



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number:	120
Effective Date:	August 8, 2023
Supersedes:	N/A
Approval:	RCM 239/23
Subject:	Council Staff Relations

1. Purpose

- 1.1. The Town will promote a respectful, tolerant, and harassment-free relationship and workplace between Members of Council and the Officers and Employees of the Town, guided by the Code of Conduct for the Members of Council and Local Boards, the Rules of Employee Conduct, the Workplace Violence and Harassment Policy, and the Procedural By-Law.
- 1.2. This Policy provides guidance on how the Town ensures a respectful, tolerant, and harassment-free relationship and workplace between Members of Tecumseh Council and the Officers and Employees of the Town.

2. Scope

This Policy sets out the Town policy pertaining to the relationship between members of Council, Officers, and Employees of the Town for the purposes of clause 2.1. of Section 270 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25

3. Definitions

- 3.1 “**CAO**” means the Chief Administrative Officer for the Town of Tecumseh.
- 3.2 “**Code of Conduct**” means the current Policy No. 63 regarding the Code of Conduct for Members of Council, Committees and Local boards.

- 3.3 “**Town**” means The Corporation of the Town of Tecumseh.
- 3.4 “**Council Member**” means a member of the Council of The Corporation of the Town of Tecumseh.
- 3.5 “**Town Council**” means the elected body of The Corporation of the Town of Tecumseh.
- 3.6 “**Officers/Employee**” means the officers and employees of the Corporation of the Town of Tecumseh including the CAO.

4. Policy

The relationships between Members of Town Council and the Officers and Employees of the Town are to be guided by the following:

4.1 Code of Conduct for Members of Town of Tecumseh Council

The Code of Conduct for Members of the Town of Tecumseh Council is to establish guidelines for ethical behaviour required by Members:

- a. to establish guidelines to encourage and ensure interpersonal conduct, communications, and interactions consistent with legal requirements (i.e., *Occupational Health and Safety Act*, or Ontario Human Rights Code);
- b. to provide mechanisms to ensure accountability and compliance with the required ethical and interpersonal conduct standards of the Code of Conduct;
- c. to be consistent with and advance the interests of the community they serve;
- d. to be consistent with the well-being and interest of the Town;
- e. to be consistent with the Town’s interest in transparency and accountability;
- f. to reflect a diligent and impartial exercise of the office held to the best of the Member’s knowledge and ability;
- g. to reflect the Member’s adherence to obligations in connection with avoidance of conflicts of interests; and
- h. to be consistent with the legal deliverables governing interpersonal interactions (i.e., civil, and respectful, free from harassment or discrimination, free from violence or the threat of violence).

4.2 Rules of Employee Conduct

The Rules of Employee Conduct is to provide general guidelines on appropriate and expected conduct, specifically:

- a. Employees shall show courtesy and respect in their dealings with co-workers and members of management including Council Members. Assaultive or abusive behaviour of any type will not be tolerated. Harassment, including sexual harassment, of any person is absolutely prohibited.
- b. Employees of the Town are expected to:
 - i recognize that Town Council is the elected voice of the citizens and respect the decision of Town Council.
 - ii distinguish between their own personal comments or opinions and those related to their employment with the Town.
- c. Employees of the Town are expected not to:
 - i make comments that disparage or harm the reputation of the Town or its Council or their co-workers; and
 - ii claim to speak on behalf of the Town unless they have been authorized to do so; and
 - iii make personal comments using Town letterhead, Town email addresses, or anything else that implies a connection between our personal comments or opinions and the Town.

4.3 Violence and Harassment in the Workplace

The Town of Tecumseh Violence and Harassment in the Workplace Policy states as follows:

- a. “The Town is committed to the early identification of and prevention of workplace violence and workplace harassment and to taking all reasonable precautions to protect workers from same.”
- b. “All allegations of workplace violence and workplace harassment will be investigated.”
- c. “Any form or manner of workplace violence and workplace harassment will not be tolerated. Employees who are found to have

engaged in such conduct will be subject to disciplinary action up to and including the termination of their employment.”

4.4 Procedural By-Law

The Procedural By-Law establishes the rules to govern the proceedings of Council and its Committees/Local Boards, and the conduct of its Members and the calling of meetings. Members of Town Council and Town Employees are expected to observe and follow the Procedural By-Law when attending any Council or Committee meetings. Specifically, Section 1.b.1. regarding the “Rules of Order” for Members indicates “no Member shall:

- a. speak disrespectfully of His Majesty the King or any of the Royal Family, or the Governor-General, Lieutenant-Governor or any member of the Senate, the House of Commons of Canada, or the Legislative Assembly of Ontario.”

Members of Town Council and Town Employees are expected to observe and follow the Procedural By-Law when attending any council or committee meetings.

5. Roles of Members of Council

- 5.1 Seek to advance the common good of the community of which they serve.
- 5.2 To maintain policy focus by representing the Town, providing direction, and creating policy.
- 5.3 Truly, faithfully, and impartially exercise the Office to the best of their knowledge and ability.
- 5.4 Govern and provide political direction.
- 5.5 Act in a way that enhances public confidence in local government.
- 5.6 Set strategic objectives and goals for the organization based on consultation with administration and community members.
- 5.7 Give direction to Administration through Council resolution or By-law.
- 5.8 Govern the management of the organization through the CAO.
- 5.9 Adhere to the Code of Conduct for Members of Council and Local Boards.
- 5.10 Refrain from conduct that could constitute an act of disorder or misbehaviour, is an abuse of power or otherwise amounts to

discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.

6. Role of Employees

- 6.1 Provide timely reports to Council outlining factors that will assist in their decision-making process and provide information based upon professional expertise and good judgement, and free from undue influence from any member or members of Council.
- 6.2 Research policy issues as needed.
- 6.3 Implement Council's decisions.
- 6.4 Manage and identify the means for achieving corporate goals and outcomes (Policy Manual Page 3 of 4).
- 6.5 Provide appropriate follow-up to Council questions and keep members of Council updated as appropriate.
- 6.6 Refrain from conduct that could constitute an act of disorder or misbehaviour, is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.

7. Adherence

Members of Council and Officers and Employees of the Town, to the extent applicable, are required to adhere to this Policy and its governing provisions, including the Code of Conduct for Members of Council, the Rules of Employee Conduct, Violence and Harassment in the Workplace Policy and Procedural By-Law.

8. Delegated Authority

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

- 8.1 In the case of Officers and Employees of the Town, the CAO and Director People & Culture regarding Rules of Employee Conduct and Policy No. 68 Workplace Violence and Harassment; or
- 8.2 In the case of a member of Council, the Integrity Commissioner regarding Code of Conduct.

The Clerk is responsible for the periodic review of this Policy and shall present it to Town Council for consideration of amendment once per term.

9. Associated Documents

- *Municipal Act*, 2001, S.O., c.25 as amended, s.270(1)
- Procedural By-law 2017-62
- Policy No. 63 Code of Conduct for Members of Council and Local Boards
- Rules of Employee Conduct
- Policy No. 68 Workplace Violence and Harassment Policy