



CATEGORY: Administration
POLICY #: C.d. 021
OWNER DEPT: CAO
COUNCIL APPROVAL: Sept. 9, 2014

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REVISED:

TITLE: SOCIAL COMMITTEE

POLICY

POLICY STATEMENT:

The Town of Slave Lake promotes fostering healthy Employee relationships by offering social and recreational activities during and outside of regular work hours.

POLICY OBJECTIVE:

The objective of this policy is to:

1. To foster social and recreational activities to build employee relationships.
2. To foster a positive work environment that recognizes the value of our employees.
3. To ensure the Social Committee and the staff of the Town of Slave Lake understand the roles and responsibilities of the Social Committee.
4. To ensure activities planned and held by the Social Committee meet with Policies of the Town of Slave Lake.

SIGNED: _____

CAO

DATE: _____



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PROCEDURE

1.0 DEFINITIONS

- 1.01 "Chair" shall mean the official elected by the Social Committee who will preside over the business of the Committee.
- 1.02 "Employee Member" shall mean an employee of the Town of Slave Lake who pays the \$2.30 bi-weekly membership fee to the Social Committee.
- 1.03 "Employee Non Member" shall mean an employee of the Town of Slave Lake who does not pay the \$2.30 bi-weekly membership fee to the Social Committee.
- 1.04 "Secretary Treasurer" shall mean the official elected by the Social Committee who will be entrusted with the receipt, care and disbursements of Social Committee funds and who will also carry out the administrative duties of the Committee.
- 1.05 "Social Committee" shall mean a group of individuals comprised of Town Employees who will plan and carry out activities designed to foster Employee relationships.
- 1.06 "Town" shall mean the Town of Slave Lake.
- 1.07 "Vice Chair" shall mean the official elected by the Social Committee who is next in rank to the Chair and who will preside over the business of the Committee in the absence of the Chair.



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2.0 RESPONSIBILITIES

2.01 Town Council :

Sets the policy with regard to the Social Committee.

2.02 Chief Administrative Officer (CAO):

Ensures the policy is applied and makes decisions with regard to deviations to any Town Policies and Procedures. Ensures the Social Committee is functioning as per Policy.

2.03 Chair:

Ensures the Social Committee is planning events and adhering to all Town policies and procedures for all Town funded events. Ensures the Social Committee is holding regular meetings and prepares agenda for all Committee meetings.

2.04 Vice Chair:

Assumes the duties of the Chair in his/her absence.

2.05 Secretary Treasurer:

Ensures all records of the Social Committee are maintained i.e. financial and administrative.



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3.0 POLICY PROCEDURES

SOCIAL COMMITTEE MEMBERSHIP

- 3.01 The Social Committee will attempt to ensure representation from each Department of the Town as follows: Administrative Services, Corporate Services, Community Services, Operations, Fire/Disaster Services, Planning and Development as well as a minimum of three (3) members at large for a total of nine (9) voting members.
- 3.02 Five (5) voting members of the Social Committee shall constitute a quorum. In the event of absence or inability of both the Chair and/or Vice Chair to preside at a meeting the voting members present in constituting a quorum shall elect one of its' voting members to preside as the Chair for that meeting.

GENERAL MEMBERSHIP

- 3.03 The bi-weekly membership fee to the Social Committee is \$2.30. Employees must complete a Social Committee - Request for Payroll Deduction form obtained from Human Resources.
- 3.04 Deductions will commence on the first pay period of the month following submission of the Social Committee – Request for Payroll Deduction form to Human Resources. Deductions will be two dollars and thirty cents (\$2.30) per pay period, for a total of 26 pay periods per year.
- 3.05 Memberships are made available to all Town Employees, including casual, probationary, temporary and part time employees.



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- 3.06 An updated membership list will be made available to the Social Committee on a quarterly basis from the Payroll Department.

SOCIAL COMMITTEE OPERATION

- 3.07 The Social Committee will hold annual elections at the first meeting of the Committee in January of each year to determine the Chair, Vice Chair and Secretary Treasurer. Should the individual holding any of these three positions step down; elections shall be held at the next regularly scheduled meeting of the Committee to fill the vacant position(s).
- 3.08 The Social Committee shall open and maintain a bank account. Annually or whenever required, the Social Committee shall ensure the bank has current signing authorities for the current Chair, Vice Chair and Secretary Treasurer.
- 3.09 The Social Committee shall establish an overall operating budget, which will include a budget for each event, and maintain the Social Committee funds. The Secretary Treasurer will ensure that accurate financial reporting is completed monthly. Financial reports will be available to the membership or other Town staff upon request.
- 3.10 The Social Committee will hold regular monthly meetings to plan events and discuss Committee business. The Secretary Treasurer shall take minutes during these meetings and will post the minutes on the "T" drive under Common Forms and All Staff Information.
- 3.11 The Social Committee shall follow and adopt the "Consensus Model" with respect to holding Committee meetings and shall ensure a majority vote for all motions carried by the Committee.
- Consensus statements will be used in place of motions to articulate the decisions of the Committee.



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- The Chair will call for a consensus statement upon completion of discussion.
 - The Secretary Treasurer will record consensus statements in the meeting notes.
 - The Secretary Treasurer will read the consensus statement and each member will have the opportunity to indicate his/her disagreement with or support for the consensus statement.
 - If all members present support the consensus statement, it will be accepted and recorded as the decision of the Committee.
 - If one or more members are not able to accept the consensus statement, a vote will be called. One vote is allowed from each member present, requiring a minimum of 50% plus one vote in favor to pass.
- 3.12 The Social Committee will ensure it obtains any permits or licenses that may be necessary to hold an event.

SOCIAL COMMITTEE EVENTS

- 3.13 Each year the Social Committee shall plan a minimum of:

- One (1) Team Building event which will include Town Staff only.
- One (1) Staff Appreciation event such as the Christmas Party and may include staff and Council and their escorts.

The Team Building and Staff Appreciation events are included in the Town's Operating Budget and are entirely funded by the Town of Slave Lake.

- Four (4) events occurring either within or outside work hours.
- Monthly Birthday Recognition events.



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These Four events and the monthly Birthday Recognition events are funded entirely by the Committee Membership and other Committee Programs as listed below.

3.14 The Social Committee shall also coordinate and run the following programs:

- Social Committee Snack Box Program
- Social Committee Drink Program i.e. Pop Refrigerator
- Collection and return of deposit containers i.e. bottle return.

3.15 Employee non-members are welcome to participate in events at a rate deemed suitable for the event, along with family members, depending on the nature of the event. The rate shall be determined by the Social Committee.

OTHER RESPONSIBILITIES

The Social Committee will:

3.16 Organize the annual Christmas Party in December of each year with the assistance of other staff of the Town.

3.17 Organize the annual Team Building event with the assistance of other staff of the Town.

3.18 Coordinate monthly Birthday Celebrations.