

**TOWN OF MINTO**

**DATE:** August 31<sup>st</sup>, 2016  
**REPORT TO:** Mayor and Council  
**FROM:** Matthew Lubbers, Recreation Services Manager  
**SUBJECT:** Sexual Harassment Policy Update

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**STRATEGIC PLAN:**

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

**BACKGROUND:**

At the August 2<sup>nd</sup> meeting of Council, C.A.O. Clerk Bill White reported to Council about changes to the Occupational Health and Safety Act which will take effect on September 8<sup>th</sup>. These changes include a more detailed definition of what constitutes workplace sexual harassment. Employers must have policies and procedures in place to respond to any type of harassment and violence in the workplaces.

**COMMENTS:**

The Town has had a Workplace Anti-Violence and Harassment Policy in place since 2009, which is reviewed annually by the Joint Health and Safety Committee. The proposed new Workplace Anti-Violence, Harassment, and Sexual Harassment Policy would replace the older policy. The new policy ties in better with the online training programme that the Town utilizes for its staff.

The Workplace Violence/Harassment Identification Form and the Workplace Violence/Harassment Assessment Form will remain the same. The Workplace Anti-Violence, Harassment, and Sexual Harassment Policy Summary Sheet has been updated and will be posted on all JHSC bulletin boards in the workplace.

**FINANCIAL CONSIDERATIONS:**

None.

**RECOMMENDATION:**

That Council receives the Recreation Services Manager's August 31<sup>st</sup>, 2016 report regarding Workplace Anti-Violence, Harassment and Sexual Harassment Policy Update and approves the new policy.

Matthew Lubbers, Recreation Services Manager