



The Corporation of the Town of Tecumseh

Chief Administrative Officer - People & Culture

To: Personnel Committee

From: Michelle Drouillard, Director People and Culture

Date to Council: Tuesday, February 25, 2025

Report Number: CAO-PC-2025-02

Subject: Personnel Policy Review

Recommendations

It is recommended:

That Report CAO-PC-2025-02 entitled “Personnel Policy Review” **be received;**

And that the policies listed below **be recommended** by the Personnel Committee to be repealed by Council at the March 11, 2025, Regular Council Meeting:

Policy No. 5 – Retirement Policy

Policy No. 11 – Provision of Vacation

Policy No. 15 – Survivor Benefits Policy

Background

The People & Culture department continues to conduct reviews of the inventory of active Town Personnel Policies. Based on the review there are three policies that are recommended to be repealed as they are either no longer in compliance with Provincial/Federal legislation or they are a duplicate of Standard Operating Procedures (SOP).

Policy No. 5 – Retirement Policy

The Retirement Policy is no longer required as it does not meet legal obligations and poses liability to the Town. The Ontario Human Rights Code prohibits age-based discrimination in employment, including mandatory retirement. The retirement age for firefighters is regulated at 60, by Bill 181 of the Ontario Fire Protection and Prevention Act. This retirement condition is provided in the Tecumseh Firefighter's Association Agreement under Article 9.05.

Policy No. 11 – Provision of Vacation

The Provision of Vacation Policy is no longer required as this information is documented in the Standard Operating Procedure – Non-Union Employees Terms and Conditions of Employment. This policy was also a duplicate of Policy No. 12 which was repealed and replaced with the above-mentioned SOP on January 14, 2025.

Policy No. 15 – Survivor Benefits Policy

The Survivor Benefits Policy is no longer required as this information is documented in the contracts and terms of the Town's benefit carriers, as well as Standard Operating Procedure – Non-Union Employees Terms and Conditions of Employment. This policy is also not meeting legal obligations in its definitions and poses a liability to the Town.

Comments

In consideration of current legislation and the Standard Operating Procedure – Non-Union Employees Terms and Conditions of Employment, it is the recommendation of People & Culture that Council repeal policies 5, 11 and 15.

Consultations

Chief Administrative Officer

Financial Implications

There are no financial implications.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Amanda Schram, CHRL
People & Culture Advisor

Reviewed by:

Michelle Drouillard, BA Hons., CHRL
Director People & Culture

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer