

To: Chief Administrative Officer **Date:** March 20, 2023
From: Heather Gherman, Director of Human Resources
Subject: **Amendments to the Respectful Workplace Policy HUM.03**

Recommendation(s)

That policy HUM.03 Respectful Workplace be amended to place it within the purview of the Chief Administrative Officer.

Purpose

The purpose of this report is to request Council's approval to move policy HUM.03 Respectful Workplace from a Council policy to an Administrative policy.

Background

The role of Mayor and Council is to set the direction and policy for the municipality, such as adopting the budget, adopting the official community plan bylaw and zoning bylaws, and making policy resolutions. It is the role of staff to prepare and administer policies to interpret and execute Council's direction.

As Policy HUM.03 Respectful Workplace interprets and applies the legislation and regulations under the Workers Compensation Act and Occupational Health & Safety Regulations, it falls under the Chief Administrative Officer's responsibility to oversee its development and administration.

Discussion and Analysis

The Respectful Workplace is a continually evolving landscape and this policy should be reviewed annually to ensure it is meeting the needs of the workplace. For example, cyber-bullying has been recently added to the definitions, along with such sub-categories as doxing, trolling and dogpiling. Additionally, the policy has been revised to protect staff from bullying, harassing and discriminatory behaviours demonstrated by those external to the organization.

Having Council review each of these changes as they occur is not a practical use of Council time and focus. Council rightly expects staff to set up policies that align with legislation, which is an administrative task.

Financial Implications

There are no financial implications associated with this report.

Communication

Once revised, policy HUM.03 will be communicated to staff through the normal means of email, posting on the Pipeline, and inclusion in the Policy manual. Changes will also be communicated to staff through departmental meetings.

Summary and Conclusion

Staff recommend that policy HUM.03 Respectful Workplace be revised from a Council policy to an Administrative policy, to streamline the ability to staff to make adjustments and revisions as necessary and to eliminate unnecessary work on the part of Council.

Report Prepared by: Heather Gherman, Director of Human Resources

Reviewed by: Mike Younie, Chief Administrative Officer

Approved for Inclusion: Mike Younie, Chief Administrative Officer

Attachment(s)

Attachment A: Policy HUM.03 Respectful Workplace draft