

Township of South Stormont
ACTION REQUEST – DRAFT FOR DISCUSSION
Parks and Recreation Department



To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: September 18, 2019
Subject: Volunteer Appreciation Gala

Recommendation:

To be prepared for September 25 Council meeting based on discussion.

Background:

The Volunteer Appreciation Committee Terms of Reference states:

"In 2001, the Township of South Stormont created the annual Fran Laflamme Volunteer of the Year Award to recognize exceptional individual volunteerism that supports the efforts of Council and also leaves a lasting impact on the lives of other Township residents. The award recipient will forever be known as the "Volunteer of the Year" and at that time would be presented with the award at a regular meeting of Council.

At the direction of Council, the Volunteer Appreciation Committee (VAC), officially formed in 2004, was tasked with the development of an appreciation gala event. The purpose was to offer a heightened platform in which to present the Fran Laflamme Volunteer of the Year Award to an individual(s), in addition to offering a venue through an "official" recognition to other organizations that serve the needs in the capacity as volunteers, within the Township of South Stormont."

The full copy of the Terms of Reference is attached for Council's review.

As part of 2019 budget deliberations, Council was presented with a request from the VAC to increase the annual event budget from \$8,500 to \$10,500. This request was approved and included in the 2019 budget.

Staff presented Council a Key Information Report on May 22, 2019 outlining the final un-audited expenses for the 2019 Volunteer Appreciation Gala. During this meeting, members of Council expressed a desire to further review expenses, budget and possible changes to the format in future. This report has been prepared to facilitate this discussion in advance of 2020 gala preparations. The VAC is scheduled to meet on October 8, 2019 for this purpose and therefore, should any revisions to the award / gala process be required, a report with recommended changes will be presented at the September 25, 2019 regular meeting.

Attached please find: unaudited expense for 2019 gala, Volunteer of the Year winners since inception of the award, terms of reference, Committee members appointment.