



REPORT

Council

Meeting Date: February 26, 2024

FROM: Clerk's Department

DATE: February 13, 2024

SUBJECT: Corporate Policy Update

WARD: Town-wide

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RECOMMENDATION:

1. That the Occupational Health, Safety and Workplace Violence Policy and related updated Workplace Violence Procedure be approved.
2. That the new Enforcement of Boulevard Parking in Residential Areas Procedure be received.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The corporate policy and procedure review is an ongoing process facilitated by the Clerk's department to assist departments in bringing policies forward for Council review as part of Council's governance initiatives.
- All policies and procedures listed in this report have been reviewed by the Policy Review Administration Group.
- Unless otherwise noted, updated policies and procedures included in the appendices of this report have tracked changes to easily identify updates.

BACKGROUND:

As part of the ongoing policy and procedure review, staff continue to present reports to introduce new policies, update and reconfirm current policies, and recommend the replacement or rescinding of former policies. Current policies and procedures are reviewed in accordance with established review periods and updates are provided to Council, as required. All policies are submitted to Council for approval. Except for those procedures relating specifically to Council and requiring its approval, procedures are submitted for receipt to enable revisions to be implemented as required, to address program changes or administrative requirements.

This report addresses the policies and procedures which have been addressed by the Policy Review Administration Group since the last report to Council in December 2023. All departments are continuing to address policy requirements. Future policy reports will be coordinated through the Clerk's department or submitted departmentally, as required.

Human Resources

Manage

In accordance with the *Occupational Health and Safety Act* an annual review is required by Council of the Occupational Health, Safety and Workplace Violence Policy (HR-MNG-005) and related Workplace Violence Procedure (HR-MNG-005-002). Staff have reviewed this policy and procedure, and no significant updates have been made. Some minor amendments to wording and a few more definitions have been added to the Workplace Violence Procedure for clarity. Staff note that the companion Respectful Conduct Policy and Procedure linked to the overarching Occupational Health, Safety and Workplace Violence Policy is slated for review in 2024 as part of the multi-year IDEA plan and will return to Council to advise of any changes.

Municipal Services

Regulatory

Enforcement of Boulevard Parking in Residential Areas Procedure (MS-REG-001-007) has been established to identify how Municipal Enforcement staff will enforce boulevard parking within residential areas in the Town of Oakville.

CONSIDERATIONS:

(A) PUBLIC

Corporate policies and related procedures are posted to the town website for public information. Public notification is issued prior to Council's consideration of policies and procedures having a direct impact on the public.

(B) FINANCIAL

There are no financial considerations with respect to the consideration of policies and procedures. The administration of procedures which relate to financial matters, grants and financial incentives will be subject to annual budget approval.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Corporate policies and procedures impact all members of Council and staff. Departments are continuing to review existing policies within their departments to ensure, where applicable, that a corporate view is presented in all new or revised policies and procedures.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses the corporate strategic priority of accountable government. The established corporate policy process promotes accountable governance and service excellence, by promoting consistency, minimizing inefficiencies, and ensuring proper controls and compliance.

(E) CLIMATE CHANGE/ACTION

This matter does not impact climate change.

APPENDICES:

Appendix A – Occupational Health, Safety and Workplace Violence Policy

Appendix B – Workplace Violence Procedure

Appendix C – Enforcement of Boulevard Parking in Residential Areas Procedure

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