

# Staff Report to Council

**Title:** Human Resources Policy Updates

**Report Number:** Human Resources-2025-01

**Director:** Corporate Services

**Manager:** Human Resources

**Meeting Date:**  
Wednesday, January 8, 2025

**Date to be considered by Council:**  
Wednesday, January 8, 2025

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## Recommendation:

That Council review and approve the updated HR.04 Health & Safety Policy Statement; and

That Council repeal GG 6.6 Harassment Prevention Policy and approve HR.05 Harassment Prevention in the Workplace Policy; and

That Council repeal GG 6.7 Violence Prevention Policy and approve HR.06 Violence Prevention in the Workplace Policy; and

That Council repeal GG 6.10 Substance Abuse (Drug & Alcohol) Policy, GG 6.11 Medical Marijuana Policy, GG 6.8 Progressive Discipline Policy, as these are replaced by Human Resources Procedures.

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## Executive Summary:

It is in the best interest of the Municipality of Kincardine to review and update corporate policies to ensure accuracy and alignment with legislation and best practices. The Municipality of Kincardine is legislatively required to approve the Harassment & Violence Prevention Policies annually. As the Municipality reviews all corporate policies, there will be administrative updates to ensure consistency of formatting and we will repeal outdated policies.

## Strategic Priorities:

D.14-Ensure the organization has the optimal number of engaged human resources to support municipal operations and deliver excellent services

**Financial Considerations:** Not Applicable

## Policy:

GG 6.6 - Workplace Harassment Prevention & GG 6.7 – Workplace Violence Prevention

## **Context and Background Information:**

### *Health & Safety Policy Statement*

The purpose of a Health & Safety Policy Statement is to express the commitment of the Municipality of Kincardine to creating a safe work environment while ensuring compliance with the *Occupational Health & Safety Act, 1990* and its regulations. The Policy Statement, which was adopted in March 2020, provides guidelines for establishing and implementing safe work procedures that will reduce workplace hazards, reduce the risk of injury and promote worker health.

The Health & Safety Policy Statement is reviewed annually and will be posted on all health & safety boards throughout the Municipality of Kincardine workplaces. It is important that Council have oversight and support our commitment to health and safety in the workplace.

The Health & Safety Policy Statement has only had administrative changes to update the format of the policy to align with our new Policy Manual.

### *Harassment & Violence Prevention in the Workplace Policies*

The *Occupational Health & Safety Act, 1990* requires all employers in Ontario to have policies and programs in place to address workplace violence, workplace harassment, workplace sexual harassment and domestic violence that may occur in the workplace. The Municipality of Kincardine first created and adopted Harassment & Violence Prevention policies in 2016 and there have been updates made since that time due to changing legislative requirements.

On October 28, 2024, the Working for Workers Five Act (Bill 190) received its Royal Assent and amended several statutes including the *Occupational Health & Safety Act, 1990*, which will result in a required update to our Harassment Prevention in the Workplace Policy. The update to legislation expands the definition of “workplace harassment” and “workplace sexual harassment” to now include virtual harassment, which is defined as harassment through the use of information and communications technology. The remaining content is unchanged and continues to align with legislative requirements.

The *Occupational Health & Safety Act, 1990* also requires the Harassment Prevention in the Workplace Policy and the Violence Prevention in the Workplace Policy to be reviewed, approved, signed and posted on all health and safety boards in the workplace.

These two policies have also been updated to the new Policy Manual format and will be renumbered to replace GG 6.6 & GG 6.7.

### *Administrative Updates*

It is in the best interest of the Municipality to regularly review corporate policies to ensure that we are continually meeting legislative requirements and best practices. The Municipality of Kincardine had previously approved the following HR Policies, which are operational in nature and the content has now been incorporated into the HR Procedure Manual that was implemented in January 2024:

GG 6.8 - Progressive Discipline

GG 6.10 - Substance Abuse (Drug & Alcohol) Policy

GG 6.11 - Medical Marijuana Policy

It is recommended that Council repeal these policies to ensure that employees understand which procedures are in force.

**Consultation Overview:** Not Applicable

**Origin:** Occupational Health & Safety Act, 1990

**Implementation Considerations:** None

**Risk Analysis:** None

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**Attachments:** HR.04 Health & Safety Policy Statement  
HR.05 Harassment Prevention in the Workplace Policy  
HR.06 Violence Prevention in the Workplace Policy

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