



MUNICIPALITY OF ROBLIN

POLICIES AND PROCEDURES MANUAL

Section: Finance and Administration	Policy No.: F/A-011
Subject: Recognition & Commemoration	Date Issued: January 9, 2024
Resolution No.: 2024-005 Resolution No.: 2025-	Revision Date: January 28, 2025

PURPOSE

The purpose of this policy is to establish clear guidelines on recognition and commemoration of council members, employees, volunteers, and community members.

DEFINITIONS

CAO — shall mean the Chief Administrative Officer of the Municipality.

Dignitary — shall mean a group from provincial, federal, or international levels of government.

Immediate Family — shall include spouse, partner, mother, or father (in-law), son or daughter (in-law), grandchildren (including that of the spouse), sister or brother (in-law) and grandparents (including that of the spouse).

POLICY

1. Retirements

a. Council Retirements

- i. Gifts shall be based on years of service with the Municipality and purchased by the CAO and/or designate:
 - 4 years of service
 - The gift value must not exceed \$100.00
 - 8 years of service
 - The gift value must not exceed \$200.00
 - 12 years or more of service
 - The gift value must not exceed \$500.00

- b. Volunteer Retirements
 - i. Gifts shall be based on years of service with the Municipality and purchased by the CAO and/or designate:
 - 10 years of service
 - The gift value must not exceed \$100.00
 - 20 years of service
 - The gift value must not exceed \$200.00
 - 30 years of service or more
 - The gift value must not exceed \$300.00
 - ii. In the case of the retirement of a volunteer, a request by the respective board and/or representative must submit a request in writing to the CAO to purchase a gift in
2. Visiting Dignitaries
 - a. The CAO may purchase a gift for a visiting dignitary and/or when the Municipality is visiting a dignitary. The value of the gift must not exceed \$100.00
3. Hospitalization or Death
 - a. In the event of the hospitalization of a council member, employee and/or volunteer, the CAO may provide a flower arrangement or basket, at a cost not to exceed \$100.00
 - b. In the event of the death of a council member, employee and/or volunteer or their immediate family, the CAO may provide a flower arrangement or basket, at a cost not to exceed \$200.00
4. General Recognition
 - a. To propose the recognition of an individual for any purpose, interested parties can submit a written proposal in accordance with Schedule "A".

Guidelines for Proposals of General Recognition

1. Purpose of Recognition

- Clearly state the purpose and significance of the recognition.
- Explain how the individual's contributions align with the Municipality of Roblin's values or goals.

2. Details of the Individual

- Provide the individual's full name and relevant background.
- Highlight their achievements, contributions, or service that warrant recognition.

3. Supporting Evidence

- Attach any supporting documentation, such as letters of recommendation, records of accomplishments, or testimonials.
- Provide factual, verifiable information to substantiate the proposal.

4. Community Impact

- Outline how the recognition will benefit the community or enhance public awareness of the individual's contributions.

5. Proposer Information

- Include the full name and contact information of the proposer(s).
- Specify any relationship to the individual being proposed for recognition.

6. Approval and Review Process

- Proposals will be initially reviewed by a committee to ensure they meet the required standards (the committee may include a member of council but will be independent of the council).
- Only proposals that receive the committee's approval will be forwarded to the council for final consideration and approval.
- Include a statement confirming that the proposer is aware of the evaluation and decision-making process.

7. Ethical Considerations

- Confirm that the recognition aligns with the Municipality's policies and ethical standards.
- Ensure the proposal avoids conflicts of interest or undue bias.

8. Submission Requirements

- Proposals must be submitted in writing, either as a printed document or via email to the designated authority.
- Include a signature or digital acknowledgment of the proposer(s).