



109C
Recognition of Departing Elected Officials

Supporting Procedure: 109P

Prepared By: Office of the CAO

Council Approval Date: Sept. 14, 2020

Effective Date:

Council Resolution No.: 20-331

References: Municipal Government Act
Council Code of Conduct Bylaw
Records Management Retention Bylaw

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.

SCOPE

Council will recognize the service and dedication of Elected Officials; both by recognition of their years of service and also upon completion of their service as a member.

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, or an electoral defeat or resignation.

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

RESPONSIBILITIES

The Chief Administrative Officer (CAO) or designate is responsible for this policy.

STANDARDS

Recognition of Departing Elected Officials shall be at the first Regular Meeting of Council after their departure.

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”;
- ~~years of service recognition gift of a value equal to \$xx.xx per year of service.~~

When a Mayor is sworn in, they are presented with a gavel that has been engraved. When that 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.

Service Recognition

- A. Upon completion of a first term, an Elected Official will receive a gift of \$100.00.
- B. Upon completion of a second term, an Elected Official will receive a gift of \$320.00.

- C. Upon completion of a third term, an Elected Official will receive a gift of \$720.00.
- D. Upon completion of a fourth term, an Elected Official will receive a gift of \$1,200.00.
- E. Upon completion of five or more terms, an Elected Official will receive a gift of \$2,000.00 being maximum amount allotment.

Council reserves the right to withhold any form of recognition if an Elected Official is relieved of their office.

The Chief Administrative Officer reserves the right to determine if any form of (pro-rated) recognition is granted, if an Elected Official resigns.

*Council approval November 2007
Council amendment April 2011
Council amendment March 14, 2016 Motion # 16-99*