

**COUNCIL
ORGANIZATION
AND LEADERSHIP**

100

Town of Olds

POLICY STATEMENT

Title: Policy Development	Policy No: 101
Authority: Council	Supersedes: n/a
Approval: Motion #99-473, August 23, 1999	Effective Date: August 23, 1999
Policy Statement: Council of the Town of Olds has a broad mandate of providing services to its residents. In order to provide services in a logical, effective and efficient way, the Council will develop policies designed to achieve their aims and goals. The Council will encourage the public, the staff and volunteer boards to provide input to the policy-making process and will charge the staff with the responsibility of ensuring that policies are discharged and reviewed. In addition to assisting in the drafting of policies, staff will be expected to develop detailed procedures to support the policy statements. The Chief Administrative Officer will provide and maintain a policy manual system based on the extract from "A Report to the Town of Olds by George B. Cuff and Associates Ltd. (1999)".	
Purpose: To outline the intent of Council regarding the development and implementation of policies.	

TOWN OF OLDS		POLICY STATEMENT	
DEPARTMENT:	ADMINISTRATION	DEPT. NO.	Legislative
POLICY TITLE:	Council Promotions – Recognition of Milestone Birthday, Anniversary and Visiting Dignitary	POLICY NO.	102
AUTHORITY:			
ORIGINAL APPROVAL DATE:	February 27, 2006	MOTION NO.	06-101
AMENDED DATE:		MOTION NO.	

Policy Statement:

The Town of Olds will recognize Town of Olds Residents reaching a milestone birthday or anniversary and to present a token gift to a visiting dignitary.

Town of Olds

PROCEDURE

<p>Title: Council Promotions – Recognition of Milestone Birthday, Anniversary and Visiting Dignitary</p> <p>Procedure: Council Promotions</p>	<p>Policy No: 102 Procedure: 102-01 Supersedes: N/A</p>
<p>Authority: Council Approved: February 27, 2006 Motion: 06-101</p>	<p>Effective Date: February 28, 2006</p>
<p>Policy Statement: The Town of Olds will recognize a Town of Olds Resident reaching a milestone birthday, anniversary and a visiting dignitary.</p>	
<p>Purpose: The purpose of Procedure 102-01 is to define how a Town of Olds Resident reaching a milestone occasion and a visiting dignitary may be recognized.</p>	
<p><u>Milestone Occasions are:</u></p> <p>50th Wedding Anniversary; 65th Birthday; 100th Birthday</p> <p><u>Anniversary</u> A Town of Olds resident couple celebrating their 50th Wedding Anniversary shall upon request, be presented with a Town of Olds Clock. Presentation of a Town of Olds Anniversary Clock shall be one time only.</p> <p>Upon request, a Wedding Anniversary of 25 years or greater (other than 50 years) shall upon request, be presented with a Town of Olds Certificate of Congratulation from the Office of the Mayor.</p> <p>Whenever possible a request for acknowledgement of a Wedding Anniversary is to be in writing, with the correct spelling of the couple's names, date, place and time of the celebration if any, and delivered to the Mayor's Office.</p> <p><u>Birthday</u> A Town of Olds resident celebrating the age of 75 plus shall upon request be presented with a Town of Olds Certificate of Congratulation from the Office of the Mayor.</p> <p>A Town of Olds resident celebrating the age of 100 shall upon request be</p>	<p><u>Administration:</u> Mayor and Assistant</p>

presented with a Town of Olds 100th Birthday Clock.

Whenever possible the request for a 65th Birthday acknowledgement is to be in writing with the persons name and the date, place and time of the birthday celebration, if any and delivered to the Mayor's Office.

Visiting Dignitary

At the discretion of the Mayor or Deputy Mayor a visiting dignitary may be presented with a Town of Olds pen complete with wooden box.

Whenever possible the Mayor or Deputy Mayor will make the Anniversary; Birthday and Dignitary gift presentations in person.

Procedure:

2) Gavel

Upon the election of a new Mayor, a gavel will be presented to the Mayor at the swearing in ceremony to be used in presiding over Council meetings.

The gavel or its base will bear an engraved plaque which recognizes that the gavel is the gavel of His or Her Worship Mayor _____ of the Town of Olds elected on month, day and year; with space for adding, at a later date, their last day of office.

ADMINISTRATION

3) Group Photo Elected Officials

Upon the election of a new Council, a Group Photo will be given to the Mayor and Councillors after the swearing in ceremony. The intention is to present a portrait to each member of Council and recognize the "Council of the day" for those who are re-elected for several terms to collect.

ADMINISTRATION

4) Service Recognition

- A. Upon completion of a **first term or 3-years** a member of Council will receive a gift from a local artist in the amount of \$100.00.
- B. Upon completion of a **second term or 6-years** a member of Council will receive a gift from a local artist in the amount of \$200.00.
- C. Upon completion of a **third term or 9-years** a member a member of Council will receive a gift from a local artist in the amount of \$300.00.
- D. Upon completion of a **fourth term or 12-years** a member of Council will receive a gift from a local artist in the amount of \$400.00.
- E. Upon completion of five or more terms a member of Council will receive a gift from a local artist in the amount of \$500.00 being maximum amount allotment.

ELECTED OFFICAL & ADMINISTRATION