

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 agencies.

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 election.

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 means 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.

Policy standards

1. Recognition

- 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.
- Visiting dignitaries - that for visiting dignitaries the county will provide a gift not to exceed \$30 (including GST).
- Hospitalization of council members - 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).

<i>Approval date</i>	<i>May 28, 2019</i>	<i>Motion number</i>	<i>179-19</i>	<i>Page 1 of 3</i>
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- Bereavement of council member, their immediate family or former council member - in the event of the passing of a council member, their immediate family 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).
- 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

- 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
- 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
- Birthday recognitions - that upon request for each of the following birthday celebrations a certificate will be made:
 - 75th and
 - 5 year intervals thereafter
- Plaque presentations
 - 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.
 - 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.
- 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 the wreath.
- Other special occasions - that upon request of a promotional item for other special occasions the county manager, or designate, be authorized to determine a suitable item not to exceed \$400.

Policy responsibilities

Council responsibilities:

Council will,

- Approve this policy.
- Have the authority to pass a resolution(s) at a regular council meeting to provide approval of recognition and commemoration items as identified within this policy.

<i>Approval date</i>	<i>May 28, 2019</i>	<i>Motion number</i>	<i>179-19</i>	<i>Page 2 of 3</i>
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Administration responsibilities:

The county manager or designate will,

- Have the authority to approve recognition and commemoration items as identified within this policy.

Administration will,

- Adhere to the distribution of recognition and commemoration items as identified within this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.

<i>Approval date</i>	<i>May 28, 2019</i>	<i>Motion number</i>	<i>179-19</i>	<i>Page 3 of 3</i>
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