



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

---

### **Protocol Statement**

**Regarding: Committee/Volunteer Reporting and Appreciation**  
**Approved by Council: October 3, 2005**

#### **Purpose**

Volunteers contribute an enormous amount of their time and expertise to enhance the quality of life in Lions Bay. Council feels it is important to receive committee reports in a consistent and respectful manner, and to acknowledge volunteer service in a timely and appropriate way to ensure the continued support of past volunteers and to encourage future volunteers.

The following provides guidelines for the presentation of committee reports and acknowledging of volunteer appreciation.

#### **Presentation of Reports**

- Committee Chair or designate shall present the Committee's report in an open meeting of Council,
- Council has an opportunity to gain clarification,
- Council receives report and thanks Committee Chair for work done by the Committee,
- Council defers the Committee's report to a future meeting to provide Council and staff with time to review the document,
- The report is brought back at a future meeting for discussion and Council's consideration.

#### **Acknowledging Appreciation**

Council may acknowledge their appreciation to volunteers by:

- thanking Committee Chairs after they have presented their reports to Council, and
- writing a letter of appreciation to Committee members when the term/work of the committee has ended.

In the case of ongoing Standing Committees Council may choose:

- to write a letter of appreciation to Committee members at the end of each year and/or
- host an appreciation event,
- present an appreciation gift,
- publish an article in the Seagull, or
- any other means to show appreciation to volunteers that is approved by Council.