



## Committee of the Whole Report

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**Report Number:** CORP2022-003  
**Meeting Date:** April 5, 2022  
**Title:** Corporate Services Council Policy Update  
**Description:** CP2016-002 Whistleblower Policy  
CP2016-010 Occupational Health and Safety Policy  
CP2016-018 Employee Code of Conduct  
CP2021-020 Recruitment Policy  
CP2016-001 Employee Expense Policy

**Author and Title:** Jennifer Stover, Director Corporate Services

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### Recommendation(s):

**That** Report CORP2022-003, Corporate Services Council Policy Update, be received;

**That** the proposed amendments to the following policies be approved, as amended, repealing and replacing all predecessor versions:

- CP2016-002 Whistleblower Policy (Appendix A)
- CP2016-010 Occupational Health and Safety Policy (Appendix B)
- CP2016-018 Employee Code of Conduct (Appendix C)
- CP2021-020 Recruitment Policy (Appendix D)
- CP2016-001 Employee Expense Policy (Appendix E); and

**That** this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

At the Council Meeting of April 20, 2021, Council adopted the following resolution:

CW2021-095

**That** Report CAO2021-003, **Proposed Council Policy Review Program**, be received;

**That** the Council policies listed in Appendix B to report CAO2021-003, and substantially in their current form, be confirmed, renumbered and approved;

**That** the Council policies listed in Appendix C to report CAO2021-003, be rescinded; and

**That** the Council policies listed in Appendix D to report CAO2021-003, be referred to staff for review, with recommended changes brought back to Council for consideration and policy approval before end of Q4 2021.

**Carried**

This report addresses that direction. The Corporate Services department is proposing five policies be revised.

## **Rationale:**

The rationale for the change in each of the policies is summarized below

### **CP2016-002 Whistleblower Policy**

The Whistleblower Policy was established to provide employees with a venue to report concerns about wrongdoing in the workplace.

This policy remains substantially the same. The “reporting a complaint or concern” section has been amended to reference the new Internal Auditor position, and to reference a new management directive “How to Report a Concern or Misconduct” that is being developed.

The City retained a third party to review the process for handling employee complaints. The new management directive is being developed to incorporate the recommendations of that review.

The existing Whistleblower Policy is included as Appendix A1 for reference.

### **CP2016-010 Occupational Health and Safety Policy**

The Occupational Health and Safety Policy was established in alignment with the expectations of the Occupational Health and Safety Act and other legislation.

The key change in this policy is in paragraph 1.2 which addresses the Employer's position as it pertains to both workplace violence and workplace harassment, indicating that neither will be tolerated.

The existing Occupational Health and Safety Policy is included as Appendix B1 for reference.

### **CP2016-018 Employee Code of Conduct**

This policy was established as the Code of Conduct and Ethics – Employees. It was intended to guide the actions and conducts of employees and speaks to the employees responsibilities to the City, to each other, and to the public.

We recommend this document be renamed to “Employee Code of Conduct.” Council will notice significant changes to the layout of this policy however the topics and key messages are similar to the previous policy.

The language of this document has been changed in an attempt to be clear and concise while providing examples. In addition, there is wording which describes behavioural expectations and references diversity and inclusion.

The overall intent of the policy remains unchanged.

The existing Code of Conduct and Ethics – Employees is included for reference as Appendix C1

### **CP2021-020 Recruitment Policy**

The Recruitment Policy was established to ensure that the City's recruitment practices were fair and unbiased.

The changes in this version of the policy address a need for clear processes related to nepotism. Staff recommend that Council's immediate family members are not hired during the term of Council for the council member. In the event the employee is an existing employee, then a conflict of interest process can apply and processes to ensure transparency are enacted. This same amendment is recommended for immediate family members of the Chief Administrative Officer.

The former policy included a section on the recruitment of temporary replacements. This section has been removed and will be incorporated into the associated management directive.

The existing Recruitment Policy is included as Appendix D1 for reference.

### **CP2016-001 Employee Expense Policy**

The Employee Expense Policy outlines the expenses which employees may incur while conducting City business, and the means for reimbursement.

This policy remains largely unchanged, with the most significant change occurring in section 5.1 Travel.

Section 5.1.2 previously established a fixed rate for mileage reimbursement. Canada Revenue Agency (CRA) updates the automobile allowance rate annually. Staff are recommending that the policy be amended to align with the CRA rate. The CRA rate is annually adjusted to be more reflective of the cost associated with maintaining a vehicle and will ensure that our policy is compliance with the *Income Tax Act*.

The existing Employee Expense Policy is included as Appendix E1 for reference.

### **Other Alternatives Considered:**

Council may consider altering specific language on the proposed policies, or recommend that the existing policies be retained. This is not recommended by Staff.

### **Alignment to Strategic Priorities**

This report is aligned with the Strategic Priority of good government.

### **Financial/Operation Impacts:**

There are no significant financial impacts associated with the recommended changes to these policies.

### **Consultations:**

Senior Management Team  
Treasurer  
Manager, Human Resources

## **Attachments:**

### Appendix A - CP2016-002 Whistleblower Policy



CP2016-002  
Whistleblower Policy /

### Appendix A1 – Current CP2016-002 Whistleblower Policy



CP2016-002  
Whistleblower Policy

### Appendix B - CP2016-010 Occupational Health and Safety Policy



CP2016-010  
Occupational Health a

### Appendix B1 – Current CP2016-010 Occupational Health and Safety Policy



CP2016-010  
Occupational Health a

### Appendix C - CP2016-018 Employee Code of Conduct



CP2016-018  
Employee Code of Co

### Appendix C1 – Current Code of Conduct and Ethics – Employees



CP2016-018 Code of  
Conduct and Ethics Er

## Appendix D - CP2021-020 Recruitment Policy



CP2021-020  
Recruitment Policy Ap

## Appendix D1 – Current CP2021-020 Recruitment Policy



CP2016-004  
Recruitment Policy OL

## Appendix E - CP2016-001 Employee Expense Policy



CP2016-001  
Employee Expense Po

## Appendix E1 – Current CP2016-001 Employee Expense Policy



CP2016-001  
Employee Expense Po

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**Department Head: Jennifer Stover, Director of Corporate Services**