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By-Law No. 2019-1541 - Schedule 'B'

TOWNSHIP OF LANARK HIGHLANDS
Policy and Procedure

COUNCIL – STAFF RELATIONS POLICY

1.0 PURPOSE

This policy provides guidance on how the Township of Lanark Highlands ensures a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation.

2.0 POLICY STATEMENT

The Township of Lanark Highlands will promote a respectful, tolerant, 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 and Local Boards, the Employee Code of Conduct, the Violence/Harassment in the Workplace Policy and the Procedural By-law.

3.0 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 the Members of the Township of Lanark Highlands Council and local boards. Section 5 of the Code of Conduct for Members of Council relating to “General Conduct” states the following:

“Every Member has the duty and responsibility to treat members of the public, staff and each other in a respectful manner, without abuse, bullying, harassment or intimidation.”

Section 11 relation to “Interaction with Staff” states the following:



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“Over the past number of years the Municipality has worked diligently at creating a positive working relationship between Members and Staff. To a large degree this has been successful due to a mutual respect for each other’s roles and responsibilities.

Members shall not:

- a) maliciously or falsely injure the professional or ethical reputation of Staff ;
- b) compel Staff to engage in partisan political activities or be subjected to threats of discrimination for refusing to engage in such activities; or
- c) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any Staff member with the intent of interfering with Staff duties.”

2. Code of Ethics

The purpose of the Code of Ethics is to inform municipal employees about the required standards of ethical and professional conduct as it applies to their employment within the Township of Lanark Highlands.

3. Violence & Harassment in the Workplace Policy

The purpose of the Violence & Harassment in the Workplace Policy is to communicate the Township of Lanark Highland’s commitment to providing a work environment in which all workers are treated with respect and dignity, which is free from violence and harassment, and to comply with the employer duties under the *Occupational Health and Safety Act*. Section 4 of the Violence & Harassment in the Workplace Policy states as follows:

“The Township of Lanark Highlands believes in the prevention of workplace violence and harassment and promotes a violence and harassment-free workplace in which all people respect one another and work together to achieve common goals.”

The “Scope” section of the Violence & Harassment in the Workplace Policy states as follows:



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“This policy applies to all workplace activities that occur both at and away from the workplace.”

4. Procedural By-law

The Procedural By-law also establishes rules, procedure and conduct within Council and local boards.

4.0 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 Employee Code of Conduct, the Violence & Harassment in the Workplace Policy and Procedural By-law.

5.0 MONITORING / CONTRAVENTIONS

The Chief Administrative Officer or his/her designate shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Chief Administrative Officer or his/her designate shall notify:

1. In the case of officers and employees of the Corporation; the Head of Council;
2. In the case of members 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 and Local Boards or the Code of Ethics, the respective Code prevails.

6.0 LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

The Municipal Act, 2001 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 and procedures that the Township complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the Township.



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SIGNATURE

The undersigned member of Council hereby acknowledges receipt of a copy of By-Law 2019- , being the "Council – Staff Relations Policy".

Signature of Member of Council

Acknowledgement of Receipt of Council – Staff Relation Policy

Date of Signature

PRINTED NAME

NOTE: The member of Council acknowledges that two (2) copies of the By-law were provided to the member. One signed copy of the By-law was returned to the clerk and the duplicate copy was retained by the Member of Council.