

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH/CARDINAL
BY-LAW NO. 2019-06**

“A BY-LAW TO ADOPT A COUNCIL-STAFF RELATIONS POLICY”

WHEREAS Subsection 270(1) of the Municipal Act, Chapter C.25, RSO 2001, as amended requires municipalities to adopt and maintain a policy with respect to the relationship between members of Council and the officers and employees of the municipality by March 1, 2019;

AND WHEREAS the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt the aforementioned policy;

NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. The Council-Staff Relations Policy, as described in Schedule “A” attached hereto and forming part of this by-law, is hereby adopted.
2. That this by-law shall come into force and take effect on the date of passing.

Read a first and second time in open Council this 25th day of February, 2019.

Read a third and final time, passed, signed and sealed in open Council this 25th day of February, 2019.

Mayor



Deputy Clerk



**SCHEDULE A
TO BY-LAW 2019-06
COUNCIL-STAFF RELATIONS POLICY**

Section 270 of the Municipal Act, 2001, as revised by Bill 68 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, procedures and practices that the Municipality complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the Township of Edwardsburgh Cardinal.

The Township of Edwardsburgh Cardinal 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 Code of Conduct for Employees, the Workplace Violence and Harassment Policy, and the Procedural Bylaw.

The purpose of this policy is to provide guidance on how the Municipality ensures a respectful, tolerant and harassment-free relationship and workplace between the Members of Council and the officers and employees of the Corporation.

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

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 Edwardsburgh/Cardinal. The section of the Code titled Interpersonal Behavior of Members of Council includes the statement "Members of Council shall . . . treat every person, including . . . corporate employees . . . with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination".

Members acknowledge that only Council has a whole has the capacity to direct the work of municipal staff and that any concerns respecting employees must be directed through the Chief Administrative Officer.

2. Code of Conduct for Municipal Employees

The Code of Conduct for municipal employees expresses the Township's expectations of its employees:

- Communication of Council decisions in a manner that fosters respect for the decision-making process
- Employees shall treat every person with dignity, understanding and respect
- Employees must be professional, courteous and objective in all of their interactions

3. Workplace Violence and Harassment Policy

The Workplace Violence and Harassment Policy is appended to the Codes of Council for both Members of Council and for Municipal Employees. Therefore, all parties are required to adhere to the same Policy and the principals contained therein.

The Township of Edwardsburgh Cardinal believes in the prevention of harassment and violence in the workplace and promotes a working environment, free of violence and harassment, in which all people respect one another and work together to achieve common goals.

The Township will take all reasonable and practical measures to prevent and protect their representatives from acts of workplace violence and harassment. Furthermore, the Township is committed to investigating reported incidents of workplace violence and harassment, taking necessary action to respond to those incidents and providing support for complainants, all in an objective and timely manner.

The Policy applies to all representatives of the Township of Edwardsburgh Cardinal and encompasses all activities that occur on Township premises or while engaging in any Township business, activities or functions.

4. Procedural Bylaw

The Procedural Bylaw establishes rules, procedure and conduct within Council and Committee meetings. Specifically, Section 73 states as follows:

“All members shall be respectful of each other, staff and the general public while fulfilling their roles.”

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 Code of Conduct for Municipal Employees, the Workplace Violence and Harassment Policy and the Procedural Bylaw, all as may be amended from time to time.

The CAO/Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Reporting and investigation shall be conducted as outlined in the Codes of Conduct and Workplace Violence and Harassment Policy.