

To: Electoral Area Services Committee

Date: 2018-06-12

From: Jaime Schween, Manager of Corporate Administration

File No: 0340-30

**Subject: FVRD Volunteer Recognition Awards Program Policy and Procedure**

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## RECOMMENDATION

**THAT** the Fraser Valley Regional District Board endorse the *FVRD Volunteer Recognition Awards Program Policy and Procedure*, as drafted.

## STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

Support Healthy & Sustainable Community

## BACKGROUND

Each year, countless volunteers donate their time and efforts to make a difference within their communities. As a way to formalize a process by which Electoral Area Directors can recognize those volunteers, staff have drafted the attached FVRD Volunteer Recognition Awards Program Policy and Procedure.

## DISCUSSION

The draft policy allows for volunteers to be recognized for a volunteer recognition award once every two years, and sets out three levels of recognition based on the volunteer's years of service. In addition to receiving a certificate of achievement, a volunteer would receive an award based on the level, which is set in five year increments: 1 to 5 years, 5 to 10 years, and 10 years plus.

The presentation of the volunteer recognition awards would take place as part of the April Electoral Area Services Committee meeting, which coordinates with National Volunteer Week which is celebrated in April of each year.

## COST

All costs associated with the volunteer recognition awards program will be funded from the Electoral Area Administration budget 102.

## **CONCLUSION**

The FVRD Volunteer Recognition Awards Program Policy and Procedure is a way for Electoral Area Directors to recognize the efforts of volunteers who contribute to the betterment of the FVRD.

## **COMMENTS BY:**

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported