

# Township of Brock Corporate Policy



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**Policy Name: Memorial and Retirement Recognition**

**Policy Type:** Administration & Personnel

**Policy Number:** AP-45

**Reference:** Memorial and Retirement Recognition Policy Report No. 2024-GG-043

**Date Approved: December 16, 2024 (meeting date)**

**Date Revised:** N/A

**Approval By:** Council

**Point of Contact:** CAO or Clerk/Deputy CAO

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## Preamble

The purpose of this policy is to provide the Corporation with a set of guidelines for the practices in effect with regard to recognizing employee retirements and providing memorial donations.

Funds for this program shall be forecasted annually and allocated within the CAO's Budget.

## Policy

### Employee Retirements:

The Corporation will recognize the retirement of municipal employees for their **consecutive years** of service by providing a cheque/gift card for the following amounts:

- 1 to 5 years - \$75.00
- 6 to 10 years - \$150.00
- 11 to 15 years - \$225.00
- 16 to 20 years - \$300.00
- 21 to 25 years - \$400.00
- Over 25 years - \$500.00 (anything over \$500 is taxable income)

The retirement may also be recognized during a formal Council meeting as per Policy AP-1 Recognition of Long Service Employees & Appointees.

Retirement Recognition applies only to municipal employees. Members of Council receive retirement severance packages as per By-law 2371-2011-AP.

Memorial Donations:

A \$75.00 memorial donation or flowers shall be provided as a symbol of respect and condolence for the passing of a family member of a municipal employee or current sitting Council member. Family member shall be defined as: spouse/partner, parent, grandparent, child, step-parent, step-child, parent in-law and grandparent in-law.

The donation/flowers shall be arranged for by the supervisor of that employee's department and acknowledgement of the passing shall be from "The Council and staff members of the Township of Brock".

**General**

This policy does not apply to the volunteer members of the Township of Brock Fire Department.

Recognition outside of the parameters of this policy must be approved by the CAO.