

TOWN OF TWO HILLS



Policy Number: 2011-06
Date of Issue: November 28, 2011
Policy Subject: Christmas Party Policy

POLICY STATEMENT:

The Town of Two Hills recognizes the benefit of hosting an annual Christmas Party for the Town Council, Staff and Volunteers.

PURPOSE:

To provide consistency when extending invitations to the Town's Annual Christmas Party.

STANDARDS:

1. Invitations will be extended to every person on Schedule 'A' attached herein. All invited persons shall bring their spouse or an adult guest.
2. The annual Christmas Party will be held on a Friday or Saturday evening in the Two Hills Centennial Hall. The date is to be determined from year to year.
3. Town staff will administer the coordination of the Annual Christmas Party event.
4. Town property and buildings will be provided for the event and Town staff will assist with the setup and teardown for the event.
5. Funds will be allocated each year by the Town to the Staff Social Fund in the amount of \$750.00 for the coordination of the event to a consistent standard.
6. There will be a no-host bar at the event, funded by the Social Fund.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



SCHEDULE 'A'

- All Town of Two Hills employees, of the current year
- All Town Council members
- In case of an election year, the previous Council members
- Volunteer Fire Department Fire Chief
- Director of Emergency Services
- Deputy Director of Emergency Services
- Family & Community Support Services Director
- Bylaw Enforcement Officer
- Auditor
- RCMP Sergeant stationed in Two Hills
- M.L.A.
- M.P.
- County Reeve
- School Board Trustee
- Caretaker (Town contractor) for Recreation Facilities
- Janitor

