



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Fernando Lamanna

**Position:** Clerk & Deputy CAO

**Title / Subject:** Recognition of Long Service Employees & Council Board and Committee Appointees

**Date of Report:** July 26, 2024

**Date of Meeting:** August 12, 2024

**Report No:** 2024-GG-021

---

#### 1.0 Issue / Origin

The purpose of this report is to update Administration & Personnel Policy AP1, being a policy on recognition of long service employees and Council Board & Committee appointees.

#### 2.0 Background

Over the past few years, Brock has had some long service employees retire and with the changes in senior management over these years, the method and frequency of recognition for long service and retirement gifts have come under review.

#### 3.0 Analysis

With the original policy being approved in 1987 and revised in 2000, a staff committee was put together to review the existing policy as well as evaluating best practices.

The revised draft is attached as Appendix "1".

For the holiday celebration to be held this year (2024), the following long service recognitions will be acknowledged:

##### 5 Years of Service

Mike Cockburn

Maralee Drake

Kim Fisher

Brad Gregson

Jim Kernan  
Brian McArthur  
Blain Sleeper  
Matthew Burton  
Deena Hunt  
Kim McConkey  
Clayton Quinn

**10 Years of Service**

Jason Lapp  
Alicia Bagshaw  
Brad Chennie

**15 Years of Service**

None

**20 Years of Service**

Derrick O'Grady

**25+ Years of Service**

None.

**4.0 Related Policies / Procedures**

There are no other related policies or procedures.

**5.0 Financial / Budget Assessment**

As noted in the attached policy, the budget allocation for the staff long service recognition will be identified each budget year within the CAO's budget. Annually, the CAO, Clerk and Treasurer will collectively track the employee list, to ensure long service recognition is given with each milestone anniversary.

In terms of the Council appointed volunteer recognition that is to take place in the third year of the sitting term of Council, the Clerks office will work with the Mayor on event planning and logistics and include on the Council budget within that third year.

With respect to the long service recognitions occurring in 2024, the total budget in accordance with the policy, is \$1,050 to which budget was not allocated during the 2024 budget deliberations. Staff are recommending that this amount be allocated from the CAO's "other" GL line for 2024 and that a budget of \$600 per year, in the Council budget, be established for 2025 and future years.

## **5.1 Asset Management**

There is no asset management component to this report.

## **6.0 Climate Change Impacts**

There is no climate change impact to this report.

## **7.0 Communications**

This report is published on a public agenda. Following the adoption of the updated policy, staff will share with all Township employees.

## **8.0 Conclusion**

Having an updated and concise policy, will ensure that all employees are recognized for the long service and add value and appreciation for Brock staff.

## **9.0 Recommendation**

BE IT RESOLVED THAT report # 2024-GG-021, entitled "Recognition of Long Service Employees & Council Board and Committee Appointees", be received; and

THAT Council approve the amendments to Administration & Personnel Policy AP1, attached as Appendix "1" to report #2024-GG-021 and

THAT Council approve the inclusion of a budget of \$600 annually to be incorporated into the Council 2025 budget (and future years).