

## ADMINISTRATIVE REPORT

**Subject: Annual Appreciation Banquet**

**Date: October 11, 2022**

**To: Mayor and Council**

**From: Faisal Anwar, CAO**



### ISSUE:

Consider inviting current Town employees who have under 25-year of service at the Annual Appreciation Banquet as these employees are ineligible to attend pursuant to the Annual Appreciation Policy No. 3.23.

### ADMINISTRATIVE RECOMMENDATION:

That Council authorizes Administration to invite all Town of Fort Frances employees irrespective of their years of service at the Annual Appreciation Banquet to recognize their services of making this town a better place to live, work, invest and play.

Further that Administration be authorized to review and make necessary revision in the Annual Appreciation Policy No. 3.23 for Council's approval.

### STRATEGIC IMPACT:

Objective 9 - Create positive workforce culture

### OPTIONS & ALTERNATIVES:

1. Council authorizes administration as recommended.
2. Council denies administration's recommendation.
3. Council provides another direction.

### HISTORY:

Pursuant to the Annual Appreciation Policy No. 3.23, the Town organizes Annual Appreciation Banquet to publicly recognize the Citizen of the Year, Volunteer Boards and Committees, Long Service Town Employees and Retirees. The annual event held between late-November and mid-December which didn't happen since 2020 due to COVID-19 pandemic.

### ANALYSIS:

The Annual Appreciation Banquet is a great way of recognizing the dedicated services of the select Town employees and community champions which makes a huge difference in boosting their morale. However, this event doesn't include those Town employees who have less than 25-year of service and don't serve on any Boards and Committees of Council.

The administration appreciates all the hard work and dedication of Town employees during COVID-19 Pandemic and recent flooding. As COVID-19 restrictions being lifted, we are working towards organizing an Annual Appreciation Banquet in December, and along with other invitees, we would like to invite all Town employees irrespective of their years of services to formally recognize their committed efforts to make this town a better place to live, work, invest and play.

The administration is considering revising the current policy as well to make it more inclusive and effective.

### CONSULTATION:

Senior Management team

### SUPPORTING DOCUMENTS:

[Annual Appreciation Policy No. 3.23](#)

[Council Recognition Policy No. 1.8](#)

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
	HUMAN RESOURCES
<b><u>ANNUAL APPRECIATION</u></b>	<b>REVISED</b>
<b><u>POLICY</u></b>	January 2001
Resolution No.	Supercedes Resolution No.
Policy Number 3.23	<b>PAGE 1 of 1</b>

The following policy will govern the Annual Appreciation Banquet for Citizen of the Year, Volunteer Boards and Commissions, Long Service Employees, and Retirees.

The Annual Appreciation Banquet is our formal opportunity to publicly recognize the volunteers who make personal sacrifices of time and effort in assisting us to administer our Town. It is also our formal opportunity to demonstrate appreciation towards bolstering employee morale.

The annual appreciation banquet will be held alternatively between the two locations, subject to appreciable price variances and quality of service.

The annual event will be held in late November or no later than mid- December subject to the circumstances of the day. The invitation list will consist of the following (and their spouses or companions):

1. Board, Commission and Committee members (volunteers and employees);
2. 25 year or plus employees including those former members of the Fort Frances Police Department who had attained 25 years of service and then subsequently transferred to the OPP;
3. Retirees;
4. Spouses of deceased former employees;
5. Citizen of the Year and such members of their immediate family as they may request and others as approved by the Mayor and at the cost of the requester;
6. Special recognitions;
7. Mayor and Council
8. Former Mayors and Councilors
9. Chief Administrative Officer
10. Division Managers, Clerk, Treasurer, Administrative Assistants;
11. Those Superintendents who are required to attend advisory committee meetings;
12. Radio and press media.

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
<b><u>COUNCIL RECOGNITION</u></b>	ADMINISTRATION AND FINANCE
<b><u>POLICY</u></b>	<b>REVISED</b>
Resolution No. 205 06/05	November 1995, June 2005
Policy Number 1.8	Supercedes Resolution No.
	<b>PAGE 1 of 2</b>

## **1.0 BIRTHDAY RECOGNITION**

On request, an individual residing in Fort Frances may be presented with an appropriately worded certificate signed by the Mayor and Clerk. Presentation may be made by the Mayor or designate on or as close to the celebrated event as possible and at a location within the Town to be specified in the request:

- A. Celebration of 90th birthday
- B. Celebration of 95th birthday
- C. Celebration of 100th birthday and successive birthdays.

## **2.0 ANNIVERSARY RECOGNITION**

On request married couples residing in Fort Frances may be presented with an appropriately worded certificate signed by the Mayor and Clerk. Presentation may be made by the Mayor or designate on or as close to the celebrated event as possible and at a location within the Town to be specified in the request:

- A. Celebration of 50th anniversary
- B. Celebration of 60th anniversary

## **3.0 LONG SERVICE ON VOLUNTEER BOARD OR COMMITTEES**

Individuals, who according to Town records have served as members on one or more volunteer boards or committees appointed by Council be presented with an appropriately worded certificate signed by the Mayor and Clerk in recognition of years of service as set out below:

- A. Those who have completed 5,10, 15, etc. consecutive years of service such that a new certificate is presented for service following the completion of every additional five years, regardless of the number of committees service is for.
- B. Those who have completed the maximum number of years service on anyone board or committee as per the provisions of the Tenure of Office By-Law as may be in effect from time to time.

Presentation of certificates for volunteer service in this section to be done by the Mayor at the annual appreciation function.

## **4.0 YOUTH ACHIEVEMENT RECOGNITION**

Individuals 18 years of age or younger who are nominated for recognition for:

- A. Achievement in academics or amateur sports at a regional, provincial, national or international level;
- B. Participating in an activity which has resulted in positive benefits to another individual, a group or to the community at large and are recommended by the Citizen of the Year

Committee to Council for Council recognition and will be presented with an appropriately worded certificate signed by the Mayor and Clerk. Presentations to be made by the Mayor or designate at a meeting of Council.

## **5.0 CITIZEN OF THE YEAR RECOGNITION**

The person(s) who is/are recommended by the Citizen of the Year Committee to be the recipient(s) of the Citizen of the Year Award is presented with a hammered copper Little Amik plaque. The plaque is to be presented by the Mayor at the annual appreciation dinner. The person(s) will also have their portrait included in a special display gallery at the Civic Centre.

## **6.0 LONG SERVICE EMPLOYEE RECOGNITION**

Employees, be they Full time, Part time, or Seasonal who have completed twenty-five years of service in the employ of the Town of Fort Frances will be presented with a 25-year commemorative watch. Presentation of the 25-year watch will be by the Mayor or designate at the annual appreciation dinner. Recipients of the long service employee recognition will be invited to each annual appreciation function held for this purpose in subsequent years.

## **7.0 EMPLOYEE RETIREMENT RECOGNITION**

Permanent employees who retire from employment with the Town will be presented with an appropriately worded certificate signed by the Mayor and Clerk. In addition to the certificate, the retiring employee will be presented with a cheque in payment of the greater of a retiring bonus as provided for within employee benefit packages or an amount calculated at five dollars per full year of service with the Town. Presentation will be made by the Mayor or designate at the annual appreciation dinner. The recipient of this recognition will be invited to each annual appreciation function held for this purpose in subsequent years.

## **8.0 SPOUSES OF DECEASED RETIRED EMPLOYEES**

Spouses of deceased retired employees will be invited to attend each annual appreciation function as held for the purpose of sections 6 and 7 above. They will be recognized by the Mayor just prior to a moment of silence in tribute to their deceased partner.

## **9.0 OTHER RECOGNITION**

On occasion, Council may deem it appropriate to recognize individuals or groups for reasons not identified elsewhere in this policy. Council may by resolution determine that they should recognize in some fashion as specified in the resolution, a person, a group or other body for some reason as Council determines is deserving of recognition. When appropriate recognitions unavoidably occur in advance of scheduled Council meetings, such recognitions are required to be approved by Council resolution after the event.

## **10. LONG-LIVED BUSINESSES**

On request, businesses or firms resident in Fort Frances are presented with an appropriately worded certificate signed by the Mayor and Clerk. Presentation to be made by the Mayor or designate on or as close to the celebrated event as possible and at a location within Town to be specified in the request:

- A. Celebration of 50th Anniversary of commencing business and thereafter in ten-year intervals.