

## Mackenzie County

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| <b>Title</b> | <b>YEARS OF SERVICE AWARD PROGRAM FOR STAFF, COUNCILLORS, BOARD, COMMITTEE MEMBERS, FIRE DEPARTMENTS &amp; VOLUNTEERS</b> | <b>Policy No:</b> | <b>ADM011</b> |
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| <b>Legislation Reference</b> | <b>Municipal Government Act Sections and 5(b)</b> |
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| <p><b>Purpose</b></p> <p>To give recognition for years of service by staff, Councillors, Board, Committee members,, Fire Departments and volunteers for the dedication and commitment to the municipality.</p> |
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### **POLICY STATEMENT**

#### **Statement:**

- 1) The County wishes to acknowledge the contribution made by employees, Councillors, Board, Committee Members, Fire Departments, and volunteers towards the municipality by establishing a “Years of Service Award Program”.

#### **GUIDELINES:**

##### **Procedure & Responsibility:**

- 2) Staff, Fire Departments and volunteers recipients of the “Years of Service Award Program” shall be presented with a certificate of recognition at the completion of their 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, and 25<sup>th</sup> years of service.
- 3) Council and Committee Board member’s recipients of the “Years of Service Award Program” shall be presented with a certificate of at the completion of their 4<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup> year to align with election terms.
- 4) Full time staff of 5 year service will receive a gift valued at \$100.
- 5) Full time staff of 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> years of service shall be awarded as per the Collective Agreement.
- 6) Council, Board, and Committee members shall receive a gift valued at \$100 for 4 years of service plus \$25 per year for every additional year of service.

- 7) Should a retirement/resignation occur between the years listed above, the Chief Administrative Officer or designate has the option of giving recognition at a time deemed appropriate.
- 8) The Years of Service Awards shall be presented to the individuals receiving the awards at the annual Christmas Function, Firemans Ball, or Council Meeting.
- 9) A record is to be kept of all employees, Councillors, Board, and Committee members, Fire Departments, and volunteers to indicate the number of completed years of service.
- 10) Awards will be issued only after the completion of the years of service.

|                 | <b>Date</b>       | <b>Resolution Number</b> |
|-----------------|-------------------|--------------------------|
| <b>Approved</b> | <b>Dec18/98</b>   | <b>98-390</b>            |
| <b>Amended</b>  | <b>2021-05-26</b> | <b>21-05-466</b>         |
| <b>Amended</b>  |                   |                          |