


<b>COUNCIL-STAFF RELATIONS POLICY</b>		
	<b>DEPARTMENT:</b> Chief Administrative Officer	<b>POLICY NUMBER:</b> 003-19
	<b>EFFECTIVE DATE:</b> February 25, 2019	<b>LEGISLATIVE AUTHORITY:</b> Section 270 Municipal Act
	<b>APPROVED BY:</b> RESOLUTION 2019-042	

**POLICY STATEMENT**

The Township of Wellington North 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 Personnel Policy and the Workplace Violence and Harassment in the Workplace Policy.

**PURPOSE**

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

**PRINCIPLE**

The principles of this policy governing Council staff relations is that everyone has the right to work in a respectful environment, in an impartial manner, free from workplace violence and harassment.

**SCOPE**

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

**POLICY REQUIREMENTS**

The relationship between Members of Council, Local Boards, Committee Members, 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 provides:

*Members of Council shall:*

- *Acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions;*
- *Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others,*
- *Refrain from publicly criticizing individual members of staff and/or Members of Council in a way that casts aspersions on their professional competence and credibility; AND*

- *Recognize that certain members of staff are statutory officers and have specific statutory duties, authorities, powers and responsibilities with which Council members shall not interfere.*

## 2. Personnel Policy

The personnel policy of the Township of Wellington North provides:

- *Employees shall deal with all members of Council of the Township of Wellington North in an objective and impartial manner at all times.*
- *Employees must recognize that elected officials are responsible for the establishment of policy and employees are responsible for implementation of the directives originating from Council of the Township of Wellington North.*

## 3. Violence and Harassment in the Workplace Policy

The Violence and Harassment in the Workplace Policy provides:

- *The Township of Wellington North (the Township) is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence or harassment. The Township discourages any form of inappropriate behavior in the workplace.*
- *The Township recognizes that workplace violence and harassment is a health and safety and human resources issue and will take reasonable precautions to prevent workplace violence and to protect employees at the workplace.*
- *The Township of Wellington North will treat any complaint of harassment, violence or inappropriate behavior by any individual, including another staff member, Councillor or member of the public, directed at municipal staff as a serious matter.*

## **RESPONSIBILITIES**

Members of Council, Local Boards, Committees, officers and employees of the municipality are required to adhere to this policy and its governing provisions, including the Members of Council and Local Boards Code of Conduct for Policy, the Personnel Policy and the Violence and Harassment in the Workplace Policy.

## **APPLICATION OF THE POLICY**

In the case of a complaint regarding Violence and Harassment in the Workplace, the process is set out in the Violence and Harassment in the Workplace Policy;

In the case of a complaint regarding the Members of Council and Local Boards Code of Conduct, the process is set out in the Members of Council and Local Boards Code of Conduct Policy.

In the case of a complaint against an employee regarding the Personnel Policy, the process for complaint is set out as Schedule A attached hereto.

SCHEDULE A



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, Ontario, N0G 2E0  
[www.wellington-north.com](http://www.wellington-north.com)

1.866.848.3620 **519.848.3620**  
FAX 519.848.3228

Plan to  
Simply Explore.  
[www.simplyexplore.ca](http://www.simplyexplore.ca)

**COUNCIL STAFF RELATIONS PERSONNEL POLICY COMPLAINT FORM**

YOUR NAME			
CONTACT INFORMATION			
HOME PHONE		CELL	
MAILING ADDRESS			
EMAIL			
<b>Any disciplinary action as a result of the outcome of an investigation shall remain confidential, but will be kept in the employee/councillor personnel file</b>			
<i>Please outline your complaint/issue, including relevant dates, times, location and background information that might be pertinent to the matter</i>			

OFFICE INTERNAL USE ONLY			
COMPLAINT #			
RECEIVED BY		DATE	
FORWARDED TO		DATE	
<input type="checkbox"/> Acknowledgement Letter to complainant  Date sent: _____  Staff name: _____		<input type="checkbox"/> Additional correspondence received  Date sent: _____  Staff name: _____	
<b>ACTION TAKEN</b>			

***Thank you for taking the time to express your concern(s).***

***If you have any questions about this process, please contact the***

***Clerk 519-848-3620 ex 4227 or [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)***