



Staff Report

Administration – Human Resources

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: October 27, 2025
Report Number: ADM.25.071
Title: Respectful Workplace Policies – Proposed Revisions
Prepared by: Sarah Traynor, Manager of Human Resources

A. Recommendations

THAT Council receive Staff Report ADM.25.070, entitled “Respectful Workplace Policies – Proposed Revisions”;

AND THAT Council approve the revisions to the Corporate policies entitled “Respectful Workplace, POL.COR.24.02”, “Workplace Violence, POL.COR.24.03”, and “Respectful Public Interactions, POL.COR.22.07” regarding non-consensual photo, video, and audio recordings of Town staff, as attached to this report.

B. Overview

This report is seeking Council approval of revisions to the Respectful Workplace, Workplace Violence, and Respectful Public Interactions policies regarding non-consensual photo, video, and audio recordings of Town staff.

C. Background

At the May 13, 2024, Council meeting, Council provided the following direction to staff:

THAT Council receive Staff Report FAF.24.064, entitled “Updates to Workplace Violence and Harassment Policy”.

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 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 2025.

The motion is Carried

D. Analysis

The proposed updates to the “Respectful Workplace, POL.COR.24.02” and “Respectful Public Interactions, POL.COR.22.07” policies clarify that Town staff have the right to end a conversation if they state they do not consent to being recorded, whether by photo, video, or audio.

Recording someone without their consent may be considered harassment, even if it happens only once. These revisions are intended to prevent non-consensual recordings that could make individuals feel unsafe or uncomfortable. The revisions do not prohibit consensual recordings between friends or colleagues when the intent is positive and respectful.

Recordings made by or for the Town, such as surveillance footage or documentation, are not considered violations if they comply with legal requirements and are reasonably intended to protect the integrity of the workplace or the health, safety, and well-being of individuals.

Minor housekeeping amendments were also made to the “Respectful Workplace, POL.COR.24.02”, “Workplace Violence, POL.COR.24.03”, and “Respectful Public Interactions, POL.COR.22.07” policies, adding references for the new “Employee Code of Conduct, POL.COR.25.02” policy and “Whistleblower, POL.COR.25.XX” policy, pending Council approval.

Upon Council’s approval of the amended policies, Human Resources will notify staff of the updates, inclusive of an education and learning component.

E. Strategic Priorities

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.

F. Environmental Impacts

None.

G. Financial Impacts

There are no financial impacts with the adoption of the revised policies.

H. In Consultation With

Jennifer Patton, Human Resources/Health and Safety Advisor

Adam Smith, Chief Administrative Officer

I. Public Engagement

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.

J. Attached

1. Respectful Workplace Policy POL.COR.24.02 - Revised
2. Respectful Public Interactions Policy POL.COR.22.07 - Revised
3. Workplace Violence Policy POL.COR.24.03 - Revised

Respectfully submitted,

Sarah Traynor
Manager of Human Resources

For more information, please contact:
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Report Approval Details

Document Title:	ADM.25.071 Respectful Workplace Policies - Proposed Revisions.docx
Attachments:	- Attachment-1-POL-COR-24-02-Respectful-WorkplacePolicy-Revised.pdf - Attachment-2-POL-COR-22-07-Respectful-Public-Interactions-Policy-Revised.pdf - Attachment-3-POL-COR-24-03-Workplace-Violence-Policy-Revised.pdf
Final Approval Date:	Oct 9, 2025

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

Sarah Traynor - Oct 9, 2025 - 1:53 PM

Adam Smith - Oct 9, 2025 - 2:28 PM