



## 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-2025-04

**Subject:** Flowers or Contribution in Lieu of Flowers Policy Update

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### Recommendations

It is recommended:

**That** Report CAO-PC-2025-04 entitled, “Flowers or Contribution in Lieu of Flowers Policy Update” **be received**;

**And that** the revisions in Attachment 1 to Report CAO-PC-2025-04 “Flowers or Contribution In Lieu of Flowers Policy Update” **be recommended** by the Personnel Committee for approval by Council at the March 11, 2025, Regular Council Meeting.

### Background

The Flowers or Contribution in Lieu of Flowers policy was previously overseen by the Director Corporate Services & Clerk. A change in policy oversight was recommended in the organizational review in 2021. As well, there were requirements for definition and procedural updates to ensure the policy reflects current practices.

### Comments

The Flowers or Contribution in Lieu of Flowers Policy now falls under the oversight of the Director People & Culture. The fully revised policy can be found as Attachment 1 and amendments to the policy are summarized below.

## **Definition Updates**

The definition of spouse has been updated as Policy No. 13 was repealed on May 14, 2024. Policy 13 was referenced in the previous version of this policy and therefore no longer applicable. Definitions were revised to align with legislation where applicable, our bereavement policy, and generally provide for more inclusive language. The following definitions have been updated in the revised policy.

2.7.1 Spouse is defined as a person who is legally married or is in a common-law relationship.

2.7.2 Parents means natural, step or adoptive mother or father.

2.7.4 Siblings means natural, step or adoptive brothers or sisters.

## **Procedure Updates**

The budget account has been updated to reflect current practice.

4.3 The expenses related to this Policy shall be funded from the People & Culture Budget – Public Relations.

Throughout the policy all references from the Director Corporate Services & Clerk have been amended to the Director People & Culture to reflect the change in practice.

## **Consultations**

Chief Administrative Officer

## **Financial Implications**

Additional financial implications are not anticipated.

## Link to Strategic Priorities

Applicable	<a href="#">2023-2026 Strategic Priorities</a>
<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

<b>Attachment Number</b>	<b>Attachment Name</b>
1	CAO-PC-2025-04-Attachment 1- 30 Flowers or Contribution in Lieu of Flowers Policy - Updated