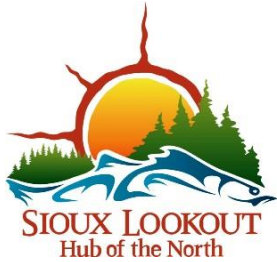


SUBSTANCE USE AND IMPAIRMENT



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel		
Policy No:	2026-HR-18	Date:	July 8, 2026
Approved by:	CAO	Repeal:	

Purpose

- Protect employees, the public, and municipal assets from impairment-related risks.
- Ensure compliance with federal aviation safety considerations and provincial workplace safety and human rights requirements.
- Provide clear expectations regarding alcohol, cannabis, and drug use at work.
- Offer support and accommodation to employees affected by substance dependence or authorized medical cannabis use.

Policy Statement

The Municipality of Sioux Lookout is committed to providing a safe, healthy, and productive workplace. Alcohol, cannabis, illegal drugs, or the misuse of medication can impair performance, create safety hazards, and endanger employees, the public, and municipal property.

This policy applies to all employees and establishes strict rules regarding impairment at work. It also sets out testing provisions that apply only to airport employees in safety-sensitive positions. The Municipality recognizes the legal status of recreational and medical cannabis while maintaining clear safety standards and its duty to accommodate under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

Off-duty use of alcohol, cannabis, or medication is not restricted unless it results in impairment at work or violates the testing standards set out in this policy for airport employees.

Scope

This policy applies to all municipal employees, elected officials, contractors, and volunteers.

- General provisions apply to all workplaces and job classifications within the Municipality.

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

- Testing provisions apply only to employees working at the Sioux Lookout Airport in safety-sensitive positions, currently limited to fueling staff, whose duties may include:
 - Aircraft refueling and fuel storage/handling;
 - Runway and taxiway maintenance;
 - Wildlife control and airfield inspections;
 - Ground vehicle operation in maneuvering areas;
 - Winter runway and apron operations.

Definitions

Term	Meaning
Safety-Sensitive Position	Any role where impairment could result in injury, environmental harm, or operational risk
Fit for Duty	Able to perform all job functions safely and effectively without impairment
Impairment	Any condition caused by alcohol, cannabis, medication, or drugs that reduces an employee's ability to work safely
Substance	Alcohol, cannabis, prescription medication, over-the-counter drugs, or illegal drugs
Reasonable Cause	Observable behaviour, evidence, or circumstances suggesting impairment
Significant Incident	A work-related event resulting in serious injury, environmental damage, property loss exceeding \$10,000, or major operational disruption
Controlled Substance	Any drug or chemical categorized by the federal government under the Controlled Drugs and Substances Act

General Provisions

For All Employees, Elected Officials, Contractors, and Volunteers

- Use, possession, distribution, or sale of illegal drugs, unauthorized prescription medication, or cannabis at work is prohibited.
- Employees must not bring alcohol, cannabis, or any controlled substances to work unless they are prescribed or authorized for legitimate medical use.
- Alcohol or recreational cannabis must not be consumed during working hours, whether on or off municipal premises.
- Employees must not report to work under the influence of alcohol or drugs.
- Employees must notify supervisors if a prescribed or over-the-counter medication could affect safe job performance.

- Substance dependence is recognized as a disability. Employees are encouraged to seek assistance and, depending on the circumstances, will be supported through accommodation to the point of undue hardship.
- Where an employee discloses substance dependence or medical cannabis authorization, or where a positive test result is connected to such use, the Municipality will conduct an individualized assessment of accommodation before any disciplinary action is taken, including for employees in safety-sensitive positions. Accommodation will be provided up to the point of undue hardship; a disclosure or positive test alone is not grounds for discipline.
- Employees who voluntarily disclose a substance dependence issue or medical cannabis authorization will not face discipline for disclosure alone and will be offered support and accommodation.
- Disciplinary measures for violating this policy will follow the principles of progressive discipline.

For Airport Employees in Safety-Sensitive Positions

- Employees must not consume alcohol within 12 hours of reporting for duty. This standard is set by the Municipality to support a fit-for-duty workplace.
- There is zero tolerance for impairment while performing safety-sensitive duties.
- **Testing Circumstances:** Alcohol and drug testing may be conducted in the following circumstances:
 - **Reasonable Cause:** Where impairment is suspected, based on observable behaviour, evidence, or circumstances.
 - **Post-Incident:** Following any significant incident or near-miss with high potential for harm.
 - **Random Testing:** Random testing will only be implemented where the Municipality has documented evidence of a substance use problem at the Sioux Lookout Airport, and only following review and sign-off by both Human Resources/the CAO and the Municipality's legal counsel. Random testing will not be implemented on the basis of workplace risk alone.
- Refusal to submit to testing conducted in accordance with this policy is treated as a violation of this policy and may result in removal from duty and discipline up to termination.

Responsibilities

Role	Responsibility
Employer	Provide training, education, and awareness on workplace impairment; ensure compliance with federal and provincial laws; offer access to assistance programs and accommodation for employees with substance dependence or medical cannabis

	authorization; ensure this policy is administered consistently for unionized and non-unionized employees, in accordance with any applicable collective agreements; and keep all testing results, disclosures, and accommodation requests confidential and used only for purposes related to workplace safety and legal compliance.
Supervisors	Monitor for signs of impairment and take prompt action where safety is at risk; remove any employee suspected of impairment from duty and initiate required testing at the airport; and document and report all incidents involving suspected impairment
Employees	Report to work fit for duty and free from impairment; comply with all provisions of this policy, including testing requirements at the airport; disclose medications that may impact job safety to a supervisor or designated manager; and cooperate with investigations, testing, and accommodation efforts

References

Federal

- Cannabis Act (Canada)
- Criminal Code of Canada (impaired operation provisions)
- Controlled Drugs and Substances Act
- Canadian Aviation Regulations (Transport Canada) – applicability to ground/fueling staff
- Aviation Occupational Health and Safety Regulations – applicability to ground/fueling staff

Provincial

- Occupational Health and Safety Act (Ontario)
- Human Rights Code (Ontario)
- Accessibility for Ontarians with Disabilities Act (AODA)
- Highway Traffic Act (Ontario)
- Workplace Safety and Insurance Act (Ontario)
- Liquor Licence and Control Act (Ontario)
- Smoke-Free Ontario Act, 2017
- Smoke-Free Policy (Municipality of Sioux Lookout)

Review and Revision

This policy will be reviewed at least every two years or sooner if federal or provincial legislation changes. Updates will ensure ongoing compliance with workplace safety, human rights, and aviation regulatory requirements.