City of Woodstock	**City Council Policy Manual**
Subject:	**Friendly City Volunteer Award**
Policy Number:	**GA034**
Revision:	**00**
Approved by Council:	**June 4, 2026**
Amended:	

Purpose

To establish a Friendly City Volunteer Award to formally recognize and celebrate individuals, groups, and organizations whose volunteer contributions strengthen the social, cultural, and economic fabric of the City of Woodstock.

This program supports Council's commitment to fostering civic pride, community engagement, and recognizing the important role that volunteers play in building a strong, connected, and compassionate community.

Scope

This policy applies to all individuals, community groups, and organizations eligible to be nominated for recognition under the Friendly City Volunteer Award, as well as to City staff responsible for administering the program.

It governs the processes related to nomination intake, evaluation, selection, recognition, and program administration within the City of Woodstock. This policy does not apply to other forms of recognition, awards, or funding programs administered by the City unless explicitly stated.

Application

Program Overview:

The Friendly City Volunteer Award provides for:

- An annual nomination and selection process administered by the City;
- Up to five (5) awards presented annually;
- Recognition of recipients at a Council meeting held during, or closest to, National Volunteer Recognition Week each April;
- Formal recognition through individual awards and a permanent display within Council Chambers;
- An annual nomination and selection process administered by the City.

Award Categories

The following award categories are established under this Program:

Youth of the Year Award (Individual under 18)
Presented to an exemplary volunteer, aged 18 and under, who has helped create a better community.

Senior of the Year Award (Individual 55+)
Presented to a citizen of the City of Woodstock, over the age of 55. The recipient will be someone who has made significant contributions to the City of Woodstock for a minimum of five years. They actively volunteer with various groups, clubs, organizations and town activities and are known for being a champion for the community.

Environmental Stewardship Award (Individual, Business, or Group)
Presented to an organization or an individual and is not restricted to age. The recipient of this award has shown exceptional leadership and dedication to promoting environmental sustainability and eco-friendly practices through innovative solutions.

Good Neighbour Award (Individual)
Presented to an individual from Oxford County who makes a difference in the lives of residents of the City of Woodstock.

Organization of the Year Award (Group)
Presented to a not-for-profit organization located in the City of Woodstock. The organization must be established and well-known in the community, along with making major contributions through volunteer service and/or sponsorship.

Citizen of the Year Award (Individual 18+)
Presented to a citizen of the City of Woodstock, aged 18 or older. The recipient will be someone who has made long-standing major contributions to the City of Woodstock for a minimum of five years. They are actively involved in various groups, organizations and town activities and are known for being kind and friendly.

Award Allocation

Not all categories will be awarded each year. Council may select up to five (5) recipients annually based on the quality of nominations received and may, at its discretion, award multiple recipients within a category or none in a given category.

Eligibility

To be eligible for nomination:

- reside in the City of Woodstock (save and except for the Good Neighbour Award where the recipient must reside in Oxford County);
- not have received payment for their volunteer work;

- meet the minimum age requirement per the nomination category (if applicable);
- have not received a Volunteer Recognition Award from the City of Woodstock in the past five years.

Individuals are permitted to make self-nominations.

Nomination Process

- The nomination period shall be open annually from November 1 to December 31;
- Nominations must be submitted through the City's online application form;
- Applications must include:
    - Nominee information;
    - Contact information for the nominator;
    - A description of volunteer contributions;
    - A summary of the nominee's impact on the community, including specific examples.

Selection Process

Council shall independently review all nominations, with deliberations occurring in a closed session of Council. The results shall be reported publicly following Council's decision to ensure transparency.

Recognition

Award recipients shall:

- Receive an individual engraved plaque or small trophy and a bouquet of flowers presented by the Mayor and Members of Council;
- Be publicly recognized at a Council meeting held during, or as close as possible to, National Volunteer Recognition Week.

In addition:

- A permanent plaque shall be installed in Council Chambers;
- The plaque shall list all recipients annually by name only (award categories will not be included);
- Names shall be added each year to reflect new recipients.

Budget and Funding

The Friendly City Volunteer Award shall be funded through Ontario Lottery and Gaming (OLG) proceeds.

Administration

The Friendly City Volunteer Award shall be administered by the City Clerk's Office, who will be responsible for:

- Managing the nomination process;
- Coordinating application intake and review preparation;
- Arranging award production and engraving;
- Organizing recognition at Council meetings;
- Maintaining program records and updates to the permanent plaque.

Revision Date	Rev #	Particulars