



REPORT FOR ACTION

Review of Toronto Parking Authority Policy Resolutions 4-19 - Occupational Health and Safety and 4-22 - Workplace Harassment and Violence

Date: November 14, 2025

To: Board of Directors, Toronto Parking Authority

From: President, Toronto Parking Authority

Wards: All

SUMMARY

The Toronto Parking Authority (TPA) has established a range of Board-enacted Policies which form the guiding principles and procedures by which it operates. The *Occupational Health and Safety Act* requires that two policies relating to the *Act* be reviewed on an annual basis. These policies were most recently reviewed and affirmed by the Board at its meeting of November 29, 2024.

For 2025, changes to Policy Resolution 4-19, Occupational Health and Safety Policy, are recommended to strengthen the Safety Management System (SMS); specifically updating the policy with inclusive language and incorporating the ISO 45001 level of commitment which emphasizes the importance of leadership and commitment in occupational health and safety management systems.

This report confirms that TPA's Joint Health and Safety Committee has concurred with the policies as follows:

- with recommended changes to Policy Resolution 4-19: Occupational Health and Safety Policy; and
- with no recommended changes to Policy Resolution 4-22: Workplace Harassment and Violence Policy.

The recommended policy changes will strengthen TPA's focus on its Safety Management System through leadership, commitment and continuous improvement.

RECOMMENDATIONS

The President, Toronto Parking Authority recommends that:

1. The Board of Directors of Toronto Parking Authority approve the amendments to Policy Resolution 4-19 - Occupational Health and Safety Policy, as outlined in Attachment 1.
2. The Board of Directors of Toronto Parking Authority review and endorse Policy Resolution 4-22 - Workplace Harassment and Violence Policy, as presented in Attachment 2.
3. The Board of Directors of Toronto Parking Authority direct the President, Toronto Parking Authority to enact these Policy Resolutions, as approved.

FINANCIAL IMPACT

There is no financial impact resulting from this report as it is included in the approved budget.

DECISION HISTORY

The TPA Board of Directors most recently reviewed and approved, without amendment, Policy Resolution 4-19, Occupational Health and Safety Policy; and Policy Resolution 4-22, Workplace Harassment and Violence Policy (Item PA12.13), at its meeting of November 29, 2024.

[Agenda Item History - 2024.PA12.13](#)

As part of its annual review, the TPA Board of Directors reviewed and approved Policy Resolution 4-19, Occupational Health and Safety Policy; and Policy Resolution 4-22, Workplace Harassment and Violence Policy (Item PA7.11), at its meeting of November 23, 2023.

[Agenda Item History - 2023.PA7.11](#)

The TPA Board of Directors most recently reviewed and approved, without amendment, Policy Resolution 4-19, Occupational Health and Safety Policy; and Policy Resolution 4-22, Workplace Harassment and Violence Policy (Item PA32.9), at its meeting of September 29, 2022.

[Agenda Item History - 2022.PA32.9 \(toronto.ca\)](#)

As part of its annual review, the TPA Board of Directors reviewed and approved Policy Resolution 4-19, Occupational Health and Safety Policy; and Policy Resolution 4-22,

Workplace Harassment and Violence Policy (Item PA27.3), at its meeting of November 8, 2021.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.PA27.3>

COMMENTS

The rationale for the policy review and approval recommended in this report is set out as follows:

Policy 4-19 - Occupational Health and Safety (refer to Attachment 1):

The *Occupational Health and Safety Act* requires TPA's Health and Safety policy to be reviewed on an annual basis. Through the annual review TPA is proposing changes to support TPA's commitment to safety.

Changes proposed include amendments based on strengthening the Safety Management System (SMS) with inclusive language (replacing "he" or "she" with "they") and incorporating the ISO 45001 level of commitment into the policy. The ISO 45001 standard emphasizes the importance of leadership and commitment in occupational health and safety management systems which includes the following:

- Commitment to fulfill legal and other applicable requirements.
Commitment to eliminate hazards and reduce health and safety risks.
- Commitment to continual improvement of the SMS.
- Commitment to consult with workers and their representatives.

The proposed changes will:

- Strengthen alignment with international Health and Safety standards.
- Address identified policy gaps.
- Reinforce TPA's long-term direction and framework for setting objectives and achieving SMS outcomes.

Policy 4-22 Workplace Harassment and Violence (refer to Attachment 2):

The *Occupational Health and Safety Act* requires TPA's Workplace Harassment and Violence policy to be reviewed on an annual basis.

The policy has been reviewed and no changes are proposed for 2025.

CONTACT

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SIGNATURE

W. Scott Collier
President

ATTACHMENTS

Attachment 1: Proposed Toronto Parking Authority Policy Resolution 4-19, Occupational Health and Safety Policy

Attachment 2: Proposed Toronto Parking Authority Policy Resolution 4-22, Workplace Harassment and Violence Policy