



## **Volunteer Recognition Policy**

### **1. Statement of Policy**

The Department of Municipal and Community Affairs may provide financial assistance to community governments to support the recognition of volunteers.

### **2. Principles**

The Department of Municipal and Community Affairs is guided by the following principles when implementing this policy:

- (a) Volunteers play an important role in contributing to sustainable, safe and vibrant communities and should be recognized and encouraged to continue these efforts.
- (b) Community governments should be encouraged and supported to promote community volunteerism through planned community recognition events.

### **3. Scope**

This policy applies to community governments in the Northwest Territories.

### **4. Definitions**

The following terms apply to this policy:

Community governments – community governments as defined in the Government of the Northwest Territories' Community Government Funding Policy.

### **5. Authority and Accountability**

#### **(1) General**

This policy is issued in accordance with Financial Management Board direction to delegate to Ministers authority to establish grants and contribution programs. Authority and accountability is further defined in Financial Administration Manual directives 805, and 810 and as follows:



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(a) Minister

The Minister of Municipal and Community Affairs (the Minister) is accountable to the Financial Management Board for the implementation of this policy.

(b) Deputy Minister

The Deputy Minister of Municipal and Community Affairs (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this policy.

(2) Specific

(a) Minister

The Minister may:

- (i) approve changes to this policy;
- (ii) approve grants or contributions according to the terms and conditions outlined in this policy; and
- (iii) delegate the authority to approve grants and contributions to the Deputy Minister.

(b) Deputy Minister

The Deputy Minister has the following authority and accountability, which he or she may delegate to Regional Superintendents or the Director of Sport, Recreation and Youth:

- (i) determine the need for funding assistance based on consultations with community governments and/or departmental officials.



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### 6. Provisions

#### Eligibility and Criteria

##### (1) Application Process

- (a) A call for applications will be issued every spring. Each community government may apply for a maximum of \$1000 per application cycle to support the recognition of volunteers. A second call for applications may be issued should there be available funding after the first round of applications is approved.
- (b) Applications for funding must include budget estimates that detail all sources of revenue and all expected expenses. Applications must also include an event design description, event objectives, and the date of the planned event.
- (c) Applications must be submitted in accordance with the application form and guidelines provided by the Department.
- (d) Applications for events which have already taken place will not be considered.
- (e) Only those planned community events which serve to recognize and/or promote community volunteers and/or volunteer organizations are eligible for funding under this policy.
- (f) Eligible expenses include:
  - (i) Materials and supplies (gifts/plaques, etc.) having a total value of less than three hundred dollars (\$300.00)
  - (ii) Rental of venues
  - (iii) Food/catering
  - (iv) Other expenses may be submitted for approval to the department prior to being incurred



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- (g) Ineligible expenses include:
  - (i) Core operational funding;
  - (ii) Per diems, fees, wages or similar payments to participants;
  - (iii) Expenses related to the conduct of fundraising events
  - (iv) Cash gifts; or
  - (v) Prizes valued at three hundred dollars (\$300.00) or greater.

### (2) Reimbursement and Reporting Considerations

- (i) Funding under this policy will be provided upon receipt of the following documents within 30 days after the event:
  - (ii) A summary report detailing how the funding was used, in the template provided by the Department; and
  - (iii) A financial report showing all revenues and expenses related to the event, accompanied by receipts.
- (a) Review and appeal
- (i) Applications will be reviewed on the basis of the completed application form and according to the precepts of this policy by the Sport, Recreation and Youth division of the Department.
  - (ii) In the event an applicant wishes to appeal the review or decision of their application, an appeal may be made in writing to the Deputy Minister.



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### 7. Financial Resources

Financial resources required under this policy are conditional on approval of funds in the Main Estimates by the Legislative Assembly and there being a sufficient unencumbered balance in the appropriate activity for the fiscal year for which the funds would be required.

### 8. Prerogative of the Minister

Nothing in this policy shall in any way be construed to limit the prerogative of the Minister to make decisions or take actions respecting grants or contributions. In this regard, the Minister may make a special exception to the rules set out in this policy. Any exception will require substantiation in writing and must be recorded with the Department of Municipal and Community Affairs.

Caroline Cochrane  
Minister

Date

