

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER 45-2025

**A BY-LAW TO AMEND BY-LAW 01-2022 THE CORPORATE POLICIES AND PROCEDURES MANUAL, TO INCLUDE AN AMENDED TOWN OF DEEP RIVER EMPLOYEE SERVICE RECOGNITION POLICY H-004.**

**WHEREAS** Council adopted By-Law Number 01-2022 on January 12, 2022 approving the Corporate Policies and Procedures Manual for the Corporation of the Town of Deep River;

**AND WHEREAS** Council deems it necessary and expedient to amend the Corporate Policies and Procedures Manual from time to time to meet changing requirements as policies are added, removed, or amended,

**AND WHEREAS** Council of the Corporation of the Town of Deep River deems it expedient to amend the Employee Service Recognition Policy H-004;

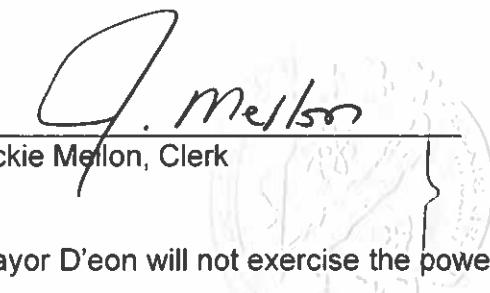
**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Town of Deep River enacts as follows:

1. THAT the Corporate Policies and Procedures Manual is hereby amended to include the amended Policy H-004, Employee Service Recognition attached to this By-Law as Schedule 'A'.
2. THAT this By-Law shall take effect and come into force upon final passing thereof.
3. THAT all former policies and procedures for Employee Service Recognition are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22<sup>ND</sup> DAY OF OCTOBER, 2025.



Suzanne D'eon, Mayor



Jackie Mellon, Clerk

By signing this By-Law on October 22nd, 2025, Mayor D'eon will not exercise the power to veto this By-Law.

## SCHEDULE 'A' TO BY-LAW 45-2025

### Town of Deep River POLICY / PROCEDURE MANUAL

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY NO.:</b> H-004
<b>POLICY NAME:</b> Employee Service Recognition				
<b>DATE OF ORIGIN:</b> Oct. 11, 2006	<b>REVIEW DATE:</b> Nov. 2021	<b>REVISION DATE:</b> Oct 22, 2025	<b>APPLICABLE TO:</b> All Employees	<b>PAGE NUMBERS:</b> 1 to 2

### APPLICATION

This policy applies to all full-time and part-time employees of the Corporation, with noted exceptions.

#### 1 POLICY STATEMENT

It is the policy of the Corporation to recognize, in a tangible way, the contribution made by long-serving employees. The experience of employees who maintain an employment relationship with the Town over an extended period adds value to their contribution beyond that which is measured by regular compensation.

In some cases this recognition is mandated by collective agreements in the form of service pay; the provisions of this policy do not apply to employees who are the beneficiaries of such collective agreement terms.

#### 2 POLICY DEFINITIONS

For the purposes of this policy, the following definitions apply:

Continuous employment means an uninterrupted period of time where employment with the Town of Deep River was maintained.

#### 3 RECOGNITION

- 3.1 When an employee to whom this policy applies completes a period of continuous employment with the municipality which is a multiple of 5 years (i.e., 5 years, 10 years, 15 years, etc.) the Town will provide the employee with a Service Award for

the number of years of service based on the following table. For clarity, continuous employment is calculated using the most recent date of hire for staff whose previous employment with the Town ceased and were later rehired by the Town.

Service Award Milestones	Amount
5 Years	\$75
10 Years	\$150
15 Years	\$250
20 Years	\$350
25 Years	\$450
30 Years	\$550
35 Years	\$650
40 Years	\$750

- 3.2 Where possible within a reasonable time after the employment anniversary giving rise to an entitlement under this policy, the Mayor, or Reeve, or CAO shall present the Service Award to the employee at a suitable public event or staff gathering.
- 3.3 The CAO of the municipality shall be responsible to ensure that anniversary dates are observed as required under this policy, and that appropriate Service Awards are provided to employees.

### **3 RETIREMENT**

- 3.1 When an employee to whom this policy applies retires from employment with the municipality, the Town will provide the employee with a monetary gift for the number of years of service multiplied by \$20.00.

Changes to this policy are not retroactive, therefore any changes to this policy become effective upon approval of Council.