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|  | Corporate Policy Manual |
| | Section: CORPORATE ADMINISTRATION |
| | Policy # CA-007 Pg. 1 of 4 COUNCIL – STAFF RELATIONS POLICY |
| Revision Date: | Issue Date: February 25, 2019 |
| Approved by: Council | Review Date: February 25, 2022 |

PURPOSE

The Township of Wilmot will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the Township, guided by the Code of Conduct for Members of Council, the Employee Code of Conduct, Conflict of Interest Policy, Violence and Harassment in the Workplace Policy and the Procedural By-law.

SCOPE

This policy applies to all members of Council and Township of Wilmot employees.

1. The Procedural By-law

Section 10. of the Procedural By-law 2007-63, titled “Conduct of Members in Council” states:

10.1 No member shall:

- i) speak disrespectfully of the Reigning Sovereign, the Governor General, the Lieutenant Governor of any province, or any person administering the Government of Canada or this Province;
- ii) use offensive words or unparliamentarily language in or against the Council or against any member;
- iii) speak on any subject other than the subject in debate;
- iv) criticize any decision of Council except for the purpose of moving in accordance with the provisions of Section 12 that the question be reconsidered.
- v) disobey the rules of Council, or a decision of the Mayor or presiding officer, or of Council on questions of order or practice, and upon the interpretation of the rules of Council, and in the case where a member persists in any such disobedience after having been called to order by the Mayor or presiding officer, the Mayor or presiding officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave his/her seat for

the duration of the meeting of Council", but if the member apologizes he/she may, by vote of Council, be permitted to retake his/her seat.

- 10.2 No charge shall be made which involves the character, conduct or language of a member of Council unless such member is present to reply or unless due notice has been given to such member to be present to offer a defence.
- 10.3 A question put to a member may not contain imputations, epithets, ironical expressions or hypothetical cases, nor may a question refer to debates or answers to questions in the same meeting. A question may not be put which publishes the names of persons, or contains statements not strictly necessary to render the question intelligible, or contains charges which the member who asks the question is not prepared to substantiate. The solution of an abstract legal case may not be sought by a question. A question cannot be made a pretext for a debate, and when a question has been fully answered it cannot be renewed.
- 10.4 When a member has been called to order by the Mayor or presiding officer for breach of parliamentary decorum, it is the member's duty to defer at once to the decision of the Mayor or presiding officer and to make apology by explaining that there was no intent to infringe on any rule of debate, or by immediately withdrawing the offensive or unparliamentarily language which may have been used. However, if a member persists in unparliamentarily conduct, the Mayor or presiding officer shall be compelled to name such member and submit such conduct to the decision of Council. In such a case, the member whose conduct is in question should explain and withdraw and it shall be for Council to decide what action to take.

2. Violence and Harassment in the Workplace Policy

The Violence and Harassment in the Workplace Policy States:

- The Township of Wilmot is committed to providing a safe and healthy working environment, including a violence and harassment-free workplace for its employees. The Township is committed to providing the appropriate tools to aid in the prevention of, and to provide a framework for handling any incidence of workplace violence and harassment that may arise. In support of the Township of Wilmot's pledge to provide a safe and healthy working environment, the Township will provide, maintain and enforce policies, procedures and practices that will aid in the prevention of potential incidents of violence, harassment, bullying or the like, to the best of its ability. The Township of Wilmot is committed to taking immediate action in the event of any act of violence or harassment occurring against any employee while the employee is carrying out his or her duties on behalf of the Township. The Township of Wilmot will not tolerate behaviours of violence or harassment at any of its workplaces and the Township will take appropriate disciplinary or legal actions as deemed necessary to deter such behavior.

3. Employee Code of Conduct

The Code of Conduct Policy states:

The Township expects employees to:

- conduct themselves 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 your assistance wherever required, whether or not such assistance falls within the normal duties of their job;
- be honest, trustworthy, reliable and dependable in fulfilling all of their duties;
- take direction from and work cooperatively with their Department Head.

4. Council Code of Conduct

The Code of Conduct for Members of Council establishes the ethical behavior expected of Members of Council.

Schedule A of By-law 2007-66, Being a By-law to Establish a Code of Conduct for the Township of Wilmot states:

Harassment of another member of Council, staff or any member of the public is misconduct. It is the policy of the Township of Wilmot that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.

5. Responsibilities

Members of Council and Employees are required to adhere to this policy and its governing provisions, including the Code of Conduct for members of Council, the Employee Code of Conduct, the Violence and Harassment in the Workplace Policy and the Procedural By-law.

6. Procedures

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

1. In the case of employees, the Manager or Director responsible for the employee and Human Resources; or
2. In the case of Council, the Integrity Commissioner.

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

DEFINITIONS

Members of Council: means persons elected to Township Council

Employee(s): means persons employed by the Township of Wilmot

COMMUNICATION

This Procedure is communicated through:

- orientation of members of Council and employees
 - Council and/or employee discussions
 - coaching of employees found to have contravened this procedure
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EVALUATION

- This Policy will be reviewed every four (4) years.
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LEGISLATIVE REQUIREMENTS

- Section 270 of the Municipal Act 2001, as amended, requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the Township. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Township complies with in order to promote a respectful relations between Members of Council and the officers and employees of the Township of Wilmot.

See also:

Code of Conduct for Members of Council

Code of Conduct for Township employees

Violence and Harassment in the Workplace Policy

Procedural By-law