



**City of Lloydminster
Request for Decision (RFD)**

Subject Matter: Draft Violence Harassment Prevention Policy No. 135-03

Department: Chief of Staff

Presented By: John Stevens

Council Meeting Date: July 17, 2023

Recommendation:

That Council approve the Violence Harassment Prevention Policy No. 135-03, formerly known as "Workplace Violence and Harassment Prevention Policy", as amended.

Issue: The City of Lloydminster's Violence & Harassment Prevention Policy is created to maintain a safe and healthy workplace by ensuring the City of Lloydminster team is committed to an environment where everyone is treated with dignity and respect, and free from violence and harassment.

Background: Council approved Harassment Policy 012-2016 in November 2016. The Harassment Policy 012-2016 was reviewed and replaced by the Workplace Violence & Harassment Prevention Policy No. 135-03 in June 2020. In keeping with the City's plan to review/update all existing policies, administration completed a full review, and is proposing to replace this policy with the Violence & Harassment Prevention Policy No. 135-03.

The Draft Violence & Harassment Prevention Policy outlines:

- established practices for the prevention of Violence and Harassment.
- commitment to provide support and maintain the confidentiality of Employees impacted by Violence or Harassment.
- guidelines for proper documentation, investigation, and correction of incidents.
- measures required to maintain legislative compliance.

Highlights of changes to the Policy include the following:

- adding a definition for each: Contractors, Member of Council, and Third-Party Qualified Investigator.
- updating the definition for City Manager to align with other City of Lloydminster Policies
- combining points within the Purpose & Objective sections, helping the Policy clearly articulate the goal.
- combining the Harassment definition to better align with requirements outlined in Alberta and Saskatchewan OHS Legislation.
- removing the term "Workplace Violence" and replacing it with "Violence" to align with the terms used in OHS Legislation.
- including Members of Council and Contractors in the scope of the Policy.

Options:

1. That Council approve the motion as indicated in the recommendation above.
2. That Council not approve the motion as indicated in the recommendation above.

- That Council request further information and that the item be brought forward to a future Regular Council Meeting for decision.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Delivering Good Governance. Scheduled review and revision of policies keeps them current and relevant.

Legal Review: N/A

Governance Implications: Violence Harassment Prevention Policy No. 135-03 will replace the existing Workplace Violence and Prevention Policy.

Budget/Financial Implications: N/A

Environmental Implications: N/A

Report Approval Details

Document Title:	City of Lloydminster's Violence Harassment Prevention Policy .docx
Attachments:	- Violence Harassment Prevention Policy - 07-2023 - DRAFT.pdf
Final Approval Date:	Jul 12, 2023

This report and all of its attachments were approved and signed as outlined below:

Marie Pretty

Doug Rodwell

Dion Pollard