

# DECISION/DIRECTION NOTE

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**Title:** Revised Alcohol and Drug Policy

**Date Prepared:** April 27, 2023

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Ron Ellsworth, Finance & Administration

**Ward:** N/A

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**Decision/Direction Required:** Approval of the revised Alcohol and Drug Policy

## **Discussion – Background and Current Status:**

The alcohol and drug policy was implemented in July of 2015 and as such required review and update to reflect applicable recent case law and particularly the legalization of cannabis. This review was conducted by both internal and external legal counsel, as well as the City's Human Resources department. The review encompassed language changes to reflect best practice in maintaining a safe workplace for all employees and public who avail of City services.

It is important to note there are two key goals to this policy:

1. Promote a positive impact on employee health and well-being while addressing performance and productivity within the City and,
2. ensure compliance with current employment and human rights legislation.

Some key updates to the policy are:

- updated definition of “drugs” and other related definitions.
- Removal of Appendix 4: Hosting Guidelines as these are covered in existing Hosting guidelines and Room usage agreement and Use of City Facilities policy and procedures.
- Adjustment to disclosure requirements for mood altering substances.
- Clarification as to what is a “significant work related incident” and related responsibilities.

## **Key Considerations/Implications:**

1. Budget/Financial Implications: There are no budget or financial implications.
2. Partners or Other Stakeholders: All City unions and staff

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3. Alignment with Strategic Directions:

An Effective City: Work with our employees to improve organizational performance through effective processes and policies.

Choose an item.

4. Alignment with Adopted Plans: N/A

5. Accessibility and Inclusion: N/A

6. Legal or Policy Implications: The policy has been reviewed and approved by the Office of the City Solicitor.

7. Privacy Implications: The Access and Privacy Analyst were originally consulted when the Policy was developed and it was deemed consistent with the Privacy Management Policy and the Access to Information and Protection of Privacy Act. The changes to the policy do not warrant a full review.

8. Engagement and Communications Considerations: Education/communication meetings to take place with unions. Training sessions to be conducted for those supervising safety sensitive positions.

9. Human Resource Implications: The policy will be implemented with existing human resources. The Human Resources Division will work with departments on the training and implementation.

10. Procurement Implications: There are no expected procurement implications.

11. Information Technology Implications: There are no expected information technology implications.

12. Other Implications: There are no other implications at this time.

**Recommendation:**

That Council approve the revised Alcohol and Drug Policy.

**Prepared by: Leanne Piccott, Manager, Advisory Services**

**Reviewed by: Sarah Hayward, Director, Human Resources**

**Approved by: Derek Coffey, Deputy City Manager, Finance and Corporate Services**

**Report Approval Details**

Document Title:	Revised Drug and Alcohol Policy.docx
Attachments:	
Final Approval Date:	Apr 27, 2023

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

**Sarah Hayward - Apr 27, 2023 - 12:33 PM**

**Derek Coffey - Apr 27, 2023 - 12:46 PM**