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## Environmental Action Committee

### Date

2018/04/17

### Time

9:30 AM

### Location

Civic Centre, Committee Room A - Second Floor,  
300 Civic Centre Drive, Mississauga, Ontario, L5B 3C1

### Members

Matt Mahoney	Councillor - Ward 8 (Chair)
George Carlson	Councillor - Ward 11 (Vice-Chair)
David Cook	Councillor - Ward 1
Brad Bass	Citizen Member
Melanie Kramer	Credit Valley Conservation
Andrew Roblin	Citizen Member
Britt McKee	Ecosource
Chelsea Dalton	Citizen Member
Sheila Storey	Sawmill Sid Inc.
Dianne Zimmerman	Partners in Project Green
Pujita Verma	Peel Environmental Youth Alliance
Lea Ann Mallett	Citizen Member
Minal Waqar	University of Toronto Mississauga

### Contact

Trish Sarnicki, Legislative Coordinator, Legislative Services  
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[trish.sarnicki@mississauga.ca](mailto:trish.sarnicki@mississauga.ca)

### Find it Online

<http://www.mississauga.ca/portal/cityhall/environmentalactioncommittee>

**1. CALL TO ORDER****2. APPROVAL OF AGENDA****3. DECLARATION OF CONFLICT OF INTEREST****4. MINUTES OF PREVIOUS MEETING**

4.1. Environmental Action Committee Minutes - March 20, 2018

**5. DEPUTATIONS**

5.1. Dr. Chelsea Rochman, Professor, University of Toronto to speak regarding plastic contamination in the environment

5.2. Sumeet Jhingan, Energy Management Coordinator to speak regarding the Municipal Green Building Standard

5.3. Edward Nicolucci, Urban Designer to provide an update on the Green Development Strategy and speak to the Mississauga Urban Design Awards (Green Component)

5.4. Julius Lindsay, Climate Change Specialist, and Paul Stewart, Planner to speak regarding the Climate Change Land Use Study

**6. PUBLIC QUESTION PERIOD - 15 Minute Limit (5 Minutes per Speaker)**

Pursuant to Section 42 of the Council Procedure By-law 0139-2013, as amended:

Environmental Action Committee may grant permission to a member of the public to ask a question of Environmental Action Committee, with the following provisions:

1. The question must pertain to a specific item on the current agenda and the speaker will state which item the question is related to.
2. A person asking a question shall limit any background explanation to two (2) statements, followed by the question.
3. The total speaking time shall be five (5) minutes maximum, per speaker.

**7. MATTERS TO BE CONSIDERED**

7.1. Climate Change Engagement Events

7.2. EAC Environmental Actions Summary

7.3. Environmental Action Committee Work Plan

8. **INFORMATION ITEMS**

8.1. Updated Corporate Policy & Procedure: Respectful Workplace and Workplace Violence

9. **OTHER BUSINESS**

10. **DATE OF NEXT MEETING** - Tuesday, May 15, 2018 - 9:30 AM, Committee Room A

11. **ADJOURNMENT**

# City of Mississauga

## Minutes



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### Environmental Action Committee

**Date**

2018/03/20

**Time**

9:30 AM

**Location**

Civic Centre, Committee Room A - Second Floor,  
300 Civic Centre Drive, Mississauga, Ontario, L5B 3C1

**Members Present**

Councillor Matt Mahoney, Ward 8 (Chair)  
Councillor George Carlson, Ward 11 (Vice-Chair)  
David Cook, Ward 1 (Departed at 10:42 AM)  
Britt McKee, Ecosource  
Brad Bass, Citizen Member  
Chelsea Dalton, Citizen Member (Arrived at 9:36 AM)  
Melanie Kramer, Credit Valley Conservation  
Sheila Storey, Sawmill Sid Inc.  
Pujita Verma, Peel Environmental Youth Alliance  
Dianne Zimmerman, Partners in Project Green  
Lea Ann Mallett, Citizen Member (Arrived 9:45 AM)

**Members Absent**

Minal Waqar, University of Toronto Mississauga  
Andrew Roblin, Citizen Member

**Staff Present**

Julius Lindsay, Climate Change Specialist  
Diana Suzuki-Bracewell, Environmental Outreach Coordinator  
Lisa Urbani, Environmental Research Assistant  
Trish Sarnicki, Legislative Coordinator, Legislative Services

**Find it online**

<http://www.mississauga.ca/portal/cityhall/environmentalactioncommittee>

1. **CALL TO ORDER** – 9:30 a.m.

Councillor Mahoney, Chair, introduced David Cook, Ward 1 Councillor to the Committee.

2. **APPROVAL OF AGENDA**

Approved (D. Zimmerman)

3. **DECLARATION OF CONFLICT OF INTEREST** – Nil.4. **MINUTES OF PREVIOUS MEETING**4.1 **Environmental Action Committee Minutes** – February 13, 2018

Approved (S. Storey)

5. **DEPUTATIONS**5.1. **Michelle Berquist, Project Leader, Transportation Planning spoke regarding Mississauga Moves**

Ms. Berquist provided an overview regarding the Transportation Master Plan, noting the project is now in phase 2: “where do we want to be in the future?” Ms. Berquist spoke to a new phase of growth in the City, noting the increases of high density housing, travel-mode sensitive growth, and changing work and lifestyle demands. Ms. Berquist noted that there are 3 million trips a day in Mississauga, with the highest number of trips being for other purposes (not school or work), with the biggest challenge being how to make these trips environmentally friendly. Ms. Berquist also spoke to cultural and technological changes, and changing of travel preferences, noting transit use is on the rise, and spoke to the MiWay Ambassador program.

Questions from Committee Members arose with regard to the following:

- Whether structures can be covered;
- How trips are counted;
- Information regarding residents’ desired time difference;
- Whether the City is looking at private communities to determine how to enable best practices;
- Update on active transportation, specifically, bike sharing;
- Concerns regarding affordable housing;
- Whether there will be incentives/disincentives to help move the mode shift;
- Whether the Freedom pass program still exists;
- Walkability of the city;
- Re-imagining shopping malls;
- Best example of a city leading the way with public transportation.

In response to these questions, Ms. Berquist explained that parking garages are not always visible, trips are counted whether they start or end in the city, and that with an aging population, safety is a concern, but that comfort and convenience are factors considered more so than time. Ms. Berquist noted the Master Plan is a large overview, and does not take into account neighbourhood specific audits, but that design principles and policies are most certainly considered. Ms. Berquist spoke to the Cycling Master Plan, noted that concerns of affordable housing are highlighted in the plan, that there is an emphasis on making other modes of transportation inviting, as well as safe and accessible. Ms. Berquist confirmed the existence of the Freedom Pass program, noted various recommendations will be made with the next official plan update with respect to the walkability of the city, spoke to the Peel Region Long Range Transportation Plan, and noted that Copenhagen is an encouraging example of innovative public transportation.

#### RECOMMENDATION

That the deputation and associated presentation by Michelle Berquist, Project Leader, Transportation Planning with respect to Mississauga Moves be received.

Received (S. Storey)

Recommendation EAC-0007-2018

#### 5.2. Wayne Holder, Supervisor, Tree Protection & Preservation spoke regarding Draft Public Tree Protection By-law

Mr. Holder spoke to the Draft Public Tree Protection By-law, noting the by-law has only had one amendment since its creation in 1975. Mr. Holder explained the reasons for updating the by-law, including that the by-law is out of date and no longer defensible, with the Highway Traffic Act currently being used to enforce the by-law, and also spoke to tree damage increasing from 2016 to 2017. Mr. Holder spoke to the purpose and goals of the updated by-law, specifically: the protection of public tree assets, modernizing the by-law to current standards that are legally enforceable, and educating and communicating staff, the public, and the development community. Mr. Holder also spoke to the application and agreement process, tree security, updated prohibitions, penalties for individuals and corporations, and proposed tree replacements (two for every tree removed).

Questions from Committee Members arose with regard to the following:

- Replacement of dead or dying trees;
- Giving homeowners free trees to plant in their backyard
- Whether city boulevards are governed by a different by-law;
- If this by-law and the private tree by-law is interconnected;
- How smaller infractions would be dealt with;
- Whether additional staff will be needed;
- If Treegator bags are required;
- When this by-law will be brought forward to Council.

In response to these questions, Mr. Holder explained that the City does not ask for replacement of dead trees, noting structural instability of the trees, as well as prohibitive costs, and spoke to benchmarking that has been done with other municipalities, stating that many do not require permits for dead trees, nor do they ask for replacement trees either. Mr. Holder spoke to different by-laws governing city boulevards, and that the public by-law and private-by-law is not interconnected. Mr. Holder noted that ideally, nothing will be attached to trees, and that the request put in is for a public tree by-law inspector that would review applications and collect securities. Mr. Holder noted Gatorbags are not a requirement, but that different pilot projects with respect to rejuvenation and watering are underway, and noted there are stipulations surrounding tree security. Mr. Holder noted the intention is to bring the by-law to Council as soon as possible.

#### RECOMMENDATION

That the deputation and associated presentation by Wayne Holder, Supervisor, Tree Protection & Preservation with respect to the Draft Public Tree Protection By-law be received.

Received (M. Kramer)

Recommendation EAC-0008-2018

#### 5.3. Anthea Foyer, Project Leader, Smart City, spoke regarding the Smart Cities Challenge and the City's Smart City Master Plan

Ms. Foyer provided an overview of the Smart Cities Challenge, noting the submission deadline is April 24, 2018, and funding is provided in the form of prizes, depending on city's population size, noting the prize the City is eligible for is up to \$50 million in funding. Ms. Foyer spoke to engaging with the community with respect to technology, data and innovation and explained augmented reality and artificial intelligence and how these concepts could tie into city services. Ms. Foyer noted the City of Mississauga will submit a Smarts Cities Challenge and create a Smart City Master Plan, noting many Smart City initiatives have been implemented.

Questions from Committee Members arose with regard to the following:

- Concerns regarding outdated technology;
- What the energy use is with regard to infrastructure;
- Concerns regarding increasing greenhouse gas emissions;
- Automation technology;
- Retrofitting municipal buildings.

In response to these questions, Ms. Foyer explained the scale of the project, and the connecting of data as a network. Ms. Foyer spoke to energy use being fairly light, noting most infrastructure is in place, with considerations for using solar power for individual units. Ms. Foyer noted that all facets of the City are being examined and being pulled together to get other initiatives underway. Ms. Foyer spoke to using the Smart Cities Challenge funding to enable more technical-based projects around the city.

**RECOMMENDATION**

That the deputation and associated presentation by Anthea Foyer, Project Leader, Smart City with respect to the Smart Cities Challenge and the Smart City Master Plan be received.

Received (B. McKee)

Recommendation EAC-0009-2018

6. **PUBLIC QUESTION PERIOD**

No members of the public requested to speak.

7. **MATTERS CONSIDERED**

7.1. **Earth Days 2018**

Diana Suzuki-Bracewell, Environmental Outreach Supervisor spoke to the annual Earth Days week of events that will take place from April 16 to 22, 2018. Ms. Suzuki-Bracewell encouraged Committee Members to register for events on the City's website:

<http://www.mississauga.ca/earthdays>, and to participate in the various community events taking place around the city. Additionally, Ms. Suzuki-Bracewell noted that Earth Days events are also taking place in each ward throughout the week.

**RECOMMENDATION**

That the memorandum dated March 12, 2018 from Diana Suzuki-Bracewell, Environmental Outreach Supervisor, Environment Division with respect to Earth Days 2018 be received.

Approved (L. Mallet)

Recommendation EAC-0010-2018

7.2. **EAC Environmental Actions Summary**

No discussion took place on this item.

**RECOMMENDATION**

That the EAC Environmental Actions Summary updated for the March 20, 2018 meeting of the Environmental Action Committee, be received for information.

Approved (C. Dalton)

Recommendation EAC-0011-2018

7.3. **Environmental Action Committee Work Plan**

No discussion took place on this item.

**RECOMMENDATION**

That the Environmental Action Committee Work Plan updated for the March 20, 2018



meeting of the Environmental Action Committee, be received for information.

Approved (M. Kramer)

Recommendation EAC-0012-2018

8. **OTHER BUSINESS**

Dianne Zimmerman, Partners in Project Green, spoke to the Toronto and Region Conservation Authority's Annual Spring Networking Event taking place on April 3, 2018, from 5:30 p.m. until 8:30 p.m. Ms. Zimmerman noted that Mayor Crombie will be making opening remarks at the event, and that the panel will be focused on the future of clean transportation.

Melanie Kramer, Credit Valley Conservation, reminded the Committee that the Morphology exhibit was taking place soon, requesting a reminder to be sent to Committee Members with the details.

Councillor Mahoney, Chair, requested that the Legislative Coordinator provide this information to Committee Members.

Diana Suzuki-Bracewell, Environmental Outreach Supervisor noted that the City of Mississauga will participate in Earth Hour on March 24, 2018.

9. **DATE OF NEXT MEETING** – Tuesday, April 17, 2018 - 9:30 AM, Committee Room A

10. **ADJOURNMENT** – 10:49 a.m.

# City of Mississauga

## Memorandum




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Date: 2018/04/06

To: Chair and Members of Environmental Action Committee

From: Leya Barry, Climate Change Coordinator, Climate Change, Environment Division, Community Services Department

Meeting Date: 2018/04/17

Subject: Climate Change Events

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As part of The Climate Change Project, the City's Environment Division, Community Services Department, is undertaking an extensive stakeholder engagement process. This process is meant to solicit feedback, commentary, and input from key community stakeholders in the Plan development process; raise public interest in, awareness and understanding of, climate change in the city; as well as generate excitement and buy-in for the Plan, within the Corporation, and amongst the community.

There are a variety of Climate Change Events that are being hosted throughout 2018 to engage and inform the public at large.

### **Amazing Green Race** – In partnership with Peel Environmental Youth Alliance

The Amazing Green Race provides youth in the Peel Region with various resources and strategies to support the environment, sustainable commuting and healthy living. This year there will be a special focus on the theme of climate change. Youth will participate in fun and engaging activities that will help them recognize the benefits of using various modes of sustainable transportation available to them.

- Saturday, May 19, 2018

### **Imagine2050 Photo Contest** – In partnership with Visual Arts Mississauga

Imagine Mississauga in the year 2050. What does a low carbon and resilient city of the future look like to you? Help us create a roadmap for the future and express your creative vision for the City of Mississauga! Show us your stories and the things that inspire or worry you. Capture actions, events, people, places – anything that you feel is helping or hindering the City of Mississauga become a healthy, prosperous, and resilient city by 2050!

- Launching June 4, 2018 on EngagementHQ <https://yoursay.mississauga.ca/climate-change>
- Contest closes July 13, 2018
- Finalists will be showcased at the Imagine2050 Pop Up (see below)
- Winners announced at the *Work of Wind: Land, Sea, Air* September 2018

**Imagine2050 Pop Up(s)** – In partnership with Escape from the Six

To showcase the finalists of the Imagine2050 Photo Contest, provide residents with an opportunity to learn about The Climate Change Project, and showcase a fun and innovative climate change game, the City will have a pop up over the course of two weekends in August at Square One Shopping Centre and Erin Mills Town Centre (To be confirmed).

- Imagine2050 Finalists Exhibition
- Escape from the Six – Climate Change Time Capsule Challenge

**After Dark Earth Market** – In partnership with Many Feathers

The City is teaming up with Many Feathers to host an After Dark Earth Market on the evening of July 14, 2018. The Market will create a space that brings together local businesses and residents to enjoy the bounty of their city while building a sense of community and providing the opportunity for residents to learn more about the actions the City is taking to be more sustainable. The Market is a family-oriented event aimed at bringing the community together. Local bands will provide entertainment throughout the evening.

- July 14, 2018; 3:00-10:00pm (To be confirmed)
- Location: Celebration Square (To be confirmed)
- Special events at the Market:
  - Climate Change Escape Room – In partnership with Escape from the Six
  - ArtWorkX
  - Beer garden

Leya Barry  
 Climate Change Coordinator  
 Climate Change  
 Environment Division  
 Community Services Department

# EAC ENVIRONMENTAL ACTIONS SUMMARY

**2015-2018**

<b>ACTION</b>	<b>Member(s)</b>	<b>DATE/Hours</b>
<i>Actions, events, workshops, conferences, training etc., that member(s) have done/ participated in related to being an EAC Member</i>	<i>Name of Member/Members/ Working Group</i>	<i>Date/Days/Hours (e.g. April 25, 2015, volunteer ½ day)</i>
<b>Attended Provincial EAC Symposium</b>	Chelsea Dalton	May 2, 2015 - 1 day
<b>Attended 100% Possible March in Ottawa</b>	Chelsea Dalton	November 29, 2015 – 1 day
<b>Attended Mississauga Moves 2015 Conference</b>	Chelsea Dalton	November 9, 2015 – 1 day
<b>Attended Community Environmental Appreciation Evening</b>	Chelsea Dalton	2015 – ½ day
<b>Attended Clean Air Council Summit</b>	Chelsea Dalton	2015 – 1 day
<b>Represented EAC at Clean Air Partnership 2015-2018 Inter-governmental Declaration on Clean Air and Climate Change in Toronto</b>	Alex Dumesle	2015 – 1 day
<b>Represented EAC at FCM Sustainable Conference in Ottawa</b>	Alex Dumesle	February 2016
<b>PPG partnered with CVC and Stormwater Management Team at City of Mississauga to provide a workshop to 50 industrial and commercial end users on the upcoming stormwater charge (2<sup>nd</sup> partnership presentation)</b>	Alex Dumesle	2015
<b>Attended FCM – Sustainability Conference in Ottawa</b>	Councillor Jim Tovey	February 2016
<b>Attended Seedy Saturday Mississauga Event</b>	Councillor Jim Tovey	February 20, 2016
<b>Represented EAC at Credit River Alliance meeting at Riverwood</b>	Dave Beaton	February 2016
<b>Working to engage Credit River Alliance members in policy/ by-law review</b>	Dave Beaton	Ongoing
<b>Exploring options re. pollinators/”Bee City”</b>	Dave Beaton	Ongoing
<b>Presenting at Sharing Experiences Workshop</b>	Dave Beaton	March 5, 2016

# EAC ENVIRONMENTAL ACTIONS SUMMARY

**2015-2018**

<b>Green Ambassadors program volunteer</b>	Brad Bass	Summer 2016
<b>Management of small native meadow sites on institutional property following conversion from turf grass or invasive plants to native plants and a Creature Tower to provide habitat for pollinating insects</b>	Brad Bass	April to October 2015
<b>Attended Seedy Saturday Mississauga Event</b>	Chelsea Dalton	February 20, 2016
<b>Toured the Region of Peel Waste Management facility with PEYA</b>	Chelsea Dalton	March 2016
<b>Attended Green Drinks Mississauga</b>	Joanne Deidun-Roork	April 12, 2016
<b>Attended “Unhooking Your Downspout” Workshop</b>	Joanne Deidun-Roork	April 19, 2016
<b>The Little Green Schoolhouse started a school composter</b>	Joanne Deidun-Roork	April 20, 2016
<b>The Little Green Schoolhouse participated in an Earth Day 40 Minute Walk to clean up their local community</b>	Joanne Deidun-Roork	April 22, 2016
<b>Posted a link to Mississauga’s Earth Days on Facebook</b>	Joanne Deidun-Roork	April 2016
<b>Attended the Community Environmental Appreciation Evening</b>	Councillor Matt Mahoney, Councillor Jim Tovey, Brad Bass, Dave Beaton, Charles Cooper, Stephanie Crocker, Chelsea Dalton, Joanne Deidun-Roork, Manasi Goyal, Lea Ann Mallett, Eashan Karnik	April 18, 2016
<b>Facilitated interactive discussion panel at the Community Environmental Appreciation Evening</b>	Brad Bass, Charles Cooper, Chelsea Dalton, Joanne Deidun-Roork	April 18, 2016
<b>Attended the Swiftwatch Mississauga Open House</b>	Chelsea Dalton	April 2016
<b>Attended Green Drinks Mississauga to promote the Earth Market</b>	Joanne Deidun-Roork	May 10, 2016
<b>Volunteered at Earth Market</b>	Joanne Deidun-Roork	May 28, 2016
<b>Installed a rain barrel at The Little Green Schoolhouse</b>	Joanne Deidun-Roork	May 2016
<b>Tree planting event co-hosted by CVC and PPG at Camilla Park</b>	Alex Dumesle	May 7, 2016

# EAC ENVIRONMENTAL ACTIONS SUMMARY

**2015-2018**

<b>Attended the Provincial EAC Symposium</b>	Charles Cooper	May 2016
<b>Attended Green Drinks Mississauga</b>	Charles Cooper	July 2016
<b>Volunteer marshal on 12 Community Rides with the Mississauga Cycling Advisory Committee including marshal training and organizing the UTM Community Ride in September, as well as participating in the Tour de Mississauga in September</b>	Chelsea Dalton	July – October 2016
<b>1. Hosted Greening Sacred Spaces at Solel Congregation for tour of naturalized landscapes</b> <b>2. Hosted 40 volunteers from Canon Corp to expand a meadow at Solel Congregation</b> <b>3. Green Ambassador – Many Feathers Farmers Market, Lisgar GO</b> <b>4. Cleared invasive plants/established new garden at Solel Congregation</b>	Brad Bass	October 2016
<b>1. Assisted in coordination of Farmer's Market at University of Toronto</b> <b>2. Assisted in organization of UofT's Environment Week</b> <b>3. Participated in tree planting event – One Million Trees</b> <b>4. Attended Friends of the Credit Stewardship Forum</b> <b>5. Participated in waste removal volunteer event for the Credit River</b>	Eashan Karnik	September – October 2016
<b>1. Assisted in organizing the PEYA September General Meeting</b> <b>2. Great Canadian Shoreline Cleanup Contributor and Photographer</b> <b>3. Spoke for PEYA and youth role in environmental stewardship at One Mic United</b> <b>4. Participated in Dundas Connects Consultation</b> <b>5. Delegate at United Nations Sustainable Development</b>	Pujita Verma	September – October 2016

# EAC ENVIRONMENTAL ACTIONS SUMMARY

**2015-2018**

<b>Training Conference</b> <b>6. Organized community cleanup in neighbourhood</b> <b>7. Attended Canadian Wildlife Federation's "Wild Outside Camp"</b> <b>8. Assisted in organizing the PEYA October General Meeting (fall gardening and garlic planting)</b>		
<b>1. Opening speeches @ PEYA's Annual EcoBuzz Conference</b> <b>2. Joined UN Sustainable Development Goals Task Force Toronto</b> <b>3. Hosted an Upcycling Workshop for Ink Movement Mississauga</b> <b>4. PEYA November General Meeting on Infrastructure on Sustainable Future</b> <b>5. Helped with Giving Tuesday eco-friendly workshop</b>	Pujita Verma	November 2016
<b>1. Coordinated University of Toronto's delegation for the United Nations Winter Youth Assembly re. United Nations 2030 sustainability agenda</b> <b>2. Assisting with UTMSU Farmers Market</b> <b>3. Assisting with the "Show Me Your Green" conference and case contest</b>	Eashan Karnik	December 2016/January 2017
<b>1. Attended Cycling Advisory Committee's volunteer appreciation event &amp; provided feedback on MCAC's deputation to Council</b> <b>2. Attended Women's March in Toronto promoting women's rights, social justice and environmental action</b>	Chelsea Dalton	December 2016/January 2017
<b>1. Attended Seedy Saturday event</b>	Chelsea Dalton	February 2017
<b>1. Coordinating with Andrea McLeod and the Undergraduate Commerce Society for the City of Mississauga's involvement in the EAC;</b> <b>2. Representing the City of Mississauga at the United Nations Winter Youth Assembly to discuss</b>	Eashan Karnik	February 2017

# EAC ENVIRONMENTAL ACTIONS SUMMARY

**2015-2018**

the Sustainable Development Goals of Climate Action being achieved in Mississauga; 3. Representing the City of Mississauga at the United Nations Association in Canada's Active Citizens Social Enterprise conference; 4. Conducting guest lectures at the University of Toronto Mississauga for the UN's work on Climate Action and Clean and Affordable Energy.		
U of T, Mississauga Campus, "Show me the Green" conference and competition	Alex Dumesle	March 2017
Represented EAC at the Globe Capital Conference	Alex Dumesle	April 4 & 5, 2017
Canada 150 Tree Planting events, Wards 4 and 11	Eashan Karnik	April 2017
Shared Mississauga's Earth Day festivities with Canada 150 Community Leaders Network	Eashan Karnik	April 2017
Photographed Earth Week festivities and shared with Canada 150 Community Leaders Network	Eashan Karnik	April 2017
Represented sustainable innovation in Mississauga at the Youth Innovation Summit in Ottawa	Eashan Karnik	April 2017
Participation in the People Power Challenge as a member of UTM's team	Chelsea Dalton	April 2017
Attended the March for Science on Earth Day	Chelsea Dalton	April 2017
Attended the U of T Sustainability Summit	Chelsea Dalton	April 2017
Planned, promoted and ran Repair Café event at UTM	Chelsea Dalton	April 2017
Attended Earth Day event at John C Pallet Park	Councillor Matt Mahoney	April 2017
Participating in the People Power Challenge (UTM)	Chelsea Dalton	May 2017
Volunteered as a Marshal for the Clarkson Community Ride with the Mississauga Cycling Advisory Committee	Chelsea Dalton	May 2017
Installed a geothermal system in her home (replaces air conditioner and furnace)	Chelsea Dalton	May 2017
Hosted the Credit Valley Conservation Youth Corps at Solel Congregation of Mississauga, with CYC students helping in weeding and planting to expand the amount	Brad Bass	August 2017



# EAC ENVIRONMENTAL ACTIONS SUMMARY

**2015-2018**

of land that has been converted to native landscapes		
Canadian Delegate at the 2017 Youth Summer Assembly at the United Nations	Pujita Verma	August 2017
1. Participating in the Mississauga Bike Challenge (logged 900.2 km so far, equivalent of 6 trees worth) 2. Volunteered as a marshal on 10 of the Mississauga Cycling Advisory Committee's community rides	Chelsea Dalton	July and August 2017
Conducted research as part of the Research Opportunity Program at UTM to see how students' beliefs about the environment, ethical production and social justice translate into their clothing and fast food consumption practices	Minal Waqar	July and August 2017
Attended Canada's Changing Arctic - Walking on Thin Ice Symposium at UTM	Minal Waqar	September 2017
Participated in 50 km Tour de Mississauga route	Chelsea Dalton	September 2017
1. Contributed to Great Canadian Shoreline Cleanup at PEYA's September GM 2. Submitted film to Secondary School Climate Change Video Challenge 3. Regional Representative to Ontario Nature Youth Summit for Environmental Leadership and Biodiversity	Pujita Verma	September 2017
1. Completed the Great Lakes St. Lawrence Cities Initiative Webinar on Great Lakes Environmental Policy 2. Participated in the Great Lakes Forum	Councillor Jim Tovey	October 2017
Attended Mississauga Bike Challenge tree planting	Chelsea Dalton	October 2017
Hosted up-cycling workshops and a pollinator campaign for the Ink Movement	Pujita Verma	November 2017
Received a project grant for a sustainable development initiative	Pujita Verma	January 2018
1. Provided comments on behalf of TRCA to the Region of Peel's draft 2017 Long Range Transportation	Dianne Zimmerman	February 2018

## EAC ENVIRONMENTAL ACTIONS SUMMARY

**2015-2018**

<b>Master Plan on Feb 27, 2018</b> <b>2. TRCA's Partners in Project Green presented to the Mississauga Board of Trade's Environment, Sustainability and Infrastructure Committee</b>		
<b>1. Helped organize and attend PEYA's 15th Annual Ecobuzz Conference</b> <b>2. Helped organize PEYA's February General Meeting</b> <b>3. Attended the Ontario Nature Youth Council Winter Retreat</b>	Pujita Verma	February 2018

# ENVIRONMENTAL ACTION COMMITTEE (EAC) WORK PLAN 2015 - 2018

[illegible][illegible][illegible]

[illegible]

# Corporate Policy & Procedure



**Policy Title: Respectful Workplace**

**Policy Number: 01-03-04**

Section:	<b>Human Resources</b>	Subsection:	<b>Employee Conduct</b>
Effective Date:	<b>September 28, 2017</b>	Last Review Date:	<b>September, 2017</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Human Resources</b>		

## Policy Statement

Employees, elected officials, citizen members of committees and volunteers acting on behalf of the City of Mississauga are entitled to, and are expected to contribute to, a Respectful Workplace. No form of discrimination, workplace harassment, workplace sexual harassment or bullying will be tolerated.

## Purpose

The City of Mississauga's objective is to ensure a climate of understanding and mutual respect for the dignity and worth of each individual. This policy:

- Defines Respectful Workplace, Discrimination, Workplace Harassment, Workplace Sexual Harassment and Bullying
- Clarifies legislative requirements
- Identifies the rights and responsibilities of Employees, and
- Outlines the Employee's course of action should a violation of this policy occur

## Scope

All employees, elected officials, citizen members of committees and volunteers acting on behalf of the City of Mississauga are covered by this policy. This policy applies to all areas of the City's Workplace.

The City's Corporate Policy and Procedure – Human Resources – [Workplace Violence](#) should be consulted regarding procedures for dealing with actual, attempted or threatened Workplace Violence.

The City's Corporate Policy and Procedure – Accountability and Transparency – [Whistleblower Program](#) should be consulted regarding reporting of any issues of waste or wrongdoing if there is a fear of reprisal when using established channels.

## Non-union Employees

For all non-union employees, any other work-related complaints will be handled in accordance with the [Employee Complaints Review Protocol](#).

Policy Number: 01-03-04

Effective Date: September 28, 2017

Policy Title: Respectful Workplace

Last Review Date: September, 2017

2 of 7

**Union Employees**

For all union employees, any other work-related complaints will be handled in accordance with the applicable collective agreement.

**Respectful Workplace Program**

The resolution of complaints under this policy will be handled in accordance with the City's [Respectful Workplace Program](#) (reporting; investigating; disclosure; and resolution). Employees who are not satisfied with the resolution of their Respectful Workplace complaint should refer to the Employee Complaint Review Protocol.

**Legislative Authority**

This policy complies with the *Accessibility for Ontarians with Disabilities Act*, the *Ontario Human Rights Code*, and the *Ontario Occupational Health and Safety Act*, as amended. In accordance with the *Ontario Occupational Health and Safety Act* this policy will be reviewed annually. Every person who is an employee has a right to freedom from discrimination and harassment in the workplace by the employer or agent of the employer or by another employee. This includes, but is not limited to, discrimination or workplace harassment/sexual harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (includes pregnancy and breastfeeding), sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

**Respectful Workplace Statement of Commitment**

This policy is supplemented by a Respectful Workplace Statement of Commitment, which is included in the Respectful Workplace Program and posted at City facilities. A copy is also available from Human Resources, Corporate Services Department.

Members of the general public, visitors to City facilities and individuals conducting business with, or performing work on behalf of, the City of Mississauga are required to adhere to the Respectful Workplace Statement of Commitment. Groups which are affiliated with the City or which appear on the City's volunteer group register, through Corporate Policy and Procedure - Community Group Support Program, while independent of the City in their operations, are required to adhere to the Respectful Workplace Statement of Commitment. If a violation occurs, the City will take any steps available, in accordance with City policies and/or by-laws and existing legislation, to ensure that a Respectful Workplace is restored and maintained.

**Definitions**

"Bullying" is behaviour by a person or group which intimidates or demeans another person and includes, but is not limited to:

- Abuse of power
- Humiliation or embarrassment
- Persistent and unjustified criticism
- Exclusion and/or isolation

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- Threats, or
- Rumours/gossip

“Discrimination” results from treating a person unequally, rather than treating the person fairly on the basis of individual merit. Discrimination can be either intentional or unintentional and is usually based upon personal prejudices and stereotypical assumptions related to at least one of the protected grounds set out in the Ontario *Human Rights Code*.

“Employee” - To simplify the language in this policy, the term “Employee” encompasses all union and non-union employees, as well as elected officials, citizen members of committees and volunteers acting on behalf of the City of Mississauga.

“Investigator” means the person(s), who may be an external party, appointed by the City to investigate a complaint and/or incident.

“Management Staff” means any individual responsible for directing the work of others, including elected officials, the City Manager, commissioners, directors, managers/people leaders/supervisors, team leaders or any other person taking a leadership role, such as trainers, project leaders, facilitators, etc.

A “Respectful Workplace” means a positive, safe and healthy Workplace that results in the preservation of equal dignity and creates a culture that supports an individual’s physical, emotional and social well-being.

The “Workplace” includes all locations where Employees conduct City business or social activities and where their behaviour may have a subsequent impact on work relationships, work environment and/or performance. Incidents that occur by way of electronic communication (e.g. unwelcome phone calls, voice mail, messages on e-mail or other social media and the display of offensive materials on computers, smartphones or other computing devices) are considered to have occurred in the Workplace if directed to or from Employees and where such conduct may reasonably be expected to have an impact on work relationships, work environment and/or performance.

“Workplace Harassment” - Under the Ontario *Human Rights Code* and the Ontario *Occupational Health and Safety Act*, “Workplace Harassment” means engaging in a course of vexatious comments or conduct against an Employee that is known or ought reasonably to be known to be unwelcome. “Vexatious” means annoying. A “course” of conduct means that a pattern of behaviour or more than one incident is usually required to establish Workplace Harassment or Workplace Sexual Harassment. However, a single significant incident may be sufficiently offensive to be considered Workplace Harassment or Workplace Sexual Harassment.

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“Workplace Sexual Harassment” means engaging in a course of vexatious comment or conduct against an Employee in the Workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the Employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace Harassment and Workplace Sexual Harassment are also forms of Discrimination when they relate to any of the protected grounds identified in the protected grounds of the Ontario *Human Rights Code*.

Workplace Harassment and Workplace Sexual Harassment are not defined by intent, but rather by how the behaviour would be perceived or would impact a reasonable person’s perception of the behaviour. Behaviours which constitute Workplace Harassment and Workplace Sexual Harassment include, but are not limited to:

- Physical actions, such as touching, leering, violence (for violence refer to Corporate Policy and Procedure – Workplace Violence)
- Patronizing or condescending behaviour or language which reinforces stereotypes and undermines self-respect
- Comments, such as inappropriate jokes, psychological abuse, name-calling
- Displays of offensive materials or offensive e-mail or other electronic communications, including social media
- Behaviours which create an environment which is hostile or offensive or which contribute to a poisoned work environment, and
- Bullying

Workplace Harassment/Workplace Sexual Harassment under this policy does not include:

- Differences of opinion, interpersonal conflicts or unpleasant interactions, unless they involve any of the behaviours described above
- The exercise of normal managerial functions, such as the assignment of work, scheduling, approval of overtime or vacation, management of performance and attendance, requests for medical documentation in support of absences, and the imposition of discipline, unless they involve any of the behaviours described above, or
- Reasonable action taken by the Employee or Management Staff relating to the management and direction of Employees or the Workplace

## **Responsibilities**

### **Employee Responsibility**

Employees are expected to:

- Promote and contribute to a Respectful Workplace



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- Refrain from any violation of this policy
- Report incidents to Management Staff or a Human Resources representative where violations of this policy have occurred
- Attend an interview and provide information to the Investigator when requested
- Maintain confidentiality, and
- Cooperate fully in any attempts to resolve or investigate an incident

### **Manager Staff Responsibilities**

Management Staff are responsible not only for their own actions but also for dealing with the actions of staff under their supervision. Management Staff must intervene if a violation of this policy has been brought to their attention and/or has been witnessed. Appropriate steps must be taken to address and resolve the situation.

Management Staff are expected to:

- Actively promote a Respectful Workplace
- Set a good example by neither engaging in, tolerating or condoning Workplace Harassment, Workplace Sexual Harassment, Discrimination or Bullying
- Keep a detailed written record of any violations
- Address and resolve informal employee complaints by conducting inquiries and/or attempting to assist Employees and, as required, consult with a Human Resources Consultant or Manager
- Maintain confidentiality
- Ensure that Employees involved in the complaint/situation are aware of their responsibility to keep the issue confidential
- Cooperate in attempts to reach an informal resolution and in the investigation of the complaint, and
- Take corrective action as required

### **Human Resources Responsibilities**

- Providing advice to Management Staff, as requested
- Providing guidance on this policy and the Program to Employees, including complainants/respondents
- Providing guidance on this policy and the Program to persons who are the subject of a complaint, when requested
- Acting as Investigators, where necessary, and
- Selecting an external Investigator as may be required

Individual Human Resources Managers and Human Resources Consultants may perform only one role with respect to any given complaint. If approached to perform more than one role, the Human Resources Manager/Consultant must disclose the role he/she has already taken and provide the names of others who can advise or investigate.

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## Investigator Responsibilities

Investigators are responsible for:

- Investigating complaints filed under this policy
- Examining the circumstances of a complaint
- Exercising objectivity and impartiality
- Ensuring confidentiality
- Recording/maintaining appropriate documentation
- Making all necessary findings of fact with respect to allegations in the complaint
- Informing the complainant and respondent of the results of the findings
- Informing the complainant of any corrective action that has been/will be taken as a result of the investigation, and
- Discussing findings, conclusions and recommendations with the departmental commissioner, director and/or manager, as appropriate

## Confidentiality

All persons involved with a complaint must endeavour to ensure that the matter remains confidential. To this end, complaints shall be investigated both confidentially and objectively, with respect for the rights of all parties involved. Personal information will be disclosed only on a need-to-know basis, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

Investigators must advise all persons interviewed that they will be expected to treat the matter as confidential and that breaching confidentiality may lead to corrective action being taken. Persons interviewed by the Investigator will be required to sign a confidentiality agreement.

## Corrective Action

Any Employee who violates this policy, breaches confidentiality in relation to a complaint under the policy, fails to attend an interview or otherwise cooperate with the Investigator, retaliates or threatens retaliation against an individual due to their making a complaint or acting as a witness, and/or Management Staff who fail to take action when advised of a violation, will be subject to appropriate corrective action, up to and including termination of employment. Corrective action may also be taken if a complaint is found to be trivial, frivolous, vexatious or has been made in bad faith, fraudulently or with malicious intent.

## Revision History

Reference	Description
AC-0010-2007 – 2007 05 23	
October 23, 2008	Housekeeping to reflect minor process changes by Human Rights Commission re:

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	filing complaints
GC-0403-2010 2010 06 09	
October 12, 2011	Housekeeping - Volunteer policy renamed to Community Group Support Program
July 03, 2013	Council Recommendation to forward all investigations of members of Council to the Integrity Commissioner.
September 28, 2017	Major review. Policy now supported by a Respectful Workplace Program

# Corporate Policy & Procedure



**Policy Title: Workplace Violence**

**Policy Number: 01-07-01**

Section:	<b>Human Resources</b>	Subsection:	<b>Health and Safety</b>
Effective Date:	<b>September 28, 2017</b>	Last Review Date:	<b>September 2017</b>
Approved by: <b>Council</b>		Owner Division/Contact: <b>HR Business Partner Manager or Health and Safety Specialist</b>	

## Policy Statement

The City of Mississauga is committed to providing a safe workplace, free from actual, attempted or threatened violence. The City will not tolerate any acts of violence and will take all reasonable and practical measures to prevent violence in the workplace.

## Purpose

The purpose of this policy is to:

- Create and foster a work environment that is free from Workplace Violence
- Define “Workplace Violence” and “Workplace”
- Clarify legislative requirements
- Identify the responsibilities of the City and all Employees to maintain a Workplace free from actual, attempted or threatened Workplace Violence
- Outline the roles and responsibilities of all City employees for reporting Workplace Violence, and
- Ensure that complaints and/or incidents of Workplace Violence are handled/investigated in accordance with this policy and the City’s Workplace Violence Program

## Scope

This policy applies to all employees, elected officials, citizen members of committees and volunteers acting on behalf of the City of Mississauga. This policy applies to all areas of the City’s Workplace.

In addition, all persons who attend a City Workplace including, but not limited to, visitors, members of the public, contractors, vendors, delivery persons, customers, etc., are expected to adhere to the principles of this policy and contribute to a workplace free of violence.

The City’s Corporate Policy and Procedure – Human Resources – [Respectful Workplace](#) should be consulted regarding procedures for dealing with bullying, workplace harassment, workplace sexual harassment and/or harassment related to the Ontario *Human Rights Code*.

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The City's Corporate Policy and Procedure – Accountability and Transparency – [Whistleblower Program](#) should be consulted regarding reporting of any issues of wrongdoing if there is a fear of reprisal when using established reporting channels.

### **Non-union Employees**

For all non-union employees, any other work- related complaints will be handled in accordance with the [Employee Complaints Review Protocol](#).

### **Union Employees**

For all union employees, any other work-related complaints will be handled in accordance with the applicable collective agreement.

## **Workplace Violence Program**

The City's [Workplace Violence Program](#) consists of this policy and protocols. The resolution of complaints under this policy will be handled in accordance with the Workplace Violence Program (reporting; investigating; disclosure; resolution; and domestic violence). Employees who are not satisfied with the resolution of their Workplace Violence complaint should refer to the [Employee Complaints Review Protocol](#).

## **Legislative Requirements**

This policy complies with the *Accessibility for Ontarians with Disabilities Act*, the *Ontario Human Rights Code*, and the *Ontario Occupational Health and Safety Act*, as amended. In accordance with the *Ontario Occupational Health and Safety Act* this policy will be reviewed annually. Every person who is an employee has a right to freedom from discrimination and harassment in the workplace by the employer or agent of the employer or by another employee. This includes, but is not limited to, discrimination or workplace harassment/sexual harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (includes pregnancy and breastfeeding), sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

## **Definitions**

For the purposes of this policy:

“Employee” encompasses all union and non-union staff, as well as elected officials, citizen members of committees and volunteers acting on behalf of the City of Mississauga.

“Investigator” means the person(s), who may be an external party, appointed by the City to investigate a complaint and/or incident.

“Management Staff” means any individual responsible for directing the work of others, including elected officials, the City Manager, commissioners, directors, managers/people leaders/

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supervisors, team leaders and any other person having a leadership role, such as trainers, project leaders, facilitators, etc.

“Workplace Violence” means any of the following:

- (a) The use of physical force against or by an Employee in the Workplace that causes or could cause physical injury
- (b) The attempted use of physical force against or by an Employee in a Workplace that could cause physical injury
- (c.) A statement(s) or behaviour(s) that is reasonably believed to be a threat of physical harm or threat to safety or security in the Workplace that could cause physical injury

The “Workplace” includes all locations where Employees conduct City business or social activities and where their behaviour may have a subsequent impact on work relationships, work environment and/or performance. Threats of violence that occur by way of electronic communication (e.g. unwelcome phone calls, voice mail, messages on e-mail or social media and the display of offensive materials on computers, smartphones or other computing devices) will be considered to have occurred in the Workplace if directed to or from Employees and where such conduct may reasonably be expected to have an impact on work relationships, work environment and/or performance.

## **Responsibilities**

### **City Responsibilities**

The City is responsible to:

- Take reasonable preventative measures to protect Employees and others from Workplace Violence
- Ensure that workplace violence assessments are conducted as often as is necessary to protect workers from Workplace Violence
- Advise the Joint Health and Safety Committee of the results of the workplace violence assessments, and provide a copy of the assessments in writing
- Address Workplace Violence risks identified through workplace violence assessments
- Ensure that all Employees are trained on this policy and maintain a record of all completed training
- Post this policy in a conspicuous place in the Workplace
- Establish a process for reporting and responding to complaints and/or incidents of Workplace Violence
- Ensure the process for reporting and responding to complaints and/or incidents of Workplace Violence, including corrective action, is communicated, maintained and followed by all Employees, and

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- Provide Employees with information, including personal information that is reasonably necessary for the protection of Employees, related to a risk of Workplace Violence from a person with a history of violent behaviour if:
  - The Employee can be expected to encounter that person in the course of his or her work, or
  - The risk of Workplace Violence is likely to expose the Employee to physical injury.

### **Management Staff Responsibilities**

Management Staff are responsible not only for their own actions, but also for dealing with the actions of staff under their supervision. Management Staff must intervene if a violation of this policy has been brought to their attention and/or has been witnessed. Appropriate steps, as outlined in this policy and the Workplace Violence Program, must be taken to address and resolve the situation.

Management Staff are expected to:

- Actively promote a Workplace free of violence
- Understand and abide by the requirements of this policy, including the responsibilities listed in the “Employee Responsibilities” section below
- Immediately respond to all complaints and/or incidents of Workplace Violence they receive or witness
- Report all complaints and/or incidents of Workplace Violence
- Summon immediate assistance when Workplace Violence occurs
- Communicate and review this policy with the Employees they supervise or manage
- Ensure that all Employees are trained in this policy
- Take corrective action to address the conduct of Employees who violate the policy, including but not limited to disciplinary action, coaching/counselling, training, education or such other measures as are deemed appropriate in the circumstances
- Encourage Employees to report complaints and/or incidents of Workplace Violence
- Ensure that all Employees are aware of who to contact in the event of an incident of Workplace Violence
- Consult with the Director of HR or designate prior to releasing any personal information
- Provide a response, in writing, to all written recommendations from the Joint Health and Safety Committees related to Workplace Violence within 21 days, and
- Become familiar with all aspects of the Workplace Violence Program

### **Employee Responsibilities**

Employees are expected to:

- Promote a work environment free from Workplace Violence and refrain from contributing to or engaging in any acts of Workplace Violence
- Comply with this policy at all times

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- Immediately notify Management Staff or their departmental Human Resources (HR) representative of any Workplace Violence, whether the notifying Employee is the victim or not. In the case of an extreme or imminent threat of Workplace Violence, to themselves or any person, the Employee should contact Security Services, Corporate Services Department, and/or the police
- Where appropriate, go to a safe location at the Workplace and immediately report the incident to any Management Staff
- Participate in training regarding this policy and City procedures related to risks of Workplace Violence, and
- Fully cooperate in any investigation of complaints and/or incidents of Workplace Violence or breaches of this policy, including attending interviews and/or providing information

### **Health and Safety Specialists Responsibilities**

Health and Safety Specialists are responsible for:

- Conducting violence assessments, and reassessments as necessary, in conjunction with the appropriate Management Staff and providing the applicable Joint Health and Safety Committee(s) with the results
- Responding as required to any complaints and/or incidents of Workplace Violence and communicating complaints and/or incidents of Workplace Violence to the departmental HR representative, and
- Investigating complaints, in consultation with the applicable departmental HR representative and Legal Services, where appropriate

### **Joint Health and Safety Committees Responsibilities**

Joint Health and Safety Committees are responsible for:

- Receiving and reviewing the City's Workplace Violence assessments
- Submitting written recommendations, where appropriate, to management regarding Workplace Violence risks identified through the assessment process, and
- Participating in investigations involving complaints and/or incidents of Workplace Violence when required

### **Investigator Responsibilities**

Investigators are responsible for:

- Investigating complaints and/or incidents filed under this policy
- Involving joint health and safety committees where required
- Exercising objectivity and impartiality
- Ensuring confidentiality, where possible
- Recording/maintaining appropriate documentation
- Making all necessary findings of fact with respect to allegations in the complaint



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- Discussing findings, conclusions or recommendations with the departmental commissioner, director and/or manager, and
- Submitting recommendations as appropriate to control or prevent Workplace Violence

## Domestic Violence

Any Employee experiencing domestic violence that may create a risk of danger to themselves or others in the Workplace is encouraged to report such violence to Management Staff so that the City can take reasonable preventive steps to ensure safety in the Workplace and provide the Employee with internal and external resources to assist, as required and in accordance with the Workplace Violence Program.

Confidential advice and referral for counselling/assistance is available through Employee Health Services and/or the Employee Family Assistance Program (EFAP) for anyone experiencing domestic violence or for those who become aware of someone who is.

## Right to Refuse Work

An Employee has the right to refuse unsafe work in accordance with section 43 of the *Occupational Health and Safety Act*, as amended. For more information refer to the [Work Refusal Process](#).

## Reprisals

Employees who engage in reprisals or threats of reprisals may be disciplined according to the Corrective Action section of this policy. Reprisal includes:

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of Workplace Violence
- Intentionally pressuring a person to ignore or not report an incident of Workplace Violence, and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incidence of Workplace Violence

## Complaint Resolution

Complaints under this policy will be resolved in accordance with the City's Workplace Violence Program.

## Police Complaints

Employees have the right to contact police regarding complaints and/or incidents of Workplace Violence.

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## Confidentiality

All persons involved with a complaint must endeavour to ensure that the matter remains confidential. To this end, complaints shall be investigated both confidentially and objectively, with respect for the rights of all parties involved. Personal information will be disclosed only on a need-to-know basis, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

Individuals acting as Investigators should advise all persons interviewed that they are expected to treat the matter as confidential and that they may be subject to discipline if they breach confidentiality. Persons interviewed by the Investigator will be required to sign a confidentiality agreement.

## Corrective Action

Any Employee who violates this policy, breaches confidentiality in relation to a complaint under the policy, fails to attend an interview or otherwise cooperate with the Investigator, retaliates or threatens retaliation against an individual due to their making a complaint or acting as a witness, and/or Management Staff who fail to take action when advised of a violation will be subject to appropriate corrective action, up to and including termination of employment. Corrective action may also be taken if a complaint is found to be trivial, frivolous, vexatious or has been made in bad faith, fraudulently or with malicious intent.

## Revision History

Reference	Description
GC-0403-2010 2010 06 09	
June 05, 2012	Housekeeping - included Manager, Health and Safety in Investigator definition; updated position names
September 28, 2017	Major review. Policy now supported by a Workplace Violence Program.