

The Corporation of the Municipality of Brockton



By-Law 2024-041

Being a By-Law to Adopt an Amended Life Event Policy
for the Municipality of Brockton.

Whereas The Council for The Corporation of the Municipality of Brockton deems it expedient to establish policies;

And Whereas the *Municipal Act 2001, S.O. 2001, c 25, Section 5(3)*, as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law;

And Whereas the Municipality of Brockton adopted Life Event Recognition Policy on June 20, 2016 as per By-Law 2016-044;

And Whereas the Municipality of Brockton wishes to adopt an amended Life Event Recognition Policy;

Now Therefore the Council of The Corporation of the Municipality of Brockton enacts as follows:

- 1.0 That The Corporation of the Municipality of Brockton Council hereby adopts an amended Life Event Recognition Policy as contained in the attached Schedule "A" to this By-Law.
- 2.0 This By-Law shall come into full force and effect upon final passage.
- 3.0 That By-Law 2016-044 be hereby amended as of December 2023.
- 4.0 This By-Law may be cited as the "Adopt Amended Life Event Recognition Policy By-Law".

Read, Enacted, Signed and Sealed this 7th day of May, 2024.

Mayor – Chris Peabody

Director of Legislative and Legal Services (Clerk) –
Fiona Hamilton

Life Event Recognition Policy

Department:	All Departments, Fire and Council	Policy Number:	H00-0610-16
Section:	Human Resources	Effective Date:	June 1, 2016
Subject:	Life Event Recognition	Revised Date:	December 2023
Authority:	Applies to Municipal Staff and Council By-Law 2016-044, By-Law 2024-041		

1. Purpose

To provide recognition for a significant life event which includes a birth of child, death or illness of an employee, council member or their **spouse family**.

2. Definitions

In this policy:

- a) "CAO" means Chief Administrative Officer;
- b) "Employee" is defined in Schedule A;
- c) "Municipality" means the Municipality of Brockton;

3. Eligibility

All life events directly experienced by an employee will be recognized as outlined in this policy. If any member of staff or Council becomes aware of a birth of a child, death, or illness of a relative of an employee or Council member, as detailed in this policy, they are encouraged to **contact Human Resources. ~~the Accounting Clerk or designate at the Municipal Office.~~**

Once **Human Resources ~~the Accounting Clerk or designate~~** has been advised of a birth, that is covered by this policy then flowers **or fruit basket** and a card will be forwarded to the appropriate location. All cards are to contain the following salutation "From Brockton Council and Staff".

Once **Human Resources ~~the Accounting Clerk or designate~~** has been advised of a death that is covered by this policy then a donation and/or a card will be forwarded to the appropriate location. All cards are to contain the following salutation "From Brockton Council and Staff". **For all current full-time, part-time, contract employees, volunteer firefighters or current members of Council, the Municipality will plant a tree in memory of the deceased, including recognition on the Shade Tree plaque.**

Once **Human Resources ~~the Accounting Clerk or designate~~** has been advised of an illness that is covered by this policy then flowers or a fruit basket and a card will be forwarded to the appropriate location.

All cards are to contain the following salutation "From Brockton Council and Staff".

For part-time and seasonal staff, Human Resources **~~the Accounting Clerk or designate~~** is to be

advised by the relevant Department Head of an appropriate recognition for the circumstances not to exceed \$50.00.

If the staff members of the department of the employee to whom the recognition relates to would like to personally sign the card then the relevant Department Head can so advise Human Resources ~~the Accounting Clerk or designate~~. After all signatures have been entered on the card Human Resources ~~the Accounting Clerk~~ will arrange for delivery.

The attached is a list of individuals that will be recognized by way of donations, flowers/fruit basket and/or a card under this policy:

4. Policy Changes

- a) The Municipality of Brockton has the ability to amend, change or rescind this policy at any time following Council approval and employees will agree to the changes without notice.
- b) If the minimum requirements of the Employment Standards Act, 2000 provide employees with any greater entitlements than those set out in this Policy, the Municipality of Brockton will provide employees with such greater entitlements in substitution for those set out in this Policy.

Life Events – Donations, Flowers/Fruit and Cards

Full Time Employees and Council

Death Of:	Donation	Amount	Card Sent
*Employee or Councillor	Yes	\$100.00	Yes
Spouse	Yes	\$100.00	Yes
Child (including step)	Yes	\$100.00	Yes
Mother/Father (including step)	Yes	\$100.00	Yes
Brother/Sister (including step)	Yes	\$100.00	Yes
Father-in-Law	Yes	\$50.00	Yes
Mother-in-Law	Yes	\$50.00	Yes
Grandchild (including step)	Yes	\$50.00	Yes
Brother-in-Law	Yes	\$50.00	Yes
Sister-in-Law	Yes	\$50.00	Yes
Grandparent			Yes
Grandparent-in-Law			Yes
Great Grandparent			Yes

Firefighters

Death Of:	Donation Sent:	Amount	Card Sent:
*Firefighters	Yes	\$100.00	Yes
Spouse	Yes	\$100.00	Yes

Committee Member

Death Of:	Donation Sent:	Amount	Card Sent:
Member	Yes	\$50.00	Yes
Spouse			Yes

Part Time Employee

Death Of:	Donation Sent:	Amount	Card Sent:
*Part-Time Employee	Yes	\$50.00	Yes
Spouse			Yes
Seasonal Employee	Yes	TBD	Yes

* Employees, Council, Firefighters

Death Of:	Tree Planted	Shade Tree Plaque
Full-Time, Part-time or Contract Employee, Firefighter or Councillor	Yes	Cost Recovery

Retired Employees and Former Council Members

Death Of: (four years or one term prior)	Donation Sent	Amount	Card Sent:
Retired Employee	Yes	\$50.00	Yes
Retired Firefighter	Yes	\$50.00	Yes
Former Councillor	Yes	\$50.00	Yes

Full-Time Employees, Council and Firefighters

Hospitalization Of: (Excluding Day Surgery)	Flowers/Fruit Sent	Amount	Card Sent:
Employee/Councillor	Yes	\$50.00	Yes
Spouse			Yes

Part-Time Employees

Hospitalization Of: (Excluding Day Surgery)	Flowers/Fruit Sent	Amount	Card Sent:
Part-Time Employee	Yes	\$50.00	Yes

Full Time and Part time Employees, Council, Firefighters

Birth of Child :	Flowers/Fruit Sent	Amount	Card Sent:
Employee, Councillor	Yes	\$50.00	Yes
Spouse	Yes	\$50.00	Yes
Firefighter	Yes	\$50.00	Yes