

MANAGEMENT REPORT

Date: July 22, 2025
To: Finance and Labour Relations Sub-committee
From: Adam Betteridge, Interim Chief Administrative Officer
Report Number: FIN25-020
Attachments: 1. Long Service Award Policy H.1.7 (current)
2. Long Service Awards Policy H.1.7 (revised)

Title: Long Service Award Policy Updates

Objective: To present proposed amendments to Policy H.1.7, "Long Service Award", including updated language for clarity and consistency; and formatting for accessibility.

Background: This policy was put in place to formalize the practice of providing long service awards for municipal employees achieving 25 years of service with the City of Stratford.

The current policy lists out award items that the employee may choose from, including:

- Watch with the City Crest; or
- Sterling Silver Ring with City Crest; or
- An article purchased from a local jewellery store; or
- A travel voucher from a local travel agency
- A charitable donation to the charity of the employee's choice.

Although this policy is administratively situated within the Human Resources Department, it is administered through the Office of the Mayor.

Staff, through the Corporate Leadership Team, have identified revisions/updates to this policy for Council's consideration.

Analysis: After a period of review (post-pandemic), both the watch and ring options have been deemed to not fall within the \$400 limit; and not be an option of which staff are generally interested in. Therefore, it was proposed to have the option of a gift certificate from a local jewellery store. Should an employee wish to proceed with a City watch or ring, the recipient may use the gift certificate towards such purchase.

Additionally, requests have been made for gift cards outside of the travel and jewellery option; therefore, a gift card at alternate locations has been added to the list.

- A \$400 travel voucher from a local travel agency;
- A \$400 gift certificate from a local jewellery store;
- A \$400 gift card at a location of the employees choosing;
- \$400 Downtown Dollars; or
- A charitable donation to the charity of the employee's choice.

The dollar value of \$400 remains as this award/gift amount is treated as non-cash by the Canada Revenue Agency, providing it is for a retailer group identified on the card/certificate. When Downtown Dollars are provided, a list of the venues where the gift certificates can be utilized is to be provided to the employee.

If the award value exceeds \$400, it is taxable and included on the employees T4 as taxable income. It is recommended by the Corporate Leadership Team to leave the award amount at \$400.

The policy was also amended to add that awards presented to employees of the Stratford Public Library and Stratford Police Services are to be presented by specific individuals if received during a Council session:

- CEO of the Stratford Public Library and the Chair of the Board of Directors
- Chief of Police and the Chair of the Board of Directors

When a staff member reporting to the Corporate Leadership Team is to receive an award, the Mayor, CAO and/or another Director may present their award in a Council Meeting.

Should a staff member not wish to receive their award in a Council Meeting, the appropriate leadership member(s), may meet with the individual in their choice of location.

This policy was updated based on feedback received from staff throughout 2022 - 2025.

Financial impact to current and/or future year operating budget:

None anticipated as the proposed changes are administrative and nominal in nature.

Alignment with Strategic Priorities:

Work Together For Greater Impact

In celebrating a milestone of twenty-five years of services, the organization not only honours the work of the employee but also reinforces a culture of appreciation. A milestone of this length is a remarkable achievement that requires dedication and loyalty. A long service award is a meaningful way to recognize the contributions over the years and show that their commitment has helped shaped the City's success.

Intentionally Change to Support the Future

Updating the Long Service Award policy allows the organization to adapt to the evolving needs of its staff ensuring greater flexibility and inclusivity in recognizing employee contributions. To ensure staff feel appreciated, means we must be mindful in the awards that are offered, so that staff may utilize them however would most benefit them, individually and culturally.

Alignment with One Planet Principles:

Not applicable: This report does not align with One Planet Principles as it is administrative in nature.

Staff Recommendation: THAT the revised Long Service Award Policy H.1.7 attached to Report FIN25-020 be approved.

Prepared by:	Lindsay Van Gestel, Administrative Assistant to the Mayor
Recommended by:	Adam Betteridge, Interim Chief Administrative Officer