



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Fernando Lamanna

Position: Deputy CAO & Municipal Clerk

Title / Subject: Memorial & Retirement Recognition Policy

Date of Report: December 4, 2024

Date of Meeting: December 16, 2024

Report No: 2024-GG-043

1.0 Issue / Origin

The Township of Brock does not have a formalized policy to acknowledge and provide for memorial gifts and retirement gifts.

2.0 Background

August 12, 2024, Council approved amendments to the Administration & Personnel Policy AP1 "Recognition of Long Service Employees & Council Board and Committee Appointees".

Upon review of that policy and dealing with recent staff retirements over the past couple of years, it was identified that there was no written policy that detailed if a gift or monetary gift is provided by the municipality for retiring employees based on the years of service.

In addition, there have been some family member deaths of our staff members, and the Township on behalf of Council and Staff, would send flowers or make a donation in memory of, without the benefit of a clear policy with guidelines.

3.0 Analysis

"Memorial and Retirement Recognition" Policy AP-45 is attached as Schedule "1" to this report and it outlines the Township's monetary gift value for employees **consecutive years** of service. In addition the policy outlines a \$75 memorial donation or flowers as a symbol of respect and condolence for the passing of a family member of a municipal employee or current sitting Council member.

4.0 Related Policies / Procedures

Policy AP1 “Recognition of Long Service Employees and Council Board and Committee Appointees”.

Township of Brock’s commitment to Diversity, Equity & Inclusion.

5.0 Financial / Budget Assessment

Funds for this program shall be forecasted annually and included within the CAO’s Budget for longer service employee recognition. Retirements can be based on employee years of service and anticipated retirements, however, memorial donations can only be estimated and averaged over the years of implementing this policy.

5.1 Asset Management

There is no direct impact to asset management.

6.0 Climate Change Impacts

There is no direct impact to climate change.

7.0 Communications

Upon approval, a communication to all staff will follow and include the policy.

8.0 Conclusion

The Township of Brock is committed to respecting and honoring its employees and by introducing a written policy that details how that will be carried out, will benefit the administration of the policy to ensure consistency.

9.0 Recommendation

Be it Resolved That Report No. 2024-GG-043, entitled “Memorial and Retirement Recognition Policy”, be received; and

That Council approve Policy # AP-45 “Memorial and Retirement Recognition Policy” as attached as Schedule “1” to Report No. 2024-GG-043.