

## Bereavement, Recognition of Service and Retirement Policy for Council Members and Employees

### **1. POLICY**

The Town of Coronach values the contribution made by its Council Members and employees. The Municipality believes that to enhance moral and retain Council Members and employees that a formal recognition of these contributions is important. It is important to have a procedure for consistently recognizing the dedication of long-term Council Members and employees both in terms of service and retirement.

### **2. BEREAVEMENT**

If a Council Member or employees spouse passes away, the Municipality will send a card with a \$75 gift certificate from either Southland Co-op or a local food establishment in Coronach.

### **3. YEARS OF SERVICE RECOGNITION**

Length of service will be recognized in five (5) year increments beginning with the first five (5) years of becoming a member of Council or employee with the Town. The achievement of each Council Member's or employee's significant anniversary will be celebrated at a Council Meeting, on social media, Town website, and through the Coronach Connection Newspaper. Awards will be presented by the Mayor or Deputy Mayor. All cash awards including gift certificates are taxable according to the Canada Revenue Agency.

Council Members and employees will be informed in November if they are to receive a service award. They will then have two (2) weeks to inform the Chief Administrative Officer whether they want a monetary award or a gift certificate and they must also indicate where they would like the gift certificate to come from. Council Members and employees are entitled to the following service award:

#### ***YEARS OF SERVICE, SERVICE AWARD GIFT VALUE***

Fifth Anniversary Monetary or gift certificate value of \$100  
Tenth Anniversary Monetary or gift certificate value of \$150  
Fifteenth Anniversary Monetary or gift certificate value of \$200  
Twentieth Anniversary Monetary or gift certificate value of \$250  
Twenty-Fifty Anniversary Monetary or gift certificate value of \$300  
Thirtieth Anniversary Monetary or gift certificate value of \$350  
Thirty-Fifth Anniversary Monetary or gift certificate value of \$400

Anniversary Date- The date which an employee qualifies for long service recognition.

### **4. ELECTED OFFICIAL RETIREMENT OBLIGATION**

Each retiring Council Member will be presented with a gift acknowledging his or her service to the Municipality at a Council Meeting or in the Town Office lobby by the Mayor or Deputy Mayor. A picture will be taken with the award and posted on social media, the Town website, and in the Coronach Connection Newspaper. All cash awards (including gift certificates) are taxable according to the Canada Revenue Agency. The gift shall be in the form of a monetary or gift certificate based on the years of service as follows:

#### ***YEARS OF SERVICE RETIREMENT GIFT VALUE***

Less than 2 Years Served Monetary or gift certificate value of \$50  
2 – 6 Years Served Monetary or gift certificate value of \$100  
7 – 10 Years Served Monetary or gift certificate value of \$150  
11 – 14 Years Served Monetary or gift certificate value of \$200  
15 – 20 Years Served Monetary or gift certificate value of \$250  
21 – 24 Years Served Monetary or gift certificate value of \$300

25 – 30 Years Served Monetary or gift certificate value of \$350

## 5. EMPLOYEE RETIREMENT RECOGNITION

An employee retirement will be recognized when an employee, who has completed at least five (5) years of service with the Municipality, resigns from his/her employment for the purpose of entering into the retirement phase of the employee's life. Once an employee has indicated their retirement date, they will be asked if they wish to receive a monetary recognition or a gift certificate. All cash awards (including gift certificates) are taxable according to the Canada Revenue Agency. The employee will have two (2) weeks to inform the Chief Administrative Officer of their choice of gift and if they choose a gift certificate they must also indicate where they would like to gift certificate to come from. Every retiring employee to whom this policy applies will be recognized as follows:

### ***YEARS OF SERVICE GIFT VALUE RECOGNITION FORM\****

5 – 9.9 Years of Service Monetary or gift certificate value of \$200

10 – 19.9 Years of Service Monetary or gift certificate value of \$300

20 – 29.9 Years of Service Monetary or gift certificate value of \$400

30 – 39.9 Years of Service Monetary or gift certificate value of \$500

40 Plus Years of Service Monetary or gift certificate value of \$600

\* Note: Income Tax, CPP & EI premiums apply to monetary and gift certificates over \$500

