

## CITY OF GRAND FORKS

<b>POLICY TITLE:</b>	<b>Certificates of Merit elected &amp; Appointed Officials</b>	<b>POLICY NO:</b>	<b>302</b>
<b>EFFECTIVE DATE:</b>	<b>February 16<sup>th</sup>, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **POLICY:**

**Mayor and Councillors retiring from City Council shall receive a Certificate of Merit at the end of the term, where deemed necessary and at the discretion of the Mayor and Councilors of the day.**

**A member of the public appointed by Council to serve in a volunteer capacity to a Committee of the City, City's Society Boards and Commissions shall receive a Certificate of Recognition presented by the Mayor and Council at an appropriate public meeting of the City.**

### **PURPOSE:**

To recognize service to the City and the Community.

**Definitions:** Retiring refers to members who do not seek re-election to Council. A defeated member of Council is not considered retired.

### **PROCEDURE:**

- Staff will make a Certificate of Merit with the City's Corporate Seal and appropriate wordings relative to the service and office held on Council.
- A Certificate of Recognition shall be made with appropriate wording signed and sealed by the Mayor, Councillors and the Corporate Secretary.
- All presentations shall be made at a public gathering such as at the City's Inaugural meeting or a regular scheduled Council Meeting or an annual meeting hosted by the City where volunteers are recognized.
- The Certificate of Merit and Certificate of Recognition shall be framed before presentation.