

## **Administrative Policy # 2023-07** **Town Staff Gift Card Policy**

### **Purpose:**

The purpose of the Policy is to recognize Town Staff at Christmas.

### **Policy Statement:**

The Policy is to provide a \$50.00 Gift Card from a local grocery store to each member of Town Staff at Christmas.

### **Responsibilities:**

The Chief Administrative Officer or designate shall:

- Calculate the number of Gift Cards required.
- Authorize the purchase of the gift cards from a local grocery store.
- Recommend changes to the Town Staff Gift Card Policy where considered appropriate.
- Monitor the effectiveness of the Town Staff Gift Card Policy

The Council or designated committee may:

- Review, amend, and adopt any changes to the Town Staff Gift Card Policy

### **Repeal:**

The Town Staff and Food Bank Policy # 2013-03 is repealed.

### **Other:**

This policy will be reviewed from time to time and can be changed because of experience or new knowledge but shall be reviewed no later than five (5) years from the date of adoption.

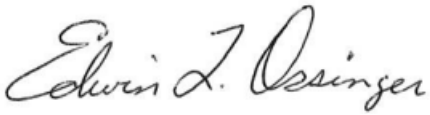
**Clerk's Annotation for Official Policy Book**

Date of Notice: November 20, 2023

Date of adoption: December 5, 2023

Policy effective date: December 5, 2023

I certify that this **Town Staff Gift Card Policy** was adopted by Council as indicated above.



**December 5, 2023**

**Clerk**

**Date**