

Memorandum to the Council of Corporation of the Municipality of Temagami

Subject: Adoption of Revised Employment Policy and Procedures Manual

Memo No: 2025-M-186

Date: August 14, 2025

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Recommendation

BE IT RESOLVED THAT Council receives Memo 2025-M-186 regarding the adoption of a revised Employment Policy and Procedures Manual;

AND FURTHER THAT Council approve the proposed revisions outlined in this report;

AND FURTHER THAT Council consider By-law 25-1846 later on the agenda for passage.

Background

The Municipality's Employment Policy and Procedures Manual, originally adopted under By-law 25-1797, provides the foundation for employment-related standards and practices. Periodic updates to the manual are necessary to ensure compliance with legislation and to address emerging needs or clarifications in employment administration.

The proposed By-law 25-1846 has been prepared to rescind and replace By-law 25-1797. This update introduces two specific changes:

1. Bereavement Leave (Section 17.4): The definition of immediate family has been expanded to include brother-in-law and sister-in-law under the category eligible for three (3) working days of bereavement leave.

2. Hiring Policy Clarification (Section 5.4): Internal job postings are now explicitly limited to permanent full-time and permanent part-time employees. This change ensures greater consistency and clarity in recruitment practices for internal candidates.

Conclusion

The proposed updates are minor in scope but provide important clarifications to the Municipality's human resources framework. Staff recommend that Council approve these changes and proceed with the adoption of By-law 25-1846, which will repeal and replace By-law 25-1797 and all related amendments. Upon adoption, the revised Employment Policy and Procedures Manual will become the active document guiding municipal employment practices.