

# **THE CORPORATION OF THE TOWNSHIP OF GILLIES**

## **COUNCIL AND EMPLOYEE SERVICE RECOGNITION POLICY**

### **I RATIONALE**

To maintain consistency in the manner by which past and current council members and staff receive recognition upon their resignation or retirement from the municipality and for years of service; and acknowledgement of personal death, death of an immediate family member, birth of a child, or extended illness.

### **II DEFINITIONS**

“Council” shall include any person who has served a term, or part thereof on the council for the Township of Gillies, including current sitting members.

“Department Head” shall be the person who is responsible for a municipal department either, Administration, Roads, Fire, First Response or Building Services.

“Staff” shall include any person who was or is currently employed by the Township of Gillies on a full time, part-time, or casual basis, including volunteer members and officers of the Gillies Emergency Services Team.

“Years of Service” shall mean the number of years that a person has provided service to the municipality, and the years do not need to be served consecutively.

### **III THE POLICY**

Council and staff shall receive recognition for their service to the Township of Gillies upon their resignation or retirement from the municipality and for years of service; and acknowledgment made of personal death, death of an immediate family member, birth of a child, or extended illness in accordance to the guidelines of this policy.

### **IV INITIATION OF POLICY**

This policy shall be initiated by administrative staff upon request by any person.

## V GUIDELINES

### 1. Recognition/Acknowledgment of Council

	Current Member		Past Member	
	up to 12 years	12 years and over	up to 12 years	over 12 years
Resignation or retirement	- plaque	- plaque - party or gift certificate (Reeve) - gift certificate (Councillor)		
Personal death	- flower arrangement or donation to charity*	- flower arrangement or donation to charity*	- card	- donation to charity
Death of immediate family member	- donation to charity (spouse, child) - card (parent)	- donation to charity (spouse, child) - card (parent)		
Birth of child	- card	- card		
Extended illness	- fruit basket	- fruit basket		

### 2. Recognition/Acknowledgement of Staff

	over 12 years	over 25 years
Retirement	- gift certificate and letter of acknowledgement (non-department heads) - council/staff dinner (department heads)	- gift certificate and letter of acknowledgement (non-department heads) - council/staff dinner (department heads)
Years of service		- gift certificate and letter of acknowledgement
Personal death	- flower arrangement or donation to charity*	- flower arrangement or donation to charity*
Death of immediate family member	- donation to charity (spouse, child) - card (parent)	- donation to charity (spouse, child) - card (parent)
Birth of child	- card	- card
Extended illness	- fruit basket	- fruit basket

**\*The choice to send a flower arrangement or give a donation to charity is dependant upon the wishes of the family.**

### 3. Value of Gifts

**Card** – up to \$4

**Plaque** - \$30

**Fruit Basket** - \$50, including delivery

**Donation to Charity** - \$75

**Flower Arrangement** - \$75, including delivery

**Gift Certificate** – Reeve \$100; Councillor \$100; Non-Department Head Staff \$100

**Council/Staff Dinner** - \$200

**Party** - \$250

The value of gifts shall come from the appropriate department's budget.

### 4. Particulars of Gifts

**Card** – shall be purchased by administrative staff and signed by council members and staff and either mailed or given personally to the person or close member of the person's family.

**Plaque** – shall be engraved with the person's name and years of service as a council member. Plaques shall be presented at the first council meeting after the person's resignation or retirement.

**Fruit Basket** – shall be delivered either to the hospital or the person's home, depending on the circumstance of the illness.

**Donation to Charity** – the charity to be donated to shall depend upon the wishes of the family.

**Flower Arrangement** – shall be delivered either to the funeral home or the person's home, depending on the funeral arrangements.

**Gift Certificate** – shall be for a local restaurant or other retail establishment that is of an interest to the person receiving the gift certificate.

**Council/Staff Dinner** – shall be held prior to a regular council meeting closest to their retirement date, and be catered by a local restaurant. All council members, staff and department heads are to be invited.

**Party** – shall be held at the Gillies Community Centre, with cake, coffee, tea and juice, to which there is a public invitation. The plaque shall be presented at this time.

**Letter of Acknowledgement** - shall be written by the Reeve on Township stationary and presented to the person at a regular council meeting.