



**Report**  
**Staff Report**  
 The Corporation of the City of Brampton  
 10/2/2024

**Date:** 2024-09-12

**Subject:** **Modernizing the City of Brampton's Human Resources Policies – Obsolete Report**

**Contact:** Cynthia Ogbarmey-Tetteh, Director, Human Resources

**Report number:** Corporate Support Services-2024-746

**RECOMMENDATIONS:**

1. That the report from Cynthia Ogbarmey-Tetteh, Director, Human Resources to the Committee of Council Meeting of October 2, 2024, re: **Modernizing the City of Brampton's Human Resources Policies – Obsolete Report** , be received;
2. That the following 2002 Council Policies be declared obsolete and rescinded from the Corporate Policy Library.
  1. Short-term Disability (9.1.0), 2002
  2. Long-term Disability (9.2.0), 2002
  3. Pregnancy/Parental Leave (9.7.0), 2002

**OVERVIEW:**

- **This report brings forward policies being rescinded that would require a report to Council, as set out in the Governing Policy GOV-100, 2017.**
- **This report recommends rescinding three (3) Council Policies identified as being redundant that have been rolled up into Administrative Directives and Standards Operating procedures.**

**BACKGROUND:**

Modernizing corporate policies is crucial for the City's ongoing transformation. To support this commitment, the Corporate Policy Program was established in 2017. The Governing Policy (GOV-100) provides the framework for the development, review, and approval of Council Policies and Administrative Directives, ensuring clear accountability, compliance, and consistency across the City. It mandates regular reviews of policies and directives to maintain relevance and effectiveness. This report proposes the rescission of Human Resources (HR) policies that require a report to Council.

HR policies provide the foundation for effective governance and accountability in the employment relationship between employees and the City of Brampton. By reviewing and updating HR policies, alignment across the organization is achieved in reducing redundancies and fostering a workplace culture that supports both operational efficiency and positive employee experience.

### **CURRENT SITUATION:**

As part of HR Policy Modernization, three (3) key policies approved by Council in 2002 have been reviewed and updated in accordance with the Governing Policy (GOV-100) framework and have been identified as obsolete and recommended for rescission. Copies of these policies are included as attachments to this report (Attachments 1, 2 and 3). The rationale for rescinding these policies is provided in Table 1.0 below.

**Table 1.0 Rationale for Recommendation to Rescind a Policy**

	Council Policy	Rationale
1	Short-Term Disability (9.1.0), 2002	This policy was established to provide information and direction on the provision of short-term income benefits to full-time non-union employees in the event of non-occupational injury/illness. The Non-Occupational Claims Management Administrative Directive - HRM 250 that was approved July 31, 2024 has the provision of short-term income benefits to full-time non-union employees in the event of non-occupational injury/illness embedded into it. The new Administrative Directive is operationalized through a robust accompanying Standard Operating Procedure. As such, this policy is no longer required and can be rescinded.
2	Long-Term Disability (9.2.0), 2002	This policy was established to provide information and direction on the provision of long-term monthly income replacement to an employee who, because of a qualifying disability, remains unable to work after they cease to be eligible for benefits under the Short-term Disability Plan. The Non-Occupational Claims Management Administrative Directive - HRM 250 that was approved July 31, 2024 has the provision of long-term monthly income replacement to an employee who, because of a qualifying disability, remains unable to work after they cease to be eligible for benefits under the

		Short-term Disability Plan embedded into it. The new Administrative Directive is operationalized through a robust accompanying Standard Operating Procedure. As such, this policy is no longer required and can be rescinded.
3	Pregnancy/Parental Leave (9.7.0), 2002	The policy was established to provide information and direction on allowing an employee to care for a new family member. The Pregnancy and Parental Leave Administrative Directive - HRM 240 that was approved July 10, 2024 has the provision of allowing an employee to care for a new family member embedded into it. The new Administrative Directive is operationalized through a robust accompanying Standard Operating Procedure that addresses the Supplementary Unemployment Benefit (SUB) Top-Up as well for all eligible employees. As such this policy is no longer required and can be rescinded.

### **CORPORATE IMPLICATIONS:**

#### **Financial Implications:**

There is no financial impact resulting from the adoption of the recommendations in this report.

#### **STRATEGIC FOCUS AREA:**

This report supports the Government & Leadership focus area by enhancing employee retention and experience through modernized policy documents that exceed legislated requirements, are equitable, efficient and effective with clarity on accountability.

#### **CONCLUSION:**

For the reasons outlined in this report, the Council policies appended as Attachments should be declared obsolete and removed from the Corporate Policy Library.

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**Attachments:**

- Attachment 1 – Short-Term Disability Policy (9.1.0), 2002
- Attachment 2 – Long-Term Disability Policy (9.2.0), 2002
- Attachment 3 – Pregnancy/Parental Leave Policy (9.7.0), 2002