



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: 2024 Policy Updates- Human Resources (various)

Date: Sep. 4, 2024

Report Number: CAO-2024-09-28

Department: CAO

File Number: C11

Prepared By: Leanne Scott, Human Resources Generalist

Attachments: 2024 Policy Updates, 3.0 Technology Policy, 3.0 Employee Protection Resources Policy

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves Report CAO2024-09-28 prepared by Leanne Scott, Human Resources Generalist;

AND FURTHER authorizes the appropriate by-laws be brought forward to amend the policies as outlined in the report.

Background:

Staff regularly reviews policies and procedures to ensure alignment with current processes and legislative updates. It was identified that certain Human Resource Policies require updates to reflect these changes effectively. It was also identified that Staff would benefit from a policy on the use of Generative Artificial Intelligence (AI).

Discussion/Analysis/Overview:

The recent updates to the policies include various key areas. Staff have incorporated changes to align with the *Working for Workers Act Four Act, 2023*, ensuring the practices are up-to-date with the latest legislative requirements. Other policy updates include various administrative changes to support the current practices and maintain consistency across all departments. Additionally, Staff have established a new policy outlining the ethical and approved uses of Generative AI, providing clear guidelines for its application within the organization. This policy has been added to the Technology Policy.

Financial Impacts:

No financial commitment beyond staff time.

Performance Measurement:

N/A

Strategic Area:

Embrace a thriving rural lifestyle

Enhance Municipal Service Delivery

Prepare for Inclusive Growth

Ensure Financial Stability

Strategic Goal: Support employee recruitment and retention

Respectfully Submitted By:

Leanne Scott, Human Resources Generalist

Report Approved By:

Jodi MacArthur, Chief Administrative Officer