

	Council – Administration Relations Policy	
Policy # C-LL-419	Issued: February 5, 2019	Date Last Reviewed/Revised: Not applicable
Lead: Director	Manager: Director of Legislative & Legal Services	Department: Legislative & Legal Services

1.0 Purpose

- 1.1 The Town will promote a respectful, tolerant and harassment-free relationship and workplace between Council Members and the officers and employees of the Town and those relations will be guided by the Code of Conduct for Members of Council, the Employee Code of the Conduct, the Workplace Violence & Harassment Policy and the Procedural By-law.
- 1.2 This policy is intended to guide how the Town will promote a respectful, tolerant and harassment-free relationship and workplace between Council and the officers and employees of the Town.

2.0 Scope

- 2.1 This policy applies to all Council Members and officers and employees of the Town.

3.0 Policy

3.1 Conduct of Council Members

- 3.1.1 The Code of Conduct for Members of Council establishes the ethical behaviour expected of Council Members. The Code of Conduct states:

Members shall be respectful of the fact that staff work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of members of Council.

3.1.2 The Procedural By-law sets out the rules to be observed in meetings of Council and the dispatch of business in the Council and states under Part 10 – Conduct of Members – Business of Council:

3.1.2.1 Members of Council shall:

- a) Act in accordance with their Declaration of Office;
- b) Not use indecent, offensive, or insulting expressions or language, at any time, toward other Members of Council, administration, delegations or members of the public;
- c) Not speak in a manner that is discriminatory in nature based upon an individual's race, ancestry, place of origin, ethnic origin, creed, gender, sexual orientation, age, colour, marital status or disability.

3.1.2.2 The Procedural By-law further states under the “Role of Council” section:

- a) 14.9 No member of Council or Committee shall have the authority to direct or interfere with the performance of any work being carried out by an employee of the Town. Employees shall be subject only to their supervisors, as established in the formal organization structure of the Town. All administration takes direction from the Chief Administrative Officer who takes direction from Council.
- b) 17.1 No Member of Council or Committee member shall have the authority to direct or interfere with the performance of any work being carried out by an employee of the Town; such employee shall be subject only to his/her superior officer, as established in the formal organization structure of the Town.

3.2 Conduct of Employees

3.2.1 The Employee / Workplace Code of Conduct is a formal statement of the policies and principles of conduct embraced by the Town and sets out a commitment to caring for the community's needs.

3.2.2 Under the “Employee Responsibility” section, the Employee/ Workplace Code of Conduct states:

3.2.2.1 All municipal employees must perform 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 any relationship between the public and its government. Furthermore, as an organization entrusted with public funds, the Municipality is obligated to ensure the protection and appropriate use of all its resources and assets.

3.2.2.2 All employees are expected to be aware of, and comply with, this Employee Code of Conduct (the “Code”) and its related policies.

3.2.3 In the “Principles of Conduct” section, the Employee/Workplace Code of Conduct states that an employee shall not:

3.2.3.1 Engage in any business or transaction or have a financial or other personal interest that is incompatible with the discharge of the employee’s official duties,

3.2.3.2 Be under an obligation to any person who might benefit from special consideration or favour from the employee or who might seek, in any way, preferential treatment,

3.2.3.3 Give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise,

3.2.3.4 Benefit from the use of information acquired during the course of official duties that is not generally available to the public.

3.2.4 Under the “Employee Behaviour (Professionalism)”, the Employee / Workplace Code of Conduct states:

3.2.4.1 Employees must be professional, courteous and objective in all of these interactions.

3.2.4.2 The Municipality’s employees are its ambassadors and are expected to reflect a professional image at all times. Thus, each employee must be conscious of the Municipality’s public duty and their part in the discharge of that duty. They are expected to conduct themselves with the highest degree of moral, ethical behaviour and integrity.

3.3 Harassment and Violence

3.3.1 Under “Harassment”, the Employee/Workplace Code of Conduct states:

3.3.1.1 The Municipality is committed to providing employees with a work environment free from workplace violence and harassment and promotes an atmosphere that respects the dignity, self-work and human rights of every individual. No form of workplace violence or harassment, including either sexual or personal harassment, will be tolerated, whether it involves employees or members of the public.

3.3.2 The Workplace Violence and Harassment Policy states the following purpose:

3.3.2.1 The Town of Lakeshore is committed to providing a positive working environment characterized by mutual respect and freedom from violence and harassment.

3.3.2.2 The Town has zero tolerance for workplace violence and harassment.

3.3.2.3 To ensure that all Town workplaces are free from violence and harassment for employees and customers.

3.3.2.4 To ensure that all Town workplaces are in compliance with Occupational Health and Safety Act and regulations.

4.0 Delegation of Authority

- 4.1 The Director of Legislative & Legal Services shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Director shall notify:
- 4.1.1 In the case of officers and employees of the corporation, the Manager or Director responsible for the employee and the Manager, Human Resources; or
- 4.1.2 In the case of a Council Member, the Integrity Commissioner.
- 4.2 The Human Resources Division shall conduct communication activities to ensure Administration's awareness of this policy.

5.0 Definitions

- 5.1 In this policy:
- 5.1.1 "Council Member" means a member of the municipal council for the Town;
- 5.1.2 "Integrity Commissioner" means the Integrity Commissioner appointed by the Council of The Corporation of the Town of Lakeshore; and
- 5.1.3 "Town" means The Corporation of the Town of Lakeshore.

6.0 Consequences

- 6.1 Employee contravention of this policy may result in disciplinary action.
- 6.2 Council Member contravention of this policy may result in such penalties as may be permitted under the **Municipal Act, 2001**.

7.0 Reference Documents

7.1 Related Town Policies

7.1.1 Code of Conduct for Members of Council

7.1.2 Employee Code of Conduct

7.1.3 Workplace Violence and Harassment Policy

7.1.4 Procedural By-law

7.2 Related Legislation

7.2.1 Municipal Act, 2001, s. 270(1)2.1

8.0 Communication

8.1 This policy shall be published on the Town’s Intranet site. New employees and officers will receive training during employee orientation and the policy will be circulated to Administration periodically. Council Members will be provided with a copy of the policy each term and receive training during Council orientation activities.

9.0 Review/Revisions

9.1 This policy shall be reviewed during each term of Council or as required when updating related policies.

9.2 Questions regarding this policy may be directed to the Director of Legislative & Legal Services.

#	Date Revised	Author	Section	Details of Change
1	January 25, 2019	Kristen Newman	All	New Policy

#	Date Revised	Author	Section	Details of Change
2				
3				
4				
5				