

The Corporation of the Township of Whitewater Region

By-law Number 18-11-1116

A by-law to establish a Length of Service Recognition Policy

Whereas, Section 224 of the *Municipal Act, 2001* states the role of Council includes ensuring that administrative policies, practices and procedures are in place to implement the decisions of Council; and

Whereas, the Council of the Township of Whitewater Region deems it expedient and necessary to establish a Length of Service Recognition Policy for employees and volunteer firefighters;

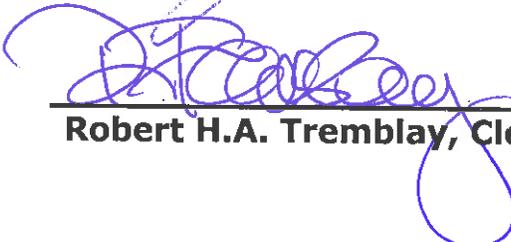
Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:

1. That the Length of Service Recognition Policy is hereby established.
2. That the corporate policy attached shall form a part of this by-law.
3. That previous policies, including "Long Term Employee Recognition Plaque Qualifying Requirements" and "Long Service Awards" are hereby repealed.
4. This by-law shall come into force and take effect upon the date of the final passing thereof.

Read a first, second and third time and finally passed this 21st day of November, 2018.



Hal Johnson, Mayor



Robert H.A. Tremblay, Clerk

Policy: Length of Service Recognition
Main Contact: Chief Administrative Officer
Last Revision: November 2018

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Policy Statement

The Township of Whitewater Region recognizes the value and dedication of the service of its employees and volunteer firefighters.

Purpose

This policy provides for recognition based on length of service of Township employees and volunteer firefighters in keeping with the corporate values of commitment, respect and integrity.

Definitions

“Employee” means all full-time, regular part-time and seasonal employees of the Township of Whitewater Region.

Policy Requirements

Service Milestones

1. Employees and volunteer firefighters will have their service milestone recognized at every five-year interval of continuous employment and service.

2. The presentations will occur at the annual Christmas party (or at such other time as necessary) based on service as of December 31 in that year.
3. A cheque, which is a taxable benefit, in the amount of \$10 per year of service will be presented to full-time employees for every five-year interval of service.
4. A cheque, which is a taxable benefit, in the amount of \$5 per year of service will be presented to regular part-time and seasonal employees, as well as volunteer firefighters for every five-year interval of service.
5. Pre-amalgamation service with one of the four municipalities that joined to become Whitewater Region will be eligible.
6. Interruptions in service due to medical, parental or maternity leave will not affect the length of service solely for the purpose of service milestones.

Recognition Plaque

1. A long-term employee or volunteer firefighter in good standing with more than 20 years of service will be included on the plaque situated outside the Council Chambers at the municipal office.
2. Pre-amalgamation service with one of the four municipalities that joined to become Whitewater Region will be eligible.
3. Recognition can occur retro-actively by application to the Chief Administrative Officer for employees and volunteer firefighters who are retired, departed or deceased.
4. Written consent of the departed employee/firefighter, or relative in the case of the deceased, will be required prior to being added.
5. The plaque will contain the person's name and years of employment (start and end).

Monitoring

The CAO shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

Section 11 of the *Municipal Act, 2001* allows the Township to provide any service or thing that the municipality considers necessary or desirable for the public. Section 224 states the role of Council includes ensuring that administrative policies, practices and procedures are in place to implement the decisions of Council.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Length of Service Recognition Policy	December 1, 2018	New policy	18-11-1116