

**TITLE:**  
Council-Staff Relations Policy

**POLICY NO.:**  
ADM/023

**REVISIONS:**

**EFFECTIVE DATE:**  
June 27, 2018

**APPLIES TO:**  
All departments and Members of Council

## **POLICY STATEMENT**

The United Counties of Prescott and Russell (the “UCPR”) promote a respectful, tolerant, and harassment-free relationship and workplace between Members of Council and the officers and employees of the UCPR, guided by the Council Code of Conduct, the Policy on violence in the workplace, harassment and discrimination, and the Procedure By-law.

## **PURPOSE**

This Policy provides guidance on how the UCPR ensure a respectful, tolerant, and harassment-free relationship and workplace between Members of Council and the officers and employees of the UCPR.

## **APPLICATION**

In accordance with section 270 of the *Municipal Act, 2001*, this Policy applies to all Members of Council, officers, and employees of the UCPR.

## **POLICY REQUIREMENTS**

The relationship between Members of Council and the officers and employees of the UCPR is guided by the following:

### **1. Council Code of Conduct**

The Council Code of Conduct establishes the behaviour expected of Members of Council.

Section 9 of the Council Code of Conduct entitled “Conduct Respecting Staff” states as follows:

*“9.6 Members of Council shall be respectful of the role of staff to provide advice based on political neutrality and objectivity and without undue influence from an individual member or group of Members of Council.*

*9.7 Members of Council should not:*

- *Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff;*
- *Compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities; or*

- *Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff members with the intent of interfering in staff's duties.*

## 2. Employee Code of Conduct

The Employee Code of Conduct is founded on the notion of ensuring integrity in public service through the recognition and promotion of the fundamental principles of loyalty, respect, and work ethic.

The section on respect in the Employee Code of Conduct states as follows:

*“Due to its clientele, often vulnerable, and its key role in the community, it is especially important for the UCPR to reflect a courteous and supportive image. For this reason, employees, representing the image of the corporation, should at all times:*

- *Demonstrate courtesy, diligence, thoroughness and professionalism;*
- *Take the time to properly respond to questions and direct people to the right resources;*
- *Return calls as soon as possible or ask someone else to do so if unable to do so yourself;*
- *Be patient;*
- *Speak in an appropriate manner, always being respectful to clients.*

*The following are some examples of disrespect:*

- *Denigrate a person or group of persons;*
- *Being verbally threatening or offensive;*
- *Abuse of power;*
- *Being unfair or inequitable.”*

## 3. Policy on violence in the workplace, harassment and discrimination

The Policy on violence in the workplace, harassment and discrimination states as follows:

*“Every employee will be treated fairly in the workplace in an environment exempt of harassment, violence and discrimination. Any behaviour, which denies the dignity and respect of an individual, is unacceptable and will not be tolerated. Harassing, committing violence and discriminating against an employee all constitute a disciplinary infraction subject to penalties up to and including dismissal.*

*Accordingly, the United Counties of Prescott and Russell (hereinafter the “Counties”) are committed to providing a safe and respectful work environment for all. No one, whether a manager, an employee, an intern, volunteer, a contractor, a customer, a supplier or a member of the public, needs to tolerate violence, harassment and discrimination in our workplace, for any reason, at any time.”*

#### 4. Procedure By-law

The Procedure By-law establishes rules, procedures, and conduct within Council and standing committee meetings. Specifically, subsection 30(1)(c) entitled “Rules of Conduct and Debate” states as follows:

*“No Member shall:*

*c) use offensive words during the Council or committee meetings against the Council or staff.”*

### **RESPONSIBILITIES**

Members of Council, officers and employees of the UCPR are required to adhere to this Policy and its governing provisions, including the Council Code of Conduct, the Employee Code of Conduct, the Policy on violence in the workplace, harassment and discrimination, and the Procedure By-law.

### **MONITORING/CONTRAVENTIONS**

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:

1. In the case of officers and employees of the UCPR, the Manager, Director, or Chief Administrative Officer responsible for the employee, and the Director of Human Resources;
2. In the case of Council, the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Council Code of Conduct or the Employee Code of Conduct, the language of the Code prevails.

### **LEGISLATIVE AUTHORITY**

Section 270 of the *Municipal Act, 2001*, as revised by Bill 68, requires that the UCPR adopt and maintain a policy with respect to the relationship between Members of Council, officers, and employees of the UCPR.

## REFERENCES

- Council Code of Conduct
- Employee Code of Conduct
- Policy on violence in the workplace, harassment and discrimination
- Procedure By-law
- *Municipal Act, 2001*, S.O. 2001, Chapter 25

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