

The Resort Village of Birds Point

POLICY RESPECTING SERVICE RECOGNITION, CONDOLENCES and APPRECIATION

Policy Name: Recognition and Appreciation Policy – Policy 06

Policy Type: Governance Process

Date Approved: 11/15/2022

Latest Revision: Policy 06

PURPOSE

Guidelines for Mayor and Council to recognize service to Employees and Council Members and to send Condolences to Municipal Staff.

I. DEFINITIONS

In this bylaw:

- (a) **“Administrator”** shall mean the administrator of Resort Village of Bird’s Point;
- (b) **“employee”** shall mean an individual who received a wage to perform work for The Resort Village of Birds Point;
- (c) **“Council”** shall mean the council of the Resort Village of Bird’s Point;
- (e) **“Municipality”** shall mean the Resort Village of Bird’s Point

2. Guidelines

- (a) A Card or e-mail is to be sent to Mayor, Councillor, Administrator, Board Member of a Committee recognized by Council or current Village Employee upon retiring or leaving the Community.
- (b) A Card or e-mail is to be sent to Mayor, Councillor, Administrator, Board Member of a Committee recognized by Council or current Village Employee upon sickness or injury requiring Hospitalization.
- (c) A Card or e-mail is to be sent to Mayor, Councillor, Administrator, Board Member of a Committee recognized by Council or current Village Employee upon the death of a Family Member (Spouse, Child, Grand-child, step-child or inlaw).

SEAL

MAYOR

ADMINISTRATOR

Village of Birds Point