

**AGENDA – REGULAR MEETING**

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**DATE:** June 8, 2021  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers

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**CALL TO ORDER:**

**INTRODUCTION OF LATE ITEMS:**

- Resolution required to add late items, if any

**ADOPTION OF AGENDA:**

- Resolution to adopt the Agenda for the June 8, 2021, Regular Meeting.

**MINUTES:**

- Resolution to adopt the Minutes of the May 11, 2021, Regular Meeting

Resolution to adopt Minutes of the May 20, 2021 Special Meeting

**PETITIONS & DELEGATIONS:**

- Nil

**PUBLIC QUESTIONS & COMMENTS:**

- 

**OLD BUSINESS:**

- Nil

**CORRESPONDENCE FOR INFORMATION:**

- Resolution to receive the following items for information:

- UBCM – Community Works Fund
- RDCK – Board Highlights May 20, 2021

**STAFF REPORTS:**

- Nil

**COUNCIL REPORTS:**

- Verbal Reports -
- Regional District of Central Kootenay -
- West Kootenay Boundary Regional Hospital District -
- Recreation Commission #6 -
- Economic Development Commission -
- Rosebery Parklands & Trail Commission -
- Treaty Advisory Committee -
- Fire Department Committee -
- Health Advisory Committee -
- Sustainability Committee -

**NEW BUSINESS:**

- Health and Safety Policy - Adopt Health and Safety Policy
- Respectful Workplace Policy - Adopt Respectful Workplace Policy

**MOTION TO EXCLUDE:**

- Moved by Councillor

**RECONVENE IN CAMERA:**

- Moved by Councillor \_\_\_\_\_ and seconded that Council recess and reconvene in camera at \_\_\_\_\_ p.m.

**RECONVENE IN OPEN MEETING:**

- Moved by Councillor \_\_\_\_\_ and seconded that Council reconvene in open meeting at \_\_\_\_\_ p.m.

**RESOLUTIONS BROUGHT FORWARD  
FROM IN CAMERA:**

- Moved by Councillor \_\_\_\_\_ and seconded that Resolution#\_\_\_\_\_ be brought forward to the public portion of the meeting.

**ADJOURNMENT:**

- Resolution to adjourn the meeting at \_\_\_\_ p.m.

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The Corporation of the Village of New Denver

**MINUTES – REGULAR MEETING**

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**DATE:** May 11, 2021  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers

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PRESENT:

- Mayor Leonard Casley
- Councillor John Fyke (via Webex)
- Councillor Vern Gustafson (phone in)
- Councillor Colin Moss
- Councillor Gerald Wagner
- Darrell Garceau
- Colin McClure CFO (via Webex)
  
- Press: Valley Voice (via Webex)

CALL TO ORDER:

INTRODUCTION OF LATE ITEMS:

- Nil

ADOPTION OF AGENDA:

**RESOLUTION #99**

- Moved by Councillor Moss and seconded that the agenda for the May 11, 2021 Regular Meeting be adopted as presented.

CARRIED

MINUTES:

**RESOLUTION #100**

- Moved by Councillor Wagner and seconded that the Minutes of the April 27, 2021 Regular Meeting be adopted as read.

CARRIED

PETITIONS & DELEGATIONS:

- Nil

PUBLIC QUESTIONS & COMMENTS:

-

OLD BUSINESS:

- Nil

CORRESPONDENCE FOR INFORMATION:

Moved by Councillor Moss and seconded that the items for correspondence and information be received as information.

CARRIED

-

STAFF REPORTS:

- Not at this time

COUNCIL REPORTS:

## Verbal Reports

- Not at this time
- 

## Regional District of Central Kootenay

- Not at this time

West Kootenay Boundary Regional  
Hospital District

- Not at this time

## Recreation Commission #6

- Councillor Fyke reported that a PO was going out for matting at the gym.

## Economic Development Commission

- Not at this time

## Rosebery Trails &amp; Parklands Commission

- Not at this time

## Treaty Advisory Committee

- Not at this time

## Fire Department Committee

- Nil

## Health Advisory Committee

- Mayor Casley reported that no immediate plans or actions being undertaken, waiting for post Covid discussion.

## Sustainability Committee

- Not at this time

NEW BUSINESS:**RESOLUTION #107**Bylaw No. 733  
5 Year Financial Plan

- Moved by Councillor Wagner and seconded that the Council of the Village of New Denver give first, second and third reading of Bylaw No. 733 and be reconsidered and finally adopted.

CARRIED

**RESOLUTION #108**

ByLaw No. 734  
Tax Rate Bylaw

- Moved by Councillor Moss and seconded that Council for the Village of New Denver give first, second and third reading of Bylaw No. 734 and be reconsidered and finally adopted.

CARRIED

**RESOLUTION #109**

Development Permit 2021-01  
Glacier View Cabins

- Moved by Councillor Wagner and seconded that Council for the Village of New Denver support the application for a Development Permit at Block 38, Plan NEP557, District Lot 557, Kootenay Land District, Parcel A (DP2021-01)

CARRIED

- Councillor Wagner recused himself from discussion on DP2021-02 stating a conflict of interest.

**RESOLUTION #110**

Development Permit 2021-02  
Adventure Domes

- Moved by Councillor Moss and seconded that Council for the Village of New Denver support the application for a Development Permit at Parcel A, Block 52, District Lot 549, Kootenay Land District, Plan 557 (DP2021-02)

CARRIED

Councillor Wagner returned to the meeting.

MOTION TO EXCLUDE:

-

RECONVENE IN CAMERA:

-

RECONVENE IN OPEN MEETING:

-

RESOLUTIONS BROUGHT FORWARD  
FROM IN CAMERA:

- Nil

ADJOURNMENT:

**RESOLUTION #111**

- Moved by Councillor Wagner and seconded that the meeting be adjourned at 7:46 p.m.

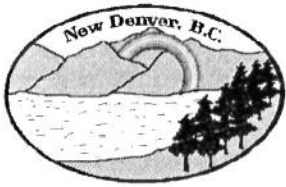
CARRIED

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MAYOR CASLEY

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CORPORATE OFFICER



MINUTES  
SPECIAL MEETING

DATE: May 20, 2021  
TIME: 2:30 p.m.  
PLACE: Council Chambers

PRESENT:

- Mayor Leonard Casley
- Councillor John Fyke
- Councillor Gerald Wagner via telephone conference
- Darrell Garceau, Acting Corporate Officer
- Colin McClure, CFO via Webex
- Ashley Ruggiero, Grant Thornton via Webex

CALL TO ORDER:

- Mayor Casley called the meeting to order at 2:30 p.m.

INTRODUCTION OF LATE ITEMS:

- Nil

ADOPTION OF AGENDA:

**RESOLUTION #226**

- Moved by Councillor Fyke and seconded that the agenda for the May 20, 2021 Special Meeting be adopted as presented.

CARRIED

NEW BUSINESS:

- Moved by Councillor Fyke and seconded that the 2020 Audited Financial Statements be received and accepted by New Denver Council as presented.

CARRIED

**RESOLUTION #227**

- Moved by Councillor Wagner and seconded that the meeting be adjourned at 3:05 P.m.

CARRIED

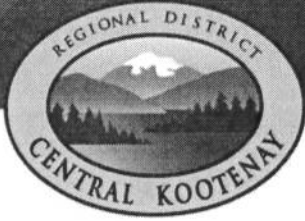
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MAYOR CASLEY

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CORPORATE OFFICER





# Board Highlights

May 20, 2021

## **Kirk Duff appointed to the RDCK Board of Directors**

Kirk Duff, the newly elected Mayor of Castlegar, has been appointed to the RDCK Board of Directors. The Board ratified the decision based on the recommendation from the City of Castlegar. Councillor Dan Rye, who previously represented the City of Castlegar on the Board, has been appointed as the Alternate Board Director for the two-year term ending November 30, 2022.

## **RDCK supports recreation programming in Nakusp**

The Board approved the RDCK enter into a contribution agreement with the Village of Nakusp for the purposes of funding a recreation program for one year from June 1, 2021 to May 31, 2022. The goal of the funding (up to \$10,000) will be used to increase recreation programming and encourage the use of recreation facilities in the area.

## **Alternative Approval Process not approved for Erickson Water Service Loan Authorization**

Elector approval was not obtained in the Alternative Approval Process for the Erickson Water Service Loan Authorization Bylaw. If adopted, the bylaw would have approved the borrowing of \$3,729,100 to install universal metering for water demand management and complete the distribution upgrades of the water line replacement to the Erickson water system. The staff will now review potential next steps, including the possibility of a referendum to determine the direction the community wants to take with the water system upgrades.

## **Riondel and District Curling Club takes over ownership of ice plant from the RDCK**

The Riondel and District Curling Club has taken over ownership of the ice plant located at the Riondel Curling Club. The Board approved the sale of the ice plant to the curling club who previously signed a long-term lease agreement to operate the RDCK facility. The transfer of ownership assigns the responsibilities for operating and maintaining the ice plant to the club, as well as ensuring long term sustainability of curling in Riondel, while managing RDCK risks.

## **Columbia Basin Trust – Community Initiatives Program/Affected Areas Program Grant Funding**

The Board approved the 2021 Columbia Basin Trust Community Initiatives and Affected Area Program (CIP/AAP) grant funding. A total of \$1,488,018 in funding will be allocated to 265 different project proposals. [CLICK HERE](#) for a complete list of all the recipients of CIP/AAP funding. The programs support local projects that provide additional value to Basin communities, and that benefit the broad community and public good.

**For more information**

[info@rdck.bc.ca](mailto:info@rdck.bc.ca) | 250.352.6665 | 1.800.268.7325 (BC) | or visit [rdck.ca](http://rdck.ca)

## Housing Action Plan – Next Steps

Safe, affordable and inclusive housing is a major concern across the RDCK. Last year, the RDCK completed a regional housing needs assessment. The report describes the current and anticipated housing needs throughout our communities. The next step is to implement the assessment which will identify what is happening and who it is happening to as far as our housing needs. As a result, the Board is directing staff to pursue various options to support affordable housing in our region, including:

- Zone and incentivize infill (permitting properties to have flexible housing, i.e. secondary suites and to determine where infill housing can be further supported)
- Support not for profit housing providers (find out how local government can support their efforts)
- Facilitate non-market development or underutilized or vacant land (provide land or facilitate land transfer to non-profit developer to develop affordable housing)
- Create a housing action plan (translate housing needs within the community into solutions)
- Investigate housing authorities (creating a housing organization can help provide and manage non-market housing stock that is for rent or purchase)

## East Shore Connectivity Project

The Board awarded Columbia Basin Broadband Corporation the contract for project management services related to the East Shore Connectivity Project. This project, which will start immediately, will connect the East Shore of Kootenay Lake that either had no or low access to high speed internet. A fibre optic infrastructure will be deployed throughout the communities of Wynndel, Riondel, Boswell and the Electoral Area A region. High speed internet will help to connect residents, enable businesses to remain competitive in a global economy, and support education.

## New fibre optic link to be installed at Passmore Fire Hall

The Board accepted the proposal from Columbia Wireless to install a fibre optic link at the Passmore Fire Hall. The new link up will help to provide better service to residences and businesses up the Slocan Valley as Columbia Wireless builds out its fibre optic backbone. This new link up will improve emergency communications at the Passmore Fire Hall, while also increasing connectivity and reliability to the entire Slocan Valley, benefiting businesses and those residents working from home.

## Discretionary Grant

### AREA C

Alice Sliding Water Society – Future Water Study	\$1,000
Creston Valley Forest Corporation – Goat Mountain Tipping Fees	\$1,000
Creston Valley Rod & Gun Club – Backcountry Safety Outreach	\$500
Duck Lake Dyking District – Repair of Duck Lake Road	\$900

### AREA H

Slocan Park Community Hall Society – Slocan Park Ballfield Improvements	\$1,000
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## Community Development Grant

### AREA A

Crawford Bay Elementary School – Teepee Purchase \$3,000

### AREA C

Creston Valley Beef Association – 8 Weather Station Purchases \$5,000

### AREA D

Kaslo Disc Golf Club – All Yew Need Baskets \$2,500  
North Kootenay Lake Community Services Society – Waste Collection Feasibility Study \$1,400  
Lardeau Fire Prevention Association – Portable Water Tank \$2,000  
Lardeau Valley Opportunity Links Society – Agriculture Projects \$40,000

### AREA E

Balfour Recreation Commission – Administrative Support Staff \$8,000

### AREA F

Nelson & Area Friends of the Family – Monetary Aid for Medical Treatment for Children \$2,000  
Nelson & District Arts Council – ArtWalk and Mural Fest \$2,000

### AREA G

Cycling Without Age – Trishaw Rides \$1,000  
Salmo & District Arts Council – Community Theatre Project \$1,000  
Salmo Ski Club – Ski Club Improvements \$5,000

### AREA H

USCC Union of Youth – Technology Initiative Project \$5,000

### AREA I

Coutts Creek Watershed Preservation Society – 2021 Expenses \$500  
Pass Creek Neighbourhood Association – AED for Community Hall \$2,500  
USCC Union of Youth – Technology Initiative Project \$5,000

### AREA J

Cops for Kids – Offset Medical Costs \$2,000  
USCC Union of Youth – Technology Initiative Project \$5,000

### KASLO

Kaslo Racquet Club – Shed Repair and Landscaping \$2,500  
Victorian Hospital of Kaslo Auxiliary Society – Thrift Store Improvements \$4,000  
Village of Kaslo – Bear Hazard Assessment \$2,450  
Village of Kaslo – Kaslo Investment Attraction Lands \$10,000  
Village of Kaslo – Front Street Washroom and Performance Stage \$15,000  
Village of Kaslo – Castlegar Sculpture Walk \$1,525

AREA K

Kinship Connection Society – Three Picnic Tables	\$1,500
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SLOCAN

Village of Slocan – WEG School Pump Track	\$10,000
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**Community Works Fund**AREA F

Nelson Tennis Club – Nelson Tennis Club Multisport Complex	\$45,242
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**Grants**Recreation Commission No. 9

Boswell Memorial Hall Society	\$3,830
Boswell Memorial Hall Society	\$1,798.05
Riondel Golf Club Society	\$500
Riondel Community Campground Society	\$900
East Shore Circle of Friends Society	\$440
East Shore Trail and Bike Association	\$4,950
South Kootenay Lake Community Services Society	\$1,800
South Kootenay Lake Community Services Society	\$1,000
South Kootenay Lake Community Services Society	\$1,000
South Kootenay Lake Community Services Society	\$781
South Kootenay Lake Community Services Society	\$493.50
Boswell Historical Society	\$306
Crawford Bay & District Hall & Parks Association	\$204
South Kootenay Lake Art Connect Society	\$1,188

Recreation Commission No. 10

Balfour Seniors Branch 120 - Assistance with Fixed Costs	\$500
Columbia Basin Alliance for Literacy – Balfour Lending Library	\$1,200
Balfour Recreation Commission (fixed costs Balfour Hall)	\$500
Balfour Recreation Commission (fixed costs Balfour Gym)	\$500



May 21, 2021



Mayor Leonard Casley  
Village of New Denver  
Box 40  
New Denver, BC V0G 1S0

Dear Leonard Casley:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$78,697.66 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

The Government of Canada has further announced that there will be a one-time top-up of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Gas Tax Program Services by e-mail at [gastax@ubcm.ca](mailto:gastax@ubcm.ca) or by phone at 250-356-5134.

Yours truly,

A handwritten signature in black ink, appearing to read "B. Frenkel". The signature is fluid and cursive.

Brian Frenkel  
UBCM President

PC: Colin McClure, Chief Financial Officer

**REQUEST FOR COUNCIL DECISION**

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**SUBMITTED BY:** Darrell Garceau

**DATE:** June 2, 2021

**SUBJECT:** Health and Safety Policy

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**PURPOSE:** To adopt the proposed Health and Safety Policy

**DISCUSSION:**

In accordance with WorkSafe BC Occupational Health and Safety regulations municipalities are obligated to provide a healthy work environment and put in place processes and mechanisms in support of worker safety.

The enclosed policy is a commitment to the process and establishing the framework that is required to ensure a Healthy Workplace within the organization of the Village of New Denver.

**RECOMMENDATION:**

It is the recommendation of Administration that Council for the Village of New Denver adopt the Healthy and Safety Policy.

**ANALYSIS:**

- A. **Background:**
- B. **Discussion:**
- C. **Legislative Framework:** WorkSafe BC Occupational Health and Safety Regulations
- D. **Attachments:** Health and Safety Policy
- E. **Council Strategic Priority:**
- F. **Communication Strategy:**

**FINANCIAL IMPLICATIONS:** NA

  
Darrell Garceau  
Acting Corporate Officer

## THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: HEALTH AND SAFETY POLICY

EFFECTIVE DATE: June 8, 2021

SUPERSEDES:

APPROVAL: Council Resolution #

### PURPOSE:

To outline the Village's commitment to providing a safe and healthy work environment in accordance with the WorkSafeBC Occupational Health and Safety regulations and to outline the responsibilities of Managers, Supervisors, Workers and Contractors.

### BACKGROUND:

The Village of New Denver is committed to providing a safe and healthy work environment for its employees, contract workers and visitors with the goal of preventing injuries, illnesses, property damage or damage to the environment.

### POLICY:

1. The Village will maintain a Health and Safety Program consisting of policies, procedures, equipment, facilities and other resources designed to protect worker health and safety. Knowledge of health and safety practices is critical to the safe performance of work duties therefore regular training will form the cornerstone of the Village's Health and Safety Program, backed by regular inspections and ongoing supervision and support.
2. To maintain a safe and healthy workplace at all times, all employees and contract workers will work in accordance with the Health and Safety Program standards and legislated requirements. All work performed by the Village will be done with due consideration to the health and safety of all persons.
3. Supervisors will organize the work in a manner that ensures workers are provided the necessary tools, training and personal protective equipment to perform their work in a safe manner. Supervisors will ensure that inspections are conducted, incidents are promptly investigated, unsafe practices or conditions are corrected without delay and investigation reports are reviewed.
4. Supervisors will ensure that all employees working under their direct supervision are informed of all identified hazards in their workplace and have received the necessary training and education to perform their work in a safe manner. Supervisors will establish safe work procedures, instruct workers in those procedures, correct unsafe practices and conditions, enforce health and safety

rules and policies, and participate in incident investigations. Supervisors will set the example for workers to follow.

5. Workers will follow all safe work procedures and will maintain safe work habits to protect themselves and fellow workers from harm. Workers will report all incidents; including near miss incidents, and all unsafe conditions or practices immediately to his or her supervisor.
6. Contractors working for or on behalf of the Village of New Denver will implement an effective safety program for their workers, and comply with all safety rules of the Village of New Denver.
7. Through the active participation and cooperation of management, supervisors and workers, the Village of New Denver will promote healthy and safe work practices and attitudes as integral parts of it's operations.
8. This Health and Safety Policy will be reviewed on an annual basis as required by Occupational Health and Safety legislation.



**REQUEST FOR COUNCIL DECISION**

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**SUBMITTED BY:** Darrell Garceau

**DATE:** June 2, 2021

**SUBJECT:** Respectful Workplace Policy

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**PURPOSE:** To adopt the Respectful Workplace Policy

**DISCUSSION:**

The purpose of the Respectful Workplace Policy is to maintain a safe, healthy, respectful and productive workplace and to assist in the prevention of incidents within the workplace.

The policy establishes a framework that addresses workplace bullying and harassment and provides reporting procedures.

**RECOMMENDATION:**

It is the recommendation of Administration that Council for the Village of New Denver adopt the proposed Respectful Workplace Policy as presented.

**ANALYSIS:**

- A. Background:
- B. Discussion:
- C. Legislative Framework:
- D. Attachments: Respectful Workplace Policy
- E. Council Strategic Priority:
- F. Communication Strategy:

**FINANCIAL IMPLICATIONS:** NA

  
Darrell Garceau  
Acting Corporate Officer

## THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: RESPECTFUL WORKPLACE POLICY

EFFECTIVE DATE: June 8, 2021

SUPERSEDES: Policy adopted December 13, 2016,

APPROVAL: Council Resolution #

### PURPOSE:

The purpose of this policy is to:

- a) Help maintain a safe, healthy, respectful and productive workplace; and
- b) Help in the prevention and the management of workplace bullying and harassment.

### BACKGROUND:

- a) The Village of New Denver recognizes that workplace bullying and harassment is unacceptable and will not be tolerated. All workers will be treated in a fair and respectful manner.
- b) The Definition and examples of bullying and harassment are:
  - i. Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated; but
  - ii. Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
- c) Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings and spreading malicious rumours. Comments may be made in person or through email or social media.
- d) Not every unpleasant interaction, instance of disrespectful behavior or workplace conflict is considered bullying and harassment. Examples of behaviors that may not be bullying and harassment, if undertaken in an appropriate manner, include:
  - i. Expressing differences of opinion;
  - ii. Offering constructive feedback, guidance or advice about work-related behavior and performance;
  - iii. Making a legitimate complaint about someone's conduct through established procedures;
  - iv. Yelling in the workplace to warn of a potential danger or to shout commands at the scene of a disaster; and
  - v. Reasonable management action including decisions relating to job duties,

workloads, deadlines, transfers, work instructions or feedback, work evaluation/performance management and/or disciplinary action.

**POLICY:**

- a) This policy applies to all Village workplaces, employees, volunteers and contractors, and to interpersonal and electronic communications, such as email and social media.
- b) The Village of New Denver is responsible for ensuring the health and safety of its workers and any other workers present at Village of New Denver workplaces. The Village of New Denver is also responsible for providing workers with information, instruction, training and supervision, to ensure work is performed safely.
- c) Supervisors must ensure the health and safety of all workers under their direct supervision.  
Supervisors must:
  - i. Not engage in the bullying and harassment of others;
  - ii. Apply and comply with this policy on bullying and harassment;
  - iii. Promptly investigate any reports of bullying or harassment within their area of responsibility; and
  - iv. Report any bullying and harassing behavior they experience or observe in the workplace outside their area of responsibility.
- d) Workers must take responsible steps to protect their own health and safety as well as the health and safety of others.  
Workers must:
  - i) Not engage in bullying or harassment of others;
  - ii) Report any bullying or harassing behavior they experience or observe in the workplace;
  - iii) Comply with this policy; and
  - iv) Report any bullying and harassing behavior they experience or observe in the workplace outside their area of responsibility.

**REPORTING PROCEDURE:**

- a) Anyone subject to, or witnessing, bullying or harassing behavior, shall immediately report the incident to their supervisor, or the supervisor of the department where the incident was observed.
- b) If the supervisor is the alleged bully, the incident shall be reported to the Chief Administrative Officer.
- c) Using the Village's Respect in the Workplace Incident Report Form, any relevant documents to support any allegations being made, such as emails, handwritten notes, photographs, or physical evidence such as vandalized personal belongings, will be provided to aid in the investigation by the Chief Administrative Officer.
- d) The Chief Administrative Officer shall undertake an immediate investigation

into the alleged bullying and harassing behavior. Alternately, the Village of New Denver may hire an external party to conduct the investigation.

#### **INVESTIGATIVE PROCEDURE:**

- a) The purpose of the investigation is to determine if bullying and harassment has occurred. If behavior in contravention of this policy is found to have occurred, corrective action shall be taken promptly to ensure the bullying and harassment stops.
- b) Investigations shall:
  - i) Be completed promptly, and be as thorough as necessary in the circumstances;
  - ii) Be fair and impartial, providing fairness for both the complainant and respondent in evaluating the allegations;
  - iii) Be sensitive to the interests of all parties, and maintain confidentiality to the extent possible in the circumstances; and
  - iv) Be focused on finding facts and evidence, which should include interviews with the complainant, respondent and any witnesses.

#### **TRAINING SUPERVISORS AND WORKERS**

- a) The Village of New Denver shall ensure all supervisors and workers are aware of this policy, and their responsibilities to provide a workplace free from bullying and harassment. Training for supervisors and workers shall include the following:
  - i) How to recognize bullying and harassment;
  - ii) How anyone who experiences or witnesses bullying and harassment should respond; and
  - iii) Procedures for reporting.
- b) In addition, anyone required to investigate incidents and complaints shall receive appropriate training and instruction, as bullying and harassment matters are often sensitive and challenging to address.

#### **ANNUAL REVIEW:**

- a) The Village of New Denver shall review this policy annually. As part of the annual review, the Village of New Denver shall review any bullying and harassment incidents or complaints in the past year to determine if existing preventative steps are working, or if procedures and training must be further clarified.

# THE CORPORATION OF THE VILLAGE OF NEW DENVER

## Acknowledgement Form

### Respectful Workplace Policy

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This form is used to acknowledge receipt of and compliance with the Village of New Denver's Respectful Workplace Policy. This policy contains important information and it is the employee's responsibility to read and know the contents and it is the employer's responsibility to inform employees of any changes to the policy.

#### Procedure:

1. Read the Respectful Workplace Policy
2. Sign and date in the spaces provided below
3. Return a copy of this signed document to the office for filing

#### Employee Declaration:

I \_\_\_\_\_, the undersigned, have read and understood the above Village of New Denver – Respectful Workplace Policy, and agree to adhere to the provisions outlined therein.

---

Employee Printed Name

Signature

Date

## WORKPLACE BULLYING AND HARASSMENT COMPLAINT FORM

Name and contact information of complainant: \_\_\_\_\_

Name of alleged bully or bullies: \_\_\_\_\_

### Personal Statement

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

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Signature

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Date