

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

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.