



## Recognition of Service Elected Officials and Board Members

<b>Procedure No.:</b> C-3	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Administrative	<b>Authority:</b> Administrative
<b>Effective Date:</b> January 10, 2011	<b>Revision Date:</b> January 27, 2020
<b>Review Date:</b> January 2026	<b>Repealed Date:</b>
<b>Supersedes:</b> Policy 74C	
<b>Related Policy No.:</b> C-3	
<b>Related Policy Name:</b> Recognition of Service – Elected Officials and Board Members	

### 1.0 PURPOSE

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

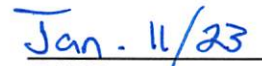
### 2.0 OPERATING GUIDELINES

- 2.1 The Administrative Services Department shall be responsible for tracking the terms of elected officials and board members.
- 2.2 Elected Officials shall be recognized on a 4-year term basis.
- 2.3 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 31<sup>st</sup> yearly.
- 2.4 The CAO shall confirm with the Mayor the list and the gift of appreciation for the elected officials and board members.
- 2.5 The CAO in consultation with the Mayor will establish a date to present the gift of appreciation to the elected official and board member.
- 2.6 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.
- 2.7 The Town will provide funding for the gift of appreciation. Funding will be incorporated into the annual operating budget for the coming year.



- 2.8 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.
- 2.9 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.

  
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CHIEF ADMINISTRATIVE OFFICER

  
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DATE

