



TOWNSHIP OF MONTAGUE

Members of Council/Employees/Officers Relations Policy

Policy Statement

The municipality of Township of Montague 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 No. 3624-2017.

Purpose

This policy provides guidance on how the Township of Montague 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 behaviour expected of Members of Township of Montague Council and local boards. Section 9 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."

Sections 24 and 25 relating to "Interaction with Staff" states the following:

"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. 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 Township of Montague Section 1 of the Employee Code of Conduct states as follows:

1. Employees of the Corporation of the Township of Montague shall be committed to carrying out their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the Municipality. Trust and mutual respect are the cornerstones of a relationship between the public and municipal government. In serving the public interest, Employees are entrusted with access to a wide range of information, resources and responsibilities, and shall operate with a sense of honesty and accountability.

3. Violence/Harassment in the Workplace Policy

The purpose of the Violence/Harassment in the Workplace Policy is to communicate Township of Montague’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 employer duties under the *Occupational Health and Safety Act*. The “Policy Statement” section of the Violence/Harassment in the Workplace Policy states as follows:

The Township of Montague is committed to providing a safe, healthy and supportive work environment by treating our employees and clients with respect, fairness and sensitivity.

The “Application” section of the Violence/Harassment in the Workplace Policy states as follows:

This policy applies to all individuals working for the organization, including employees, temporary employees, contract service providers, contractors, supervisors, managers, Council and Committee members. The Township will not tolerate violence or personal harassment whether engaged in by fellow employees, managers, owners, or contract service providers of the organization.

4. Procedural By-law 3624-2017

The Procedural By-law No. 3624-2017 establishes rules, procedure and conduct within Council and local boards. Specifically, Section 12 and 13 Titled “Conduct of Members of Council and Guests” states the following:

13. No member shall:

- a) Use offensive words or speak disrespectfully to or against Council or any member, staff or guest;
- b) Speak on any subject other than the subject in debate;
- c) Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
- d) Resist the rules of Council or disobey the decision of the Head of Council or presiding officer or of Council on questions of order or practice or upon the interpretation of the rules of Council;
- e) Leave a meeting without first obtaining permission from the Head of Council or presiding officer;
- f) Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council, until the next meeting and without making an apology to Council;
- g) Interrupt the member who has the floor except to raise a point of order.

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 3624-2017

Monitoring/Contraventions

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

1. In the case of officers and employees of the corporation, the Reeve
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 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 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.

Enquiries: Township Clerk, Main Administration Building, 6547 Roger Stevens Drive, Montague Ontario