

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

BY-LAW NUMBER 2019-1419

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 Township of Jocelyn deems it expedient to adopt the aforementioned policy;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF JOCELYN ENACTS AS FOLLOWS:

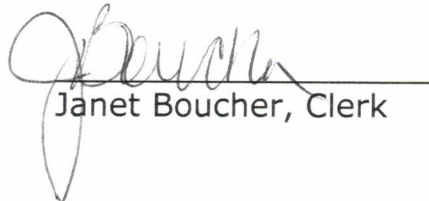
1. The "Council-Staff Relations Policy" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. This By-Law shall come into force and effect on the date of final passing thereof.

READ a first and second time this 5th day of February, 2019.

READ a third time and finally passed this 5th day of February, 2019.



Mark Henderson, Reeve



Janet Boucher, Clerk

Schedule “A” to By-law Number 2019-1419

Council-Staff Relations Policy

Policy Statement

The Corporation of the Township of Jocelyn 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 Council –Staff Relations Policy, Harassment and Violence Policy and the Procedural By-law

Purpose

This policy provides guidance on how the Corporation of the Township of Jocelyn 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
2. Procedural By-law
3. This Policy

The Code of Conduct for Members of Council establishes the ethical behaviour expected of Members of the Corporation of the Township of Jocelyn Council.

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, unless otherwise agreed upon by Council ie Liaison Committee Representatives have the approval of Council to direct staff

Members will direct any concerns respecting employees through the Clerk.

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."

4. Code of Conduct for Municipal Employees

The purpose of the Code of Conduct is to provide a positive work environment in which all employees can achieve maximum productivity.

The expectations are for an employee to:

- Conduct yourself in a friendly, courteous and professional manner 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.

5. Workplace Harassment and Violence Policy

The Workplace Harassment and Violence Policy states as follows:

"Township of Jocelyn is committed to building and preserving for its employees a safe, productive, and healthy working environment based on mutual respect. In pursuit of this goal, Township of Jocelyn does not condone and will not tolerate acts of violence, harassment, or bullying against or by any Township of Jocelyn employee. "

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 the Clerk the existence of any workplace violence or threat of workplace violence.

If a finding of harassment is made, the Corporation of the Township of Jocelyn 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 Corporation of the Township of Jocelyn 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.”

6. Procedural By-law

The Procedural By-law establishes rules, procedure and conduct within Council and Committee meetings. Specifically, Subsections 8.2 , states as follows:

Members of Council and Members of Boards/Committees

No person shall at a meeting:

- a) speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor General, a Lieutenant Governor, a Provincial Premier, a Member of Provincial Parliament or a Member of Parliament;
- b) use indecent, offensive words or insulting language against Council, Staff, or any Member thereof;

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, Prevention of Bullying, Violence and Harassment (including Sexual Harassment) Policy, and the Procedural By-Law

Monitoring/Contraventions

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

1. In the case of officers and employees of the corporation, the Councillor(s) appointed as that department's liaison; or
2. In the case of Council, the Integrity Commissioner
- 3.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council, 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 Corporation of the Township of Jocelyn.