

**MUNICIPAL DISTRICT OF BIGHORN #8
MUNICIPAL EXCELLENCE COMMITTEE MEETING**

30 August 11, 1:00 p.m.
M.D. Offices, Exshaw

IN ATTENDANCE:

Paul Ryan,	Committee Member – Councillor
Reid Thomas	Committee Member – Councillor
Martin Buckley	Administration – Chief Administrative Officer
Natalie Germann	Administration – Executive Assistant

1. CALL TO ORDER

The meeting was called to order at 1:15 p.m.

2. ADOPTION OF AGENDA

Moved by R. Thomas that the agenda be adopted with the following additions:

- change the meeting time to 1:00 p.m.
- add Business Arising from the Minutes item 4(g): M.D. Christmas Party

CARRIED

3. MINUTES

Moved by R. Thomas that the minutes of the 4 August 11 Municipal Excellence Committee be adopted as circulated.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

- (a) The Committee discussed the re-drafted Terms of Reference for the Municipal Excellence Committee.

Moved by R. Thomas that the re-drafted Terms of Reference be recommended for approval by Council, as circulated.

CARRIED

- (b) The Special Events costing was discussed. It was indicated the list would be helpful for budgeting purposes, and that a three year schedule of events and activities could then be drawn up, with those staff persons who “orchestrate” the events providing the timing and budgeting information.

At the next meeting, the issue of the staff fund should be considered: the Committee should look at options and make recommendations to Council.

- (c) The Executive Assistant discussed the Volunteer Meet n' Greet gift suggestions as forwarded: she recommended that the gift be one of the three chocolate ideas (a bar, pieces, or truffles), noting that this is a consumable gift that everyone enjoys, and it can be easily re-ordered, when additional amounts are needed.

It was agreed that the gift for this years' Volunteer Meet n'Greet should be chocolate: the form and amount will be left up to Administration's discretion.

- (d) It was indicated the issue of dignitary gifts should be discussed further with the Community Services Coordinator, with a preference being shown to some sort of sand-blasted glass artwork/sculpture, representative of the M.D.
- (e) The awards practices were discussed. It was agreed that current policy H-8, Employee and Volunteer Recognition, should be amended to include excellence awards, and show the presentation dates for employee awards (presumably the December Council meeting annually, when all M.D. staff is present for the Council/Staff Christmas luncheon).

It was further suggested that a budget line be established for safety awards, with a request that the Safety Committee consider a full safety awards program.

- (f) The C.A.O. advised that he had circulated a question regarding a summer barbeque to M.D. staff: there had been only a few responses, but those received had been favourable. The Committee indicated the C.A.O. should re-approach staff, and ask about a function next summer.
- (g) The Committee discussed the 2011 M.D. Christmas function with the Executive Assistant, who had worked on the 2009 and 2010 Christmas committees. There were concerns with respect to both the budget and timing: any facility bookings should take place soon, otherwise there would not be a facility available. In order to book, there needed to be a budget established.

Administration was requested to bring back a report to Council on the 2011 Christmas party, asking for a sufficient budget to hold a party; the Executive Assistant was advised to continue planning for a Christmas party as has taken place in the past.

5. NEW BUSINESS

There were no items under New Business.

6. INFORMATION

There were no items under Information.

7. INCAMERA

There were no incamera items on the agenda.

8. NEXT MEETING DATE

The next meeting date will be held Thursday, September 29th, at 9:00 a.m.

9. ADJOURNMENT

The meeting adjourned at 2:45 p.m.

CHAIRPERSON

SECRETARY

DRAFT