

TOWN OF PINCHER CREEK

Approved by: Council	Date: July 24, 1995	Policy Number: 112-95
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Reference: Resolution #95-366	Revision Date/by: Council, Motion #97-589 Council, Motion #97-629 Council, Motion #05-362	October 14, 1997 October 27, 1997 October 24, 2005
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Title:	TOWN STAFF AND COUNCIL MEMBER RECOGNITION
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Policy Statement

The Town of Pincher Creek will provide recognition for years of service, retirement and termination of Town staff and Council members for the Town of Pincher Creek.

1. Definitions

- 1.1 The “Town” shall refer to the Town of Pincher Creek
- 1.2 “Councillors” shall refers to members of the Council of the Town of Pincher Creek.
- 1.3 “Town Staff” shall refer to work experience students, permanent full time, temporary, casual and seasonal employees of the Town of Pincher Creek.
- 1.4 “Retiring” shall refer to any Town Staff who ceases to be employed by the Town of Pincher Creek by reason of retirement or resignation or any Councillor who ceases to be a member of the Town Council because of resignation, expiry of term of office and a decision not to run, or being unsuccessful in their effort for office in the next municipal election.
- 1.5 “Years of Service” shall refer to number of years of service with the Town of Pincher Creek as a full time employee.

2. Recognition for Retiring Councillors

- 2.1 Recognition for Councillors to be as follows:
 - 2.1.1 Recognize retiring Councillors when they cease to be a Council Member in the form of watch, ring, clock, necklace or other jewelery, all with the Town’s logo, up to a value of \$300.00.

3. Recognition for Retiring Town Staff

3.1 Recognition for Town Staff to be a plaque and the following:

- 3.1.1 6-10 years service \$100 gift certificate*
- 3.1.3 16-20 years service \$300 gift certificate*
- 3.1.4 Over 20 years service \$500 gift certificate*

4. Recognition for Years of Service for Town Staff

4.1 Recognition for Town Staff to be a plaque and the following:

- 4.1.1 For 10 years service \$50 gift certificate*
- 4.1.2 For 15 years service \$100 gift certificate*
- 4.1.3 For 20 years service \$150 gift certificate*
- 4.1.4 For 25 years service \$175 gift certificate*

* Gift Certificates to be from a local business.

5. Responsibilities

5.1 Town Council to:

- 5.1.1 make recommendations on partial term served.

5.2 Manager of Administrative Services and Human Resources to:

- 5.2.1 Submit list of retiring Councillors to Council in November of the year following the general election or the month following the resignation of a Councillor.
- 5.2.2 Ensure lapel pins are available and prints are framed and available for presentation.
- 5.3.3 Ensure employment information is available, e.g. years of service, for retiring Town employees.

6. Other

6.1 Presentations to Councillors and Town Staff are to be made at a Council meeting for Annual Christmas Party.

7. End of Policy