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**Flower and Gift Presentation Policy**


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Date approved by Council: March 2, 2022	Resolution Number: 51/2022
Lead Role: Chief Administrative Officer	Replaces: #01-140, 45/2015, 162/2017
Last Review Date: September 6, 2017	Next Review Date: March 2025
Administrative Responsibility: Director of Development and Legislative Services	

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**Policy Statement**

The Flower and Gift Presentation Policy establishes guidelines for the presentation of flowers and gift by the Town of Bruderheim. The intention of the Flower and Gift Presentation Policy is to acknowledge special occasions and traumatic events in an employee's life.

**Definitions:**

*Council* – group of people who are elected to govern the Town of Bruderheim

*Director* - refers to the supervisor of employee

*Employee* – permanent regular employees, probationary employees and seasonal employees who have been with the Town of Bruderheim for more than two seasons (2 years).

*Family Member* – spouse, son, daughter, mother, father, guardian, parent-in-law, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister or person permanently residing in the employee's household.

*Town* – means the Town of Bruderheim.

*Town Residents* – refers to citizens residing within the limits of the Town of Bruderheim.

*Wedding Anniversary* – refers to a 25<sup>th</sup> and 50<sup>th</sup> wedding anniversary and every 10<sup>th</sup> anniversary thereafter.

**Guidelines****1.0 Wedding Anniversary**

- a) Town residents celebrating a 50th wedding anniversary, can request a gift from the Town of Bruderheim congratulating them, and will receive another gift on every 10th anniversary thereafter.
- b) Gifts for wedding anniversaries will be presented by the Mayor of the Town of Bruderheim, or in his absence, the Deputy Mayor or a Councillor of the Town.

- c) The cost of gift for wedding anniversaries will not exceed \$75.00 each (not including G.S.T.).
- d) To request a gift, the Town resident will have to complete a Special Occasion Request Form. This form can be completed by the resident him or herself, or by a third party.
- e) Other significant birthdays will be recognized with a certificate signed by the Mayor.

## 2.0 100th Birthday

- a) Town residents celebrating his/her 100th birthday, can request a gift from the Town of Bruderheim, presented by the Mayor or in his absence the Deputy Mayor or a Councillor of the Town.
- b) The cost of gift for 100th birthday celebrations will not exceed \$75.00 each (not including G.S.T.).
- c) To request a gift, the Town resident will have to complete a Special Occasion Request Form. This form can be completed by the resident him or herself, or by a third party.

## 3.0 Life Events

A \$75.00 gift basket or a \$75.00 flower arrangement or donation to charity of ones choice, with enclosure card, will be provided to the employee or Council member upon their return to work for:

- Birth/Adoption of Child
- Marriage of Employee
- Hospitalization of Employee
- Death of Family Member

To request a gift basket, please contact the Director of Development and Legislative Services. The Director of Development and Legislative Services will arrange to have the gift basket picked up from the store and given to the employee upon their return to work.

The appropriate Director is to inform the Director of Development and Legislative Services of an employee who qualifies for a basket, cake or an upcoming retirement.

Dated this 02 day of March, 2022

THE TOWN OF BRUDERHEIM

Per:   
foe Patty Podoborzny  
Chief Administrative Officer

## Special Occasion Request Form

Upon request, the Town of Bruderheim recognizes its residents by providing a congratulatory gift for special occasions as outlined before. These requests will be processed upon receipt of the completed request form. **Requests take approximately 3-4 weeks to process so please provide as much notice as possible.**

**Special Anniversaries:**

25<sup>th</sup>, 50<sup>th</sup>, 60<sup>th</sup>, 70<sup>th</sup>, 80<sup>th</sup>

**Special Birthdays:**

100<sup>th</sup> will receive a gift

Other significant birthdays will receive a certificate signed by the Mayor

**PLEASE COMPLETE ALL OF THE FIELDS BELOW IN ORDER TO HAVE YOUR REQUEST PROCESSED:**

EVENT:      Wedding Anniversary #                                      OR                                      BIRTHDAY #

Date of Event: \_\_\_\_\_                                      Actual Date of birth or Marriage: \_\_\_\_\_

Celebrant(s) name(s) & address: \_\_\_\_\_

\_\_\_\_\_

Date of Request: \_\_\_\_\_                                      Is this event a surprise?  yes  no

Gift Requested By (name, address & phone number): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Upon request, the gift may be presented by the Mayor or another member of Council, if available.***

Location, date and time for Council presentation: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You may e-mail your request to [info@bruderhem.ca](mailto:info@bruderhem.ca) or mail to the Town of Bruderheim, Box 280, Bruderheim, Alberta, T0B 0S0.

Personal information is collected in accordance with Section 33(c) of the *Freedom of Information and Protection Privacy Act* (FOIP) and will be protected by FOIP. It will be used to process the applications. If you have any questions about the collection and use of the information, contact (780) 796-3731