



THE CORPORATION OF THE TOWNSHIP OF CHAPPLE

BY-LAW NUMBER 1697

BEING A By-Law to adopt a policy for Council and Staff Relations for the Corporation of the Township of Chapple.

WHEREAS Bill 68, Modernizing Ontario's Municipal Legislation Act requires that a municipality shall adopt and maintain a policy with respect to Council and staff relations;

AND WHEREAS this policy is required by March 1, 2019.

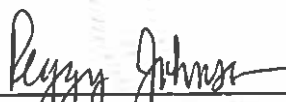
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CHAPPLE ENACTS AS FOLLOWS:

That the Township of Chapple promotes a respectful, tolerant, harassment-free relationship and workplace between members of Council and the officers and employees of the Corporation of the Township of Chapple, guided by the Code of Conduct for members of Council and Committees, the Employee Code of Conduct, the Violence/Harassment in the Workplace Policy and the Procedural By-law. These policies make up the Council/Staff Relations Policy. See attached Schedule A.

Read a First, Second and Third Time and
 FINALLY PASSED this 12th day of February, 2019.



 Reeve



 CAO/ Clerk Treasurer

SCHEDULE A

Policy Statement

The Township of Chapple 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 Committees, the Employee Code of Conduct, the Violence/Harassment in the Workplace Policy and the Procedural By-law.

Purpose

This policy provides guidance on how the Township of Chapple ensures a respectful, tolerant and harassment-free relationship and workplace between members of Council and the 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 behavior expected of members of the Township of Chapple Council and Committee's.

Section 4 of the Code of Conduct for Members of Council relating to "Communications" states the following:

"Council members will speak respectfully of each other, staff, the municipality and all Council decisions."

"Councillors will not comment on other members or staff in a manner which casts aspersions on their professional competence and/or credibility."

Section 5 relating to "Members of Council and the Role of Staff" states the following:

"Members of Council must respect that:

a) Staff provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations. They must not willfully injure the reputation, impugn the integrity or question the capabilities or performance of staff in a manner that is inappropriate.

Section 9 relating to "Relationship with other Councillors and Staff

9.1 The member shall treat the chair, other members and staff and delegations with courtesy, respect and good faith.

9.2 Only Council as a whole can direct staff members to carry out specific functions.

9.3 Council members agree that staff members have a duty to the whole of Council rather than an individual member.

9.6 No member shall use, or attempt to use, their authority or influence for the purposes of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

2. Employee Code of Conduct

The purpose of the Employee Code of Conduct is to inform municipal employees about the required standards of ethical and professional conduct as it applies to their employment with the Township of Chapple.

The "Policy" section of the Employee Code of Conduct states as follows:

- a) Only statements supportive of the organization shall be stated in public.
- d) Each employee will treat with respect the statements and actions of all co-workers and use only approved channels of communication to express concerns.
- e) Each employee will work cooperatively with co-workers, giving due regard to their recognized areas of competence.

3. Violence/Harassment in the Workplace Policy

The purpose of the Violence/Harassment in the Workplace Policy is to communicate the Township of Chapple's commitment to building and preserving for its employees a safe, productive and healthy working environment based on mutual respect. The Township of Chapple does not condone and will not tolerate acts of workplace sexual harassment or violence against or by any Township of Chapple employee or volunteer.

"The policy applies to all individuals working for the Township, hereinafter referred to as "employees". This shall include front-line employees, temporary employees, contract service providers, supervisory personnel, officers, volunteers and elected officials."

4. Procedural By-law

The Procedural By-law establishes rules, procedures and conduct with the calling and proceeding of Council and Committees meetings.

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 the Procedural By-law.

Monitoring/Contraventions

The CAO/Clerk Treasurer shall be responsible for receiving complaints and/or concerns related to this policy.

Upon the receipt of a complaint and/or concern with regards to members of Council, the CAO/Clerk Treasurer shall notify the Integrity Commissioner.

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

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 municipality. The Council-Staff 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