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**TO:** Mayor Kogon and Members of Council

**SUBMITTED BY:** Kim Jones, Municipal Clerk

**DATE:** April 23, 2019

**SUBJECT:** **Substance Use Policy**

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**ORIGIN:** Internal review of human resources policies

**LEGISLATIVE AUTHORITY:** MGA 47(1) The council shall make decision in the exercise of its powers and duties by resolution, by policy or by by-law.

**RECOMMENDATION:** That Council refer the Substance Use Policy to the regular meeting of Council April 29, 2019 for adoption.

**BACKGROUND:** Staff began developing this policy with the legalization of cannabis and medical cannabis and the potential impact that may create in the workplace. As research progressed it became apparent that we needed to broaden the scope of the policy to address other substances that could cause impairment. For example, some prescription medication could cause a level of impairment that could create a safety hazard at the workplace.

**DISCUSSION:** Staff attended a session conducted by the Office of the Employer to learn best practices in this area. As such this policy was drafted and was discussed several times at the senior management level.

The policy addresses medical and non medical use of substances that have the potential to impair and also addresses the actions we will take should an employee need assistance with a substance problem.

The policy also gives direction to employees at all levels who have a duty to report issues if they have reasonable grounds to suspect a problem.

This type of policy is common place in most workplaces today and clearly identifies the expectations of the employer to ensure a safe workplace for employees and the general public.

**FINANCIAL IMPLICATIONS:** There are no financial implications

**COMMUNITY ENGAGEMENT:** There was no community engagement

**ENVIRONMENTAL IMPLICATIONS:** There are no environmental implications



**SOCIAL JUSTICE IMPLICATIONS:** This is an internal policy focused on the health and well being of our employees

**ALTERNATIVES:**

1. Refer back to staff for amendment
2. Do not adopt the policy
3. Adopt policy as presented

**ATTACHMENTS:** Draft policy attached

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Report prepared by: Kim Jones, Municipal Clerk  
Report and Financial approved by: