

Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Shannon Hunter, Chief Administrative Officer
Date: September 1, 2026
Subject: Service Recognition and Medical Examinations

Recommendation:

That Council approve the Service Recognition Policy and Medical Examinations for Employment Related Licences Policy be approved as presented and come into effect January 1, 2027.

Background:

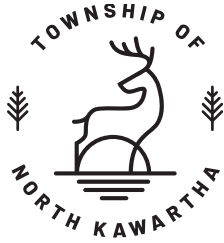
The Comprehensive Employee Survey and Organizational Review Implementation Plan provides directions to staff to review and update the Township's human resources policies and procedures.

Analysis:

It is staff's intention to bring forward policies requiring updates to ensure compliance with current legislation and alignment with existing procedures and Council's desired policy direction. Attached for Council's consideration are the Service Recognition Policy and the Medical Examinations for Employment-Related Licences Policy.

The proposed amendment to the Service Recognition Policy expands eligibility to include part-time employees and volunteer firefighters, recognizing their valuable contributions and years of service to the Township.

The Medical Examinations for Employment-Related Licences Policy is a new policy. While the Township has historically reimbursed full-time employees for required licence-related medical examinations, this practice has not been formalized through policy. It is recommended that the policy also include volunteer firefighters, as maintaining a valid DZ licence is a requirement of their volunteer duties.



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As both policies have financial implications, it is recommended that they take effect on January 1, 2027, to allow for the associated costs to be incorporated into the Township's budget planning process.

Financial Implications:

2027 Budget

Strategic and/or Other Plans:

Maintain a strong, accountable, Municipal Government

Consultant(s) Sourced: Nil

Attachment:

Service Recognition Policy

Medical Examinations for Employment-Related Licences Policy