of life.

## Procedures

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### Volunteer Recognition Awards

This program recognizes individual Volunteers and Community Groups in a specific category for their contributions to the community. One individual award and one group award is available per category unless otherwise stated.

### Award Categories

1. **Arts & Culture Award:** awarded to an individual and/or group for contribution to the development, support, preservation or promotion of culture, music, visual, performing, or literary arts.
2. **Sustainability Award:** awarded to an individual and/or group for contribution to the protection, preservation, beautification, awareness and/or promotion of our local environment.
3. **Heritage Award:** awarded to an individual and/or group for contribution to heritage preservation, architectural conservation, research and/or interpretation of local heritage.
4. **Sports and Recreation Award:** awarded to an individual and/or group for contribution to the promotion, development and/or support of recreation and/or sport in the community.
5. **Good Neighbour Awards:** awarded to a Blue Mountains resident for their outstanding efforts and actions that have enhanced or improved our community.
6. **Blue Mountains Community Builder Awards (adult 26 and over, youth 25 and younger):** recognizes one individual in each age category who have made an outstanding voluntary contribution to the well-being of our community over a number

of years. This award recognizes local champions who build communities and show us all what can be achieved with passion and determination.

7. **Outstanding Community Group Award:** recognizes a community group or Special Interest Group for its outstanding voluntary contribution to the well-being of our community.

### **Eligibility**

1. Must be a resident of the Town of The Blue Mountains, own a business in the municipality or attend school in the municipality. Individuals outside of the Town of The Blue Mountains may be considered if their contributions are with a Town of The Blue Mountains community organization that has a main focus within the municipality.
2. Community Groups must be non-profit community groups and be based in Town of The Blue Mountains with the majority of services geared towards The Blue Mountains' residents. Special interest groups are not eligible.
3. Elected officials of the Town of The Blue Mountains are not eligible.
4. Paid staff, full time, or part time are not eligible, except where their volunteerism is separate, distinct from, and outside of their paid position.
5. Services must have been performed on a wholly volunteer basis and not for pay.
6. Nominees must be aware of the nomination and sign the nomination form.

### **Procedures**

1. Nomination forms ('Appendix A') are available at Town Hall and on the Town's website. Availability of forms will be advertised in local newspapers, through social media, and on community signs.
2. Award nominations will be solicited from the community at large, including Town of The Blue Mountains staff and Council who are not directly involved with the program.
3. Nominations shall be made in writing on an approved nomination form.
4. Nomination forms will be submitted to the Blue Mountains Community Services Department beginning January 1<sup>st</sup> and no later than the third Friday in February each year.
5. All nominations become the property of the Town of The Blue Mountains and will not be returned.

### **Selection**

1. The Sub-Committee of Council will review all applications and recommend nominees for approval by Council. The staff liaison to the Sub-Committee will be a non-voting member.

2. The Sub-Committee and/or Council may choose to not recommend/select an award recipient in a category if there are no appropriate nominees.
3. The Sub-Committee, at its discretion, may consider a nomination for any award category it deems appropriate.
4. There shall be no publicity as to the proposed nominees or voting at any time. The only name(s) to be released to the public shall be the recipients of awards.
5. Only individuals selected for a volunteer award will be contacted.
6. A nominee will be excluded if they have previously received an award in the same category for which they are presently being nominated (to a limit of five years). A list of past award recipients will be kept on file by the Community Services Department.
7. Nominees may only be nominated for one award in any given year.

### **Presentation**

Awards will be presented by the Mayor or their designate at the annual Volunteer Recognition Event. The award recipient and one guest will be invited to attend the Annual Volunteer Recognition Event.

### **Annual Volunteer Recognition Event**

The annual Volunteer Recognition Event is held to celebrate the accomplishments of The Blue Mountains' Volunteers. The Sub-Committee of Council will work with Town staff to coordinate the annual event. An open invitation to volunteer organizations is sent out to community groups, and the event is advertised in the local newspapers, the Town website and through social media. Funds for this event are allocated through the Community Services operational budget. Presentations for the Volunteer Recognition Awards will be made at this event.

### **Provincial and Federal Awards and Recognition Programs**

Each year, the provincial and federal governments administer volunteer/citizen awards programs. The Community Services Department will send out a reminder letter to community organizations in October of 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, with municipal staff lending support if necessary. Staff and Council of the Town of The Blue Mountains 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.

### **National Volunteer Week**

National Volunteer Week is included on the Town's Official Proclamation Listing and will be recognized annually the last full week in April by posting on the Town website.

## **Exclusions**

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A nominee will be excluded if they have previously received an award in the same category for which they are presently being nominated (to a limit of five years). A list of past award recipients will be kept on file by the Community Services Department.

Nominees may only be nominated for one award in any given year.

## **References and Related Policies**

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[POL.COR.20.02 Volunteer Policy](#)

[Volunteering In Ontario](#)

[Volunteer Canada](#)

## **Consequences of Non-Compliance**

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Consequences shall be commensurate with the severity of the breach of this policy.

## **Review Cycle**

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This policy will be reviewed by Council once per term.

## Appendix A



# Volunteer Recognition Awards

The Town of The Blue Mountains recognizes and honours the achievements and contributions of community volunteers. These prestigious awards express Council's appreciation of the many individuals and community groups who work to enhance the quality of life in The Blue Mountains. We invite you to submit nominations for those individuals or groups that have made a significant contribution to our community.

## Award Categories

1. **Arts & Culture Award:** awarded to an individual and/or group for contribution to the development, support, preservation or promotion of culture, music, visual, performing, or literary arts.
2. **Sustainability Award:** awarded to an individual and/or group for contribution to the protection, preservation, beautification, awareness and/or promotion of our local environment.
3. **Heritage Award:** awarded to an individual and/or group for contribution to heritage preservation, architectural conservation, research and/or interpretation of local heritage.
4. **Sports and Recreation Award:** awarded to an individual and/or group for contribution to the promotion, development and/or support of recreation and/or sport in the community.
5. **Good Neighbour Awards:** awarded to a Blue Mountains resident for their outstanding efforts and actions that have enhanced or improved our community.
6. **Blue Mountains Community Builder Awards (adult 26 and over, youth 25 and younger):** recognizes one individual in each age category who have made an outstanding voluntary contribution to the well-being of our community over a number of years. This award recognizes local champions who build communities and show us all what can be achieved with passion and determination.
7. **Outstanding Community Group Award:** recognizes a community group for its outstanding voluntary contribution to the well-being of our community.

Town of The Blue Mountains Volunteer Recognition Awards Nomination Form

Please note that any documents submitted will become the property of the Town of The Blue Mountains and will not be returned.

**Nominee Information:**

Full Name of Volunteer or Community Group being nominated:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby allow my name to stand for nomination and consent to publication of my photograph and information from my nomination package as applicable.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Nominator Information:**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Nomination Award Category**

- Arts and Culture Award
- Sustainability Award
- Heritage Award
- Good Neighbour Award
- Sports and Recreation Award
- Blue Mountains Community Builder (Adult 26+)
- Blue Mountains Community Builder (Youth under 26)
- Outstanding Community Group Award

**Nominee's Volunteer Activities (Individual Awards Only):**

Include Organization Name, Position Held, Description of Duties and Years of Service for each:

Please list **in point form** and provide a brief description of contribution that the individual or group has made to The Blue Mountains community. If more space is needed, attached a separate document.

**In point form**, describe why the nominee or group should be recognized through an award. If more space is needed, attach a separate document.





**The Town of The Blue Mountains  
Council Meeting**

**Title:** B.9.2 Volunteer Fair and Recognition Program, CSOPS.24.010  
**Date:** Monday, January 29, 2024

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**Moved by:** Deputy Mayor Bordignon  
**Seconded by:** Councillor Porter

THAT Council receive Staff Report CSOPS.24.010, entitled "Volunteer Fair and Recognition Program";  
AND THAT Council appoint three (3) members of Council, being:

1. Councillor Paula Hope
2. Councillor Shawn McKinlay
3. Councillor June Porter

to the volunteer award selection committee;

AND THAT Council direct staff to advertise for two (2) members of the public to act as members of the volunteer award selection committee.

**The motion is Carried**



**The Town of The Blue Mountains, Special Meeting of Council  
Special Meeting of Council**

**Date:** Monday, March 4, 2024

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**Moved by:** Councillor McKinlay

**Seconded by:** Councillor Porter

THAT Council of the Town of The Blue Mountains appoints Tanya Mazza and Pat Wright to the Volunteer Awards Sub-Committee for the 2024 calendar year.

**YES: 7**

**NO: 0**

**CONFLICT: 0**

**ABSENT: 0**

**The motion is Carried**

**YES: 7**

Mayor Matrosovs  
Councillor Maxwell

Deputy Mayor Bordignon  
Councillor McKinlay

Councillor Ardiel  
Councillor Porter

Councillor Hope

**NO: 0**

**CONFLICT: 0**

**ABSENT: 0**