



# Staff Report

## Administration – Human Resources

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**Report To:** COW\_Finance\_Admin\_Fire\_Community\_Services  
**Meeting Date:** November 18, 2024  
**Report Number:** FAF.24.137  
**Title:** Employee Whistleblower Policy  
**Prepared by:** Sarah Traynor, Manager of Human Resources

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.137, entitled “Employee Whistleblower Policy”;

AND THAT Council approve the new Corporate Policy entitled “Employee Whistleblower Policy, POL.COR 24.XX” as attached to this report.

### B. Overview

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This report seeks Council approval for a new corporate Employee Whistleblower policy.

### C. Background

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At the February 5, 2024, Committee of the Whole (COW) meeting, Council provided the following direction for staff regarding the development of a Whistleblower policy for Council consideration:

THAT Council receive Staff Report FAF.24.010, entitled “Follow-up Report - Employee Code of Conduct and Respectful Workplace Policies”;

AND THAT Council approve the new Corporate Policy entitled “Employee Code of Conduct, POL.COR.24.XX”;

AND THAT Council repeal corporate policy “Workplace Violence and Harassment, POL.COR. 18.08” and replace with two (2) new Corporate Policies, “Respectful Workplace, POL.COR.24.XX and Workplace Violence, POL.COR.24.XX”;

AND THAT Council direct staff to bring back a “Whistleblower Policy” for consideration in 2024;

AND THAT Council direct staff to undertake a further review of the “Respectful Workplace”, “Workplace Violence” and “Respectful Interactions with the Public” policies to provide clarity on the Town’s expectations regarding recording interactions with Town staff and bring back recommended revisions to the

policies for Council consideration in 2024.

## **D. Analysis**

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The purpose of an Employee Whistleblower Policy is to ensure that all Town employees can raise concerns about wrongdoing affecting the community with protections against retaliation. It provides a clear framework for reporting potential misconduct, such as unethical, illegal, or wasteful activities. Additionally, the policy protects employees who act in good faith, reinforcing the Town's commitment to transparency and accountability.

It is important to note that all Town employees are expected to report workplace misconduct, breaches of Town policies, procedures and by-laws as well as wasteful, fraudulent or inappropriate behaviour in the workplace. The Employee Whistleblower Policy does not replace procedures set out in the Employee Code of Conduct or other Town policies. Reporting procedures outlined in those policies should be adhered to, unless there are circumstances requiring the independence of the Employee Whistleblower Policy.

By encouraging staff to safely report unethical practices, the policy helps prevent fraud and misuse of resources, enhances workplace morale by ensuring a fair environment, and strengthens public trust by demonstrating the Town's commitment to ethical governance.

Once Council approves the Employee Whistleblower Policy, it will be posted on the Town's website, and all employees will be required to review and acknowledge the policy. To ensure understanding, the Town will organize training sessions and offer resources such as FAQs and a Whistleblower Guide for employees.

In conclusion, this policy aligns with best governance practices and complements the Town's existing policies. It cultivates a culture of integrity and responsibility by fostering transparency and accountability, deterring misconduct, and supporting legal compliance.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

#### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

#### **F. Environmental Impacts**

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N/A

#### **G. Financial Impacts**

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Following Council approval of the Employee Whistleblower policy, staff recommend sourcing an independent third party (Whistleblower Program Administrator) to manage and support the Town's Whistleblower reporting system and to provide cost estimates for consideration in the 2025 budget.

#### **H. In Consultation With**

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Human Resources Staff

External Legal Counsel

#### **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Sarah Traynor, Manager of Human Resources [hr@thebluemountains.ca](mailto:hr@thebluemountains.ca).

#### **J. Attached**

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1. Attachment 1- Draft Employee Whistleblower policy

Respectfully submitted,

Sarah Traynor  
Manager of Human Resources

Shawn Everitt  
Chief Administrative Officer

For more information, please contact:  
Sarah Traynor, Manager of Human Resources  
[hr@thebluemountains.ca](mailto:hr@thebluemountains.ca)  
519-599-3131 extension 244



**Report Approval Details**

Document Title:	FAF.24.137 Employee Whistleblower Policy.docx
Attachments:	- Attachment 1 - Draft Employee Whistleblower Policy Nov 2024.pdf
Final Approval Date:	Nov 7, 2024

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

**Sarah Traynor - Nov 7, 2024 - 4:07 PM**

**Shawn Everitt - Nov 7, 2024 - 4:18 PM**