



REQUEST FOR DECISION

Meeting: March 9, 2026

WORKPLACE VIOLENCE AND HARASSMENT POLICY - Updates

DESCRIPTION / BACKGROUND:

Administration has identified that our Violence and Harassment Policy and Procedures do not do enough to support staff and elected officials from being impacted by workplace violence and harassment from the public. Furthermore, it was identified that expanding on the procedure for imposing a ban or restriction against an offender of violence and harassment was needed.

The intent of these revisions is to provide more guidance to staff and elected officials on how to respond to violence and harassment while maintaining personal safety, professionalism, and a respectful workplace.

DISCUSSION/OPTIONS:

A new policy is being presented with the key items being:

1. Clearly outline that this policy applies to the organization and the public. (Section 2 of the Policy)
2. Improving the procedures to empower the staff and elected officials with respectful ways to engage and/or disengage. (section 3.2 of the Procedures, subsection d, e and f)
3. Improve procedure for considering and implementing restrictions or bans, by the CAO. (section 4.5 of the Procedures)
4. Pulling the supporting documents out of the procedures and making them three stand alone documents as appendices:
 - 1.0 Incident Report
 - 2.0 Quick Reference – support for staff and elected officials
 - 3.0 Ban-Restrictions Letter

PROPOSED RESOLUTIONS:

To approve the updated, Workplace Violence and Harassment Policy, Procedures and Appendices.

RECOMMENDED ACTION:

Moved by Councilor _____ to adopt the Workplace Violence and Harassment Policy 1.2.03 and the revisions to the Procedures and Appendices, effective March 9, 2026.

ATTACHMENTS:

- 1.) Workplace Violence and Harassment Policy – version – 1.2.03
- 2.) Workplace Violence and Harassment Procedures (1.2.03)
- 3.) Workplace Violence and Harassment Procedures - Appendices 1.0, 2.0 and 3.0

PREPARED BY: Jason Hemmaway, Utility Services/Director of Emergency Management/Safety Officer

APPROVED BY: Abe Tinney – CAO

DATE: February 24, 2026