



## **Town of Digby**

### **Administrative Policy # 2013-03**

### **Town Staff and Food Bank Policy**

#### **Purpose:**

The purpose of the Policy is to recognize Town Staff at Christmas and make a cash donation to the Digby Food Bank.

#### **Policy Statement:**

The Policy is to provide a \$25.00 Gift Card from a local grocery store to each member of Town Staff at Christmas and to give a cash donation equivalent to the total cost of Gift Cards to the Digby Food Bank.

#### **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.
- Calculate the amount of the donation to the Digby Food Bank
- Authorize the expenditure of the Food Bank donation.
- Recommend changes to the Town Staff & Food Bank Policy where considered appropriate.
- Monitor the effectiveness of the Town Staff & Food Bank Policy

The Council or designated committee may:

- Review, amend, and adopt any changes to the Town Staff & Food Bank Policy

The Christmas Turkey & Food Bank Policy # 1998-02 is repealed as of the Town Staff and Food Bank Policy effective date.

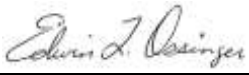
**Clerk's Annotation For Official Policy Book**

Date of Notice: 12/16/2013

Date of adoption: 01/06/2014

Policy effective date: 12/01/2013

I certify that this **Town Staff and Food Bank Policy** was adopted by Council as indicated above.



January 07, 2014

**Clerk**

**Date**