



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## REPORT

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**TO:** Mayor Bonnette and Members of Council

**FROM:** Jonna Ison, Director of Human Resources

**DATE:** May 20, 2022

**REPORT NO.:** CORPSERV-2022-0014

**SUBJECT:** 2022 Personnel Policy Manual

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### RECOMMENDATION:

THAT Report No. CORPSERV-2022-0014, dated May 20, 2022, regarding amendments to the 2021 Personnel Policy Manual be received;

AND FURTHER THAT the 2022 Personnel Policy Manual (Appendix A) is immediately effective upon Council approval.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- The Personnel Policy Manual (PPM) provides staff and elected officials guidance and information related to the Town's policies, procedures and benefits. It also communicates the Town's expectations regarding behaviour and conduct of staff and elected officials.
- A review of the PPM is conducted annually to keep it current with changing legislation, trends, and best-practices and ensure it is clear and accurate.
- This report outlines the recommended amendments to the current PPM and seeks Council approval for said amendments.

### BACKGROUND AND DISCUSSION:

The Personnel Policy Manual (PPM) applies to all staff working for the Town of Halton Hills in full time, regular part time, casual parttime, contractual and temporary positions unless otherwise covered by a collective agreement or contract. The PPM also includes sections that apply to Council members, volunteers and citizen appointees.

**COMMENTS:**

Amendments have been made that reflect changes in legislation, changes requested by staff, housekeeping fixes and current best practices in human resources. A copy of the revised PPM is attached as Appendix A. Additions and revisions have been highlighted in Appendix B. Those having a financial impact have been identified below.

**STRATEGIC PLAN ALIGNMENT:**

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

**RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

**PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

The Senior Management Team, Human Resources, and the Town Treasurer and Director of Finance have been consulted in the preparation of this report.

**FINANCIAL IMPLICATIONS:**

The difference in cost between the previous mileage rate of \$0.51 cents per kilometre to the new rate of \$0.56 cents per kilometre (\$0.61 cents for designated staff) is estimated at \$6,700.

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Laura Lancaster, Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer