

Personnel Standing Committee Meeting Agenda

Date: Tuesday, April 23, 2024, 4:30 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Pages

- A. Roll Call**
- B. Call to Order**
- C. Land Acknowledgement**

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Lenni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

- D. Disclosure of Pecuniary Interest**
- E. Delegations**
- F. Communications**
- G. Reports**

1. CAO-PC 2024-02 Personnel Policy Review

5 - 18

Recommendation

Moved by _____

Seconded by _____

It is recommended:

That Report CAO-PC-2024-02 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And that the policies listed below **be recommended** by the Personnel Committee to be repealed by Council at the May 14, 2024 Regular Council Meeting:

Policy No. 8 – Seasonal Employees

Policy No.13 – Definition of “Spouse”

Policy No. 27 – Tecumseh Fire & Rescue, Service Rules of Employee Conduct Policy

Policy No.44 – Jury Duty-Seasonal Employees

Policy No. 49 – Seasonal Staff Wages

Policy No. 74 – Tecumseh Fire & Rescue Services, Attendance at Public Education, Community Functions and Parades

2. CAO-PC-2024-03 Flexible Work Arrangements Policy Update

19 - 27

Recommendation

Moved by _____

Seconded by _____

That Report CAO-PC-2024-03 entitled, “Flexible Work Arrangements Policy Update” **be received;**

And that the revisions in Attachment 1 to Report CAO-PC-2024-03 “Flexible Work Arrangement Policy” **be recommended** by the Personnel Committee for approval by Council at the May 14, 2024 Regular Council Meeting.

Recommendation

Moved by _____

Seconded by _____

That Report CAO-PC-2024-04 entitled “Workplace Violence and Harassment Policy Update” **be received**;

And that the current Harassment Policy No. 6, Violence Free Workplace Policy No. 55, and Violence and Harassment in the Workplace Policy No. 68, **be recommended** by the Personnel Committee **for repeal** by Council at the May 14, 2024 Regular Council Meeting;

And further that the newly drafted policies entitled Workplace Harassment Prevention Policy and Program and Workplace Violence Prevention Policy and Program in Attachment 1 and 2 to Report CAO-PC-2024-04 **be recommended** by the Personnel Committee **for approval** by Council at the May 14, 2024 Regular Council Meeting;

And furthermore, it is recommended that Council delegate authority to the Director of People & Culture and Chief Administrative Officer to annually review and, if applicable, revise the Workplace Harassment Prevention Policy and Program and the Workplace Violence Prevention Policy and Program to meet legislative compliance and that, if any significant changes to these policies occur upon review, Administration will prepare and bring an information report to Council outlining the legislative amendments.

H. Motion to move into Closed Session**Recommendation**

Moved by _____

Seconded by _____

That the April 23, 2024 Personnel Standing Committee meeting **convene** in closed session in accordance with Section 239 (2)(b) of the *Municipal Act, 2001*, which states that a meeting or part of a meeting may be closed to the public if the subject matter is being considered is:

(b) personnel matters about an identifiable individual, including municipal or local board employees.

I. Unfinished Business**J. New Business****K. Next Meeting**

L. **Adjournment**

Recommendation

Moved by _____

Seconded by _____

That there being no further business, the Tuesday, April 23, 2024 meeting of the Personnel Committee Meeting **be adjourned** at pm.