

Department: Government Services	Section: County Manager
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CM-04 Recognition & Commemoration

Policy Statement

Leduc County provides approval for recognition and commemoration items as requested by council members, elected officials, former council members and other individuals or agency.

Definitions

- CAO means a Chief Administrative Officer employed with a municipality or agency who has a significant relationship with Leduc County.
- Council Member means a Leduc County elected official elected in the most recent municipal elected.
- Elected Official means a provincial Member of Legislative Assembly (MLA), federal Member of Parliament (MP) or municipal elected member from a municipality or agency who has a significant relationship with Leduc County.
- Former Council Member means an elected official who has retired or has not been re-elected from the most recent municipal election within Leduc County.
- Immediate Family Member includes the Leduc County elected officials':
 - spouse or partner;
 - mother or mother-in-law (including spouse or partner's);
 - father or father-in-law (including spouse or partner's);
 - son, son-in-law (including spouse or partner's)
 - daughter or daughter-in-law (including spouse or partner's)
 - grandchild (including spouse or partner's)
 - brother or brother-in-law (including spouse or partner's)
 - sister or sister-in-law (including spouse or partner's)
 - grandparents (including spouse or partner's)
- Public Member at Large means a citizen representing Leduc County who has been appointed by Leduc County Council to a Board and/or Committee as identified on the Internal and External Appointments to Boards and Committees document.
- Visiting Dignitaries means a group from provincial, federal or international levels of government.

Standards

1. Recognition

a) Retirement

Former Council Member - that in recognition of the service of a former council member, a presentation not to exceed \$300 (including GST) will be made.

CAO and Elected Official – that in recognition of the service of a CAO or Elected Official, a congratulatory certificate will be made.

Approved Date:	Motion No:	Page No.
May 28, 2019	179-19	1 of 3

Department: Government Services	Section: County Manager
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- b) Visiting Dignitaries
That for visting dignitaries the County will provide a gift not to exceed \$30 (including GST).
- c) Hospitalization of Council Member
In the event of hospitalization of a council member, the County will provide a flower arrangement or basket, at a cost not to exceed \$75 (including GST and delivery charges).
- d) Bereavement of Council Member, their immediate family member or former Council Member
In the event of the passing of a council member, their immediate family member or former council member, the County will provide a flower arrangement or equivalent memorial donation to a recognized charity, at a cost not to exceed \$125 (including GST and delivery charges).
- e) Recognition of Public Member at Large
That in recognition to a public member at large, the County will provide a gift at a cost not to exceed \$30 (including GST) or a certificate upon their resignation or not being re-appointed.

2. Commemorations

- a) Grand Openings
That upon request of a council member for the following grand openings a framed picture valued at \$100 (including GST) will be made:
- new administration buildings within the County and neighbouring/regional municipalities
 - large industry within the County
 - new community halls within the County
- b) Wedding Anniversary and County Based Business Anniversary
That upon request for each of the following wedding or County based business anniversary celebrations a certificate will be made:
- 25th
 - 50th and
 - 5 year intervals thereafter
- c) Birthday Recognitions
That upon request for each of the following birthday celebrations a certificate will be made:
- 75th and
 - 5-year intervals thereafter

Approved Date:	Motion No:	Page No.
May 28, 2019	179-19	2 of 3

Department: Government Services	Section: County Manager
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- d) **Plaque Presentations**
- i) That on a request basis only a County plaque be presented to the family in recognition of the family's 100th year anniversary as resident on the same property.
 - ii) Community Halls - that upon request by a community hall association the County will provide one (1) County plaque and a County flag at no cost:
- e) **Remembrance Day Ceremonies**
- That council members, or a designated staff member, be authorized to participate in Remembrance Day Ceremonies when requested by a Royal Canadian Legion Branch, or arranging organization, from within the Leduc County boundaries, and further that the County will reimburse the respective Royal Canadian Legion Branch (invoice required) for the purchase of a wreath.
- f) **Other Special Occasions**
- That upon request of a promotional item for other special occasions the County Manager, or his designate, be authorized to determine a suitable item not to exceed \$400.

Policy Responsibilities

1. **Council:**
Council has the authority to approve this policy.
Council has the authority to pass resolution(s) at a regular council meeting to provide approval of recognition and commemoration items as identified within this policy.
2. **County Manager**
The County Manager, or his designate, has the authority to approve recognition and commemoration items as identified within this policy.
3. **Administration:**
Administration will adhere to the distribution of recognition and commemoration items as identified within this policy.

Monitoring & Updating

This policy will be reviewed every four years.

Approved Date:	Motion No:	Page No.
May 28, 2019	179-19	3 of 3