



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: January 27, 2025
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.

Note: this report was initially presented to Committee of the Whole on December 16, 2024 and the following resolution was passed:

Be it Resolved That Report 2024-GG-043, Memorial and Retirement Recognition Policy, be referred back to staff to review municipal best practices as it relates to staff retirement gifts, and report back prior to the 2025 budget deliberations; and

That Council direct staff to form an ad-hoc committee including staff and the chair of General Government Committee.

The report has been amended to reflect the changes to the policy following discussions with the ad-hoc committee.

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

Ad-hoc Committee Changes

Following the deferral of the report on December 16, 2024, staff conducted a municipal scan of area municipalities with respect to their retirement recognition policy. Staff had received information back from 9 area municipalities.

The information was then presented to the ad-hoc committee consisting of Regional Councillor Jubb, the Clerk and CAO.

After consideration of the comparative policies, the ad-hoc committee recommended that the only change required would be to have the retirement recognition commence at a minimum of 5 consecutive years as opposed to originally acknowledging retirements under 5 years as well as amending the monetary gift to being a gift card as opposed to 'cash or gift card'.

The amended "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 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 amended 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.