



Recognition of Service Elected Officials and Board Members

Procedure No.: C-3	Council Resolution No.: N/A
Department: Administrative	Authority: Administrative
Effective Date: January 10, 2011	Revision Date: January 27, 2020
Review Date: January 2023	Repealed Date:
Supersedes: Policy 74C	
Related Policy No.: C-3	
Related Policy Name: Recognition of Service – Elected Officials and Board Members	

Purpose

The purpose is to develop operating guidelines for the Elected Officials and Board Members recognition of service policy.

Operating Guidelines

- 1) The Administrative Services Department shall be responsible for tracking the terms of elected officials and board members.
- 2) Elected Officials shall be recognized on a 4-year term basis.
- 3) The Administrative Services Department shall prepare a list indicating the years of service eligibility and the value of the gift of appreciation for the CAO’s approval by December 31st yearly.
- 4) The CAO shall confirm with the Mayor the list and the gift of appreciation for the elected officials and board members.
- 5) The CAO in consultation with the Mayor will establish a date to present the gift of appreciation to the elected official and board member.
- 6) When the Mayor is receiving a gift of appreciation, the CAO will inform the deputy Mayor indicating their responsibility to present the gift of appreciation to the Mayor.
- 7) The Town will provide funding for the gift of appreciation. Funding will be incorporated into the annual operating budget for the coming year.



- 8) In the event of a retirement of 25 years or more, Council shall establish a retirement celebration, as deemed appropriate by Council, with input from the retiree.
- 9) The Town shall provide funding to a maximum of \$500.00 to offset costs of a retirement celebration event, such as hall rentals, catered services for the retiree and immediate family members and other miscellaneous expenses as deemed appropriate.



CHIEF ADMINISTRATIVE OFFICER

Feb. 11/2020
DATE

