

## Report to Council

<b>Report Title:</b>	Personnel Policies Updated – May 7, 2024		
<b>Prepared By:</b>	Sonya Watson, Chief Administrative Officer, Julie Farrell, Human Resources Generalist, and Trish Serratore, Chief Financial Officer		
<b>Department:</b>	Human Resources		
<b>Date:</b>	May 7, 2024		
<b>Report Number:</b>	HR2024-02	<b>File Number:</b>	C11HR, A09
<b>Attachments:</b>	Life Event Recognition Policy		

### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number HR2024-02 – Personnel Policies Updated – May 7, 2024, prepared by Sonya Watson, Chief Administrative Officer and Julie Farrell, Human Resources Generalist and Trish Serratore, Chief Financial Officer and in doing so accepts the amended Life Event Recognition Policy as presented, and further approves a By-Law coming forward to adopt the amended Life Event Recognition Policy.

### Report:

#### Background:

The Municipality of Brockton staff and Council have suffered from the loss of two employees in the last six months. These losses had a significant impact on our employees. As part of our commitment to honoring their contributions and memory, we seek to amend our existing life event policy to include provisions for commemorating the lives of current employees, firefighters, and Council members who have passed away during their service to the community.

#### Analysis:

The purpose of this updated policy is to introduce an amendment to our existing life event recognition policy to ensure consistent current and future application to honor the memory of a current employee, firefighter or Council member who has passed away. Upon the unfortunate passing of a current employee, firefighter or Council member, the Municipality will plant a tree in a designated area on our premises in memory of the deceased. In addition to planting a tree, a memorial plaque will be installed on the Shade Tree Program recognition plaque that is displayed in the Walkerton Community Centre.

This policy change allows us to honor the memory and contributions of our current staff, firefighter, or Council member in a tangible and lasting way, ensuring that their legacies are remembered and celebrated within our

organization. Planting a tree not only serves as a fitting memorial but also contributes positively to the environment, aligning with our commitment to sustainability and corporate social responsibility.

There are also recommended administrative changes to this policy that include having Human Resources administer this program and allowing for fruit baskets instead of flowers.

A copy of the updated policy will be provided to all employees once approved by Council and will be retroactive to a start date of December 2023 to include planting a tree for the two recently deceased employees; Paulette Peirol and Jim Shields.

### **Strategic Action Plan Checklist:**

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

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|---|-----|
| • Recommendations help move the Municipality closer to its Vision                       | Yes |
| • Recommendations contribute to achieving Heritage, Culture, and Community              | Yes |
| • Recommendations contribute to achieving Quality of Life                               | Yes |
| • Recommendations contribute to achieving Land Use Planning and the Natural Environment | N/A |
| • Recommendations contribute to achieving Economic Development                          | N/A |
| • Recommendations contribute to achieving Municipal Governance                          | Yes |

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

There are no changes to the budget associated with this policy.

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### **Respectfully Submitted by:**



Sonya Watson, Chief Administrative Officer



Julie Farrell, Human Resources Generalist



Trish Serratore, Chief Financial Officer