



COUNCIL POLICY C-AD42

Gifts for Special Occasions

Prepared By: Legislative and Administrative Services
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 Function: Public Relations

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PURPOSE

To set guidelines and standards for presenting gifts for various occasions such as anniversaries and birthdays of long-term residents of the County, as well as for other special occasions as they arise.

POLICY STATEMENT

Parkland County will recognize County residents who are celebrating special occasions by presenting residents with a gift or special acknowledgement upon approval of a member of Council or the Chief Administrative Officer (CAO).

SCOPE

This policy applies to all elected officials and staff responsible for coordinating the gift giving.

MANAGEMENT RESPONSIBILITIES

The CAO and Legislative and Administrative Services are responsible for implementing, monitoring and evaluating this policy.

STANDARDS**1. Wedding Anniversaries**

- a) Upon request, a wedding anniversary gift may be presented to:
 - i. 50th Anniversary couples currently residing in Parkland County, and
 - ii. 50th Anniversary couples who do not currently reside in Parkland County, but have lived in Parkland County for the majority of their married years, and have lived in the County within the last five years,
 as approved by the mayor and the councillor that represents the residents' division.
- b) A wedding anniversary gift may be presented for other anniversaries longer than 50th, such as 55th, 60th, or five-year increments thereafter, provided the recipients have not already received a gift for a previous anniversary. If the recipients have already received a gift for a previous anniversary, they will be presented with a congratulatory note from either the mayor or the councillor who represents their division, meaning, only one wedding anniversary gift will be presented to the same recipients.

2. Birthdays

- a) Upon request, birthday greetings may be sent to County residents from the mayor or from the councillor who represents the division in which the resident resides. Birthday greetings may be sent as a congratulatory note or printed scroll to acknowledge birthdays for eighty (80) years and older.
- b) A framed certificate may be presented for 100th birthday celebrations.

3. Special Occasions

- a) Upon request from the mayor, councillor(s), or the CAO, and upon notifying the mayor, a gift not exceeding \$300.00 may be presented to a special guest(s) or ratepayer(s) for a special occasion such as a grand opening, anniversary of a church or hall, or any other similar-type occasion.
- b) Retirement of a provincial or federal government official may also be recognized by a gift presentation.