

**The Corporation Of The City Of Quinte West
By-Law Number 19-018**

Being A By-Law To Adopt A Council/Staff Relations Policy For The City Of Quinte West.


Whereas Section 270 (1) (2.1) of the Municipal Act, 2001, conveys that a municipality shall adopt and maintain a policy with respect to the relationship between members of Council and the officers and employees of the municipality;

And Whereas Council deems it expedient to establish a Council/Staff Relations Policy for the City of Quinte West;


Now Therefore The Council Of The Corporation Of The City Of Quinte West Hereby Enacts As Follows:

1. That this By-law shall be entitled the “**Council/Staff Relations Policy By-law**”.
2. That the Council/Staff Relations Policy as set out in Schedule ‘A’ attached hereto, is hereby adopted for the City of Quinte West.
3. This By-law shall take effect upon the final date of passing.

Read A First, Second And A Third Time And Finally Passed This 4th Day Of March, 2019.



Jim Harrison, Mayor



Kevin Heath, City Clerk



A Natural Attraction

City of Quinte West Council/Staff Relations Policy	Policy Number: CAO-19-02
Date of Issue: March 4, 2019	Last Revision Date: March 4, 2019
Approved By: City of Quinte West Council	Total No. of Pages 4

Policy Statement

The City of Quinte West 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 Procedural By-Law, Workplace Code of Conduct, and Workplace Harassment and Sexual Harassment Policy.

Purpose

This policy provides guidance on how the City of Quinte West 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. Procedural By-Law

The Procedural By-Law establishes rules, procedures and conduct within Council and local boards.

Section 5.9 states:

“No Members shall use offensive words or unparliamentary language in or against the Council or against a Member, municipal employee or member of the public.”

Section 5.10.1 states:

“The City of Quinte West shall be and is hereby committed to providing a collegial working environment in which all individuals, employees and Councillors alike are treated with respect and dignity. Each individual shall have the right to work in a professional and supportive atmosphere where all City Council Members and staff work co-operatively and collaboratively towards the City’s mission and goals.”

Section 5.10.2 states both Council and staff are expected to:

“Interact with others in the City in a professional and supportive manner, working cooperatively towards the goals and needs of the municipality.”

2. Workplace Code of Conduct

The purpose of the Workplace Code of Conduct is to inform Council and municipal employees about the required standards of ethical and professional conduct as it applies to their employment with the City of Quinte West.

3. Code of Conduct for Members of Council and Local Boards

The purpose of the Code of Conduct is to establish a standard of conduct for Members of Council and local boards.

Section 6, relating to “General Conduct” states:

“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.”

“A Member shall not use indecent, abusive or insulting words or expressions toward any other Members, any member of staff, or any member of the public.”

Section 11 of this policy states Members of Council shall not:

- a) maliciously or falsely injure the professional or ethical reputation of staff;
- b) compel staff or 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.

4. Workplace Harassment and Sexual Harassment Policy

The purpose of the Workplace Harassment and Sexual Harassment Policy is to communicate the City of Quinte West's commitment to providing a workplace environment free from discrimination and harassment for employees and Members of Council.

This policy defines workplace harassment as

"...A form of discrimination that will not be tolerated or condoned. It includes harassment based on those prohibited grounds as set out in the Ontario Human Rights Code: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and a record of offences for which pardon has been granted under the Criminal Records Act and has not been revoked"

Sexual harassment is defined as:

"...A course of vexatious comment or conduct against a worker in a workplace because of sex, gender identity or gender expression, where the course or comment or conduct is known to ought reasonably to be known to be unwelcome."

"Workplace sexual harassment also means making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person known or ought reasonably to know that the solicitation or advance is unwelcome."

Responsibilities

Members of Council and officers and employees of the Corporation are required to adhere to this policy and its government provisions, including the Procedural By-Law, Code of Conduct for Members of Council and Local Boards, Workplace Code of Conduct and Workplace Harassment and Sexual Harassment Policy.

Monitoring/Contraventions

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

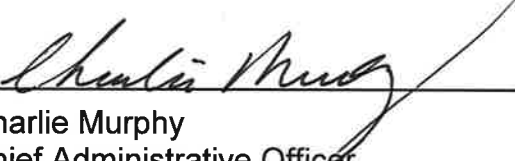
1. In the case of officers and employees of the Corporation, Chief Administrative Office;

2. In the case of Members of Council, an external consultant.


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 Relations Policy identifies the legislation, policies and procedures that the City complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the City.

Revision Number	Date	Change
Initial Release	March 4, 2019	



Charlie Murphy
Chief Administrative Officer
City of Quinte West



Date