

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



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| Report to: | Mayor and Council Members | Priority: | <input type="checkbox"/> High <input checked="" type="checkbox"/> Low |
| Submitted by: | Andrea Short Human Resources Manager Office of the CAO AShort@cobourg.ca | Meeting Type: | Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/> |
| Meeting Date: | July 19, 2021 | | |
| Report No.: | Chief Administrative Officer-026-21 | | |
| Submit comments to Council | | | |

Subject/Title: Human Resources Policy Update

RECOMMENDATION:

THAT Council review and approve the Recruitment Policy; and

FURTHER THAT Council review and approve the Workplace Violence, Harassment and Discrimination Policy.

1. STRATEGIC PLAN

People Pillar: The attached policies will be a part of the Human Resources Plan to manage demands and will therefore help to support our staff. All work has been done through the Policy Review Committee and has been updated and revised accordingly.

2. PUBLIC ENGAGEMENT

Not applicable.

3. PURPOSE

Policies communicate an organization's culture, values, and philosophy. They cover what employees can expect from the organization, what the company expects from employees, and what customers and the community can expect from the organization. Policies set clear expectations and standards for all staff, create consistency throughout the organization, and reduce risk.

These policies will help to serve as expectations and standards for all staff.

4. ORIGIN AND LEGISLATION

The Recruitment Policy will service as a framework to establish standard practices and procedures to ensure an equitable and transparent process in order to attract, recruit, select and retain the most qualified candidates(s). This policy has been updated in accordance with the Human Resources Professional Association (HRPA) Standards and Practices.

The Town of Cobourg is committed to building and preserving a safe, productive, and healthy working environment. As such, the Town has worked in consultation with the Joint Health and Safety Committee to create the Workplace Violence, Harassment and Discrimination Policy. Applicable legislation considered in the process of creating and updating this policy was:

- Ontario Human Rights Code
- Occupational Health and Safety Act

5. BACKGROUND

This report and the attached documents are being submitted for review and approval. Each policy was last updated on January 1, 2013 and as such each is currently outdated. Both the Code of Conduct and the Workplace Violence, Harassment and Discrimination policies should be reviewed annually to ensure each contains any updated legislation requirements. Any changes shall be made during annual review unless legislation updates require immediate changes and updates.

Both policies have been previously reviewed and approved by the Policy Review Committee.

6. ANALYSIS

Both policies have been attached as Appendix A and Appendix B, respectively. These policy updates ensure that the Town of Cobourg remains in compliance with any and all applicable legislation. These updates also ensure that our staff perform their duties and responsibilities by a set of standards as laid out in the attached.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There are no financial implications and/or budget impact to the approval of these policies.

8. CONCLUSION

Staff are seeking Council to approve the Town of Cobourg's Recruitment and Workplace Violence and Harassment policies in order to ensure that we are setting clear expectations and standards for all staff.