



## COUNCIL POLICY MANUAL

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| <b>Subject:</b><br>Special Occasion Recognition | <b>Approval Date:</b><br>November 19, 2012 | <b>By-Law No.</b><br>1716-12<br><i>Amended by By-Law No. 1733-13</i><br><i>Amended by By-Law No. 82-2015</i> |
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### 1.2 PURPOSE

The purpose of this policy is to provide guidelines for the recognition of special occasions celebrated by the Municipality of Red Lake residents and recognition of deceased employees and their immediate family when Council has been informed of such an event.

An associated recognition budget shall be approved. The budget will be coordinated and approved through the Mayor's office. The value limitation for floral bouquets will be established at a minimum of \$35.00 and a maximum of \$50.00 (plus taxes and delivery) as determined by the Mayor's office.

### 1. ANNIVERSARIES

Fiftieth, Fifty-fifth, Sixtieth Wedding Anniversaries and five year intervals thereafter:

- Floral bouquet and a congratulatory certificate will be provided from the Municipality of Red Lake upon request.

### 2. BIRTHDAYS

- 75<sup>th</sup> Birthday - a congratulatory certificate and a floral bouquet upon request
- 80<sup>th</sup> Birthday - a congratulatory certificate and a floral bouquet upon request
- 85<sup>th</sup> Birthday - a congratulatory certificate and a floral bouquet upon request
- 90<sup>th</sup> Birthday - a congratulatory certificate and a floral bouquet upon request
- 95<sup>th</sup> Birthday - a congratulatory certificate and a floral bouquet upon request
- 100<sup>th</sup> Birthday - a congratulatory certificate and a floral bouquet upon request

The Office of the Clerk is authorized to approve recognition of birthdays (during off years) as noted above.

### 3. GRAND OPENINGS (RE-OPENINGS) BUSINESSES

Upon notification, a floral bouquet will be provided from the Municipality of Red Lake.



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4. FUNERALS

A floral arrangement will be provided on behalf of the Municipality of Red Lake for retired employees, staff and council, staff and council family funerals (spouse, son, daughter, step-child, father, mother, brother, sister, guardian, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, spouse grandparents, grandchildren, ward).

5. BIRTHS

A floral arrangement will be provided on behalf of the Municipality of Red Lake to staff and council for births.

6. HOSPITALIZATION

A floral arrangement will be provided on behalf of the Municipality of Red Lake for staff and council for hospital stays which exceed more than an overnight stay.

7. RETIREMENT

A floral arrangement will be provided for staff retirement and upon notification, for retirement of recognized members of public, as decided by Council.

8. RECOGNITION – YEARS OF SERVICE/RETIREMENT FOR MUNICIPAL VOLUNTEER BOARDS/COMMITTEES (INCLUDES ADVISORY COMMITTEES)

8.1 Years of Service

Individuals, who according to Municipal records have served as members on one or more municipal volunteer boards or committees appointed by Council be presented in recognition of years of service as set out below:

- (a) Those who have completed an appointment for the term of Council, will be presented with a letter signed by the Mayor for recognition of years of service.
- (b) Those who have completed the maximum number of years service on any one board or committee, as per the provision of a By-Law or Legislation as may be in effect from time to time, will be presented with a letter signed by the Mayor for recognition of years of service.



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8.2 Retirement

Individuals, who according to Municipal records have served as members on one or more volunteer boards or committees appointed by Council and are retiring, will be presented in recognition of retirement as set out below:

- (a) Board or Committee members will receive a letter from the Mayor recognizing their retirement.
- (b) Board or Committee members who have served consecutively for 10 years or more will be presented at a Council Meeting with a letter from the Mayor recognizing their retirement along with a commemorative gift.

The Mayor or designate shall have discretionary approval over issuing recognition for years of service or retirement for individuals on municipal boards or committees.

9. OTHER RECOGNITION

On occasion, it may be deemed appropriate to recognize individuals or groups for reasons not identified elsewhere in this policy. The Mayor or designate, in consultation with the Clerk's Department, shall have discretionary approval over issuing such recognition.