

CITY OF DRUMHELLER

POLICY #1-93

BOARD RECOGNITION POLICY

THE PURPOSE OF THIS POLICY IS TO:

Establish an equitable system of recognizing the volunteer involvement of Council - appointed community representatives to the various Boards and Commissions of the City of Drumheller.

POLICY STATEMENT:

The Council of the City of Drumheller shall maintain a Volunteer Recognition Program for those citizens who are appointed by Council to Boards, Commissions and Committees of the City.

PROCEDURES:

1. The office of the City Clerk shall maintain a current list of all Council-appointed board members, their addresses, and board terms.
2. City Council shall annually host a recognition event for all members of Council-appointed boards, commissions and committees. This shall be co-ordinated by Family and Community Support Services.
3. City Council shall award a recognition plaque to all eligible volunteer appointees on their retirement from their position. A minimum of one year's involvement with a board, commission or committee is required. In cases of volunteers who hold less than one year's involvement, a letter shall be presented on behalf of City Council.
4. It shall be the responsibility of the appropriate Department or Program Head to ensure that the appropriate recognition is provided and current names and addressess are maintained.

Adopted by City Council
Dated: June 14, 1993