

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY
BY-LAW NUMBER 22 - 2018

BEING, a By-law to adopt a "Council-Staff Relations Policy";

WHEREAS, Subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to relationship between members of council and the officers and employees of the municipality by March 1, 2019;

AND WHEREAS, the Council of the Corporation of the Municipality of West Grey deems it expedient to adopt the aforementioned policy;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST GREY ENACTS AS FOLLOWS:

1. The "Council-Staff Relations Policy" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. This By-Law shall come into force and effect on the date of final passing thereof.

READ a first and second time this 19th day of February, 2018.

READ a third time and finally passed this 19th day of February, 2018.

(Signed)

Kevin Eccles, Mayor

(Signed)

Mark Turner, Clerk

Schedule “A” to By-law Number 22 - 2018

Council-Staff Relations Policy

Policy Statement

The Municipality of West Grey will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct for Members of Council, the Code of Conduct in the Municipal Employee Policy Manual, Respect in the Workplace (Harassment and Violence) Policy, and the Procedure By-law.

Purpose

This policy provides guidance on how the Municipality of West Grey ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation.

Application

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to all Members of Council and officers and employees of the corporation.

Policy Requirements

The relationship between Members of Council and the officers and employees of the corporation is guided by the following:

1. Code of Conduct for Members of Council

The Code of Conduct for Members of Council establishes the ethical behaviour expected of Members of the Municipality of West Grey Council.

Section 5.3.2 titled “Conduct Respecting Staff” contained in By-law Number 51-2016, being the by-law that established a Code of Conduct for Members of Council, states as follows:

“Members will be respectful of the fact that employees work for the Municipality and are charged with making recommendations and advice based on political neutrality and objectivity, without undue influence from any individual member or group of members.

Members acknowledge that only Council as a whole has the capacity to direct employees.

Members will direct any concerns respecting employees through the Chief Administrative Officer.

Members of Council will not:

- Maliciously or falsely injure the professional or ethical reputation of employees;
- Compel employees to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities; or
- Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in employee's duties."

2. Code of Conduct in the Municipal Employee Policy Manual

The purpose of the Code of Conduct noted in the Municipal Employee Policy Manual states that it is "To provide a positive work environment in which all employees can achieve maximum productivity".

The expectations stated in this Policy are for an employee to:

- Conduct yourself in a friendly, courteous and professional manner in with all co-workers;
- Maintain the highest ethical standards and refrain from gossip;
- Contribute to the efforts of the team and offer assistance whenever required, whether or not such assistance falls within the normal duties of the job;
- Be honest, trustworthy, reliable and dependable in fulfilling all of their duties;
- Take direction from and work cooperatively with your supervisor.

3. Respect in the Workplace (Harassment and Violence) Policy

The Respect in the Workplace (Harassment and Violence) Policy states as follows:

"The Municipality of West Grey is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Municipality of West Grey's goal to provide a healthy and safe work environment that is free of any forms of harassment or violence.

If you are experiencing domestic violence that would likely expose you, or other workers to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances.

You must do your part by ensuring that your behavior does not violate this policy and by fostering a work environment that is based on respect and free of harassment.

You are required to report to your Supervisor / Manager or the West Grey Health and Safety Committee, the existence of any workplace violence or threat of workplace violence.

If a finding of harassment is made, the Municipality of West Grey will take appropriate corrective measures, regardless of the respondent's seniority or position in the Municipality.

You have the right to refuse work if workplace violence is likely to endanger you.

We recognize the sensitivity nature of harassment and violence complaints and we will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

The Municipality of West Grey will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined or terminated.”

4. Procedure By-law

The Procedure By-law establishes rules, procedure and conduct within Council and Committee meetings. Specifically, Subsections 15.2 and 15.2.1, states as follows:

“Conduct of Members – No member shall: Speak disrespectfully of any member of Federal or Provincial parliaments, Council or employee of West Grey.”

Responsibilities

Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Code of Conduct in the Municipal Employee Policy Manual, Respect in the Workplace (Harassment and Violence) Policy, and the Procedure By-law.

Monitoring/Contraventions

The CAO/Deputy Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the CAO/Deputy Clerk shall notify:

1. In the case of officers and employees of the corporation, the Director responsible for the employee; or
2. In the case of Council, the Integrity Commissioner, or municipal solicitor if an Integrity Commissioner has not been appointed.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council or the Code of Conduct in the Municipal Employee Policy Manual, the language of the Code prevails.

Legislative and Administrative Authorities

Section 270 of the Municipal Act, 2001, as revised by Bill 68 requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the corporation. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Municipality complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the Municipality of West Grey.