

POLICY #109C

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Policy Title:	Recognition of Departing Elected Officials
Policy Number:	109C
Approval:	Town Council
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Review Date:	March 14, 2016, Motion # <u>16-99</u>
Review Date:	Council amendment April 2011
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Review Date:	January 13, 2020, Motion <u>20-13</u>
Supersedes Policy No.:	New

Policy Statement:

To recognize the service of Elected Officials as they leave office.

Purpose:

To define how Departing Elected Officials shall be recognized with a formal ceremony and/or gift presentation by the current Members of Council, supported by Administration.

Definitions:

“Departing Elected Official” means an elected official that is not returning to Town of Olds Council whether it be, not running for re-election, an electoral defeat or resignation.

“Reception” means a social gathering for the purpose of extending formal recognition of service.

Standards:

1. Council will recognize the service and dedication of Departing Elected Officials.
2. The Chief Administrative Officer (CAO) or designate is responsible for this policy.
3. Recognition of Departing Elected Officials shall be at the first Regular Meeting of Council after their departure.
4. The CAO will host a Reception for departing Elected Officials where they shall receive:
 - a letter under the Mayor’s signature;
 - their “name plate”; and
 - the Council “Service Recognition” gift.

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5. When a Mayor is sworn in, they are presented with a gavel that has been engraved. When the Mayor leaves their seat, the years of service engraving will be completed, and the gavel will then be prepared for presentation to the departing Mayor.
6. Service Recognition
 - Upon completion of a first term, an Elected Official will receive a gift of \$100.00.
 - Upon completion of a second term, an Elected Official will receive a gift of \$320.00.
 - Upon completion of a third term, an Elected Official will receive a gift of \$720.00.
 - Upon completion of a fourth term, an Elected Official will receive a gift of \$1,200.00.
 - Upon completion of five or more terms, an Elected Official will receive a gift of \$2,000.00 being maximum amount allotment.
7. Council reserves the right to withhold any form of recognition if an Elected Official is relieved of their office.
8. The Chief Administrative Officer reserves the right to determine if any form of (pro-rated) recognition is granted if an Elected Official resigns.