

Type of Decision									
Meeting Date	Friday, November 16, 2012				Report Date	Friday, November-09-12			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Workplace Violence and Harassment Policy Review Report - 16/11/12/1102									

Subject: Update to the Workplace Violence and Harassment Policy as recommended by Council following Mr. Bonenberg's reports. The current policy had been forwarded to the Municipal Solicitor, Mr. Conroy for suggestions for modification. The presented policy contains Mr. Conroy's amendments.

RECOMMENDATION: That Council adopt the following resolution and policy as amended to ensure that steps are in place for staff procedure should a situation occur which involves complaints made about Council members, members of the public or the Clerk.

WHEREAS the municipal Harassment, Bullying and Workplace Violence Policy required modifications to allow it to be utilized efficiently, independently and impartially;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt the newly amended policy as presented which incorporates previously discussed staff changes and recommendations of the municipal solicitor.

BACKGROUND/EXECUTIVE SUMMARY: Suggestions for modification are required by Council. The current policy is enforceable however it has been amended to include a section authorizing staff to contact the solicitor for advice in the event of unprecedented situations and designating the lead in any and all investigations as a municipal administrative employee and the municipal solicitor. These amendments have been recommended by the solicitor and inserted into the final draft to allow the policy to be implemented efficiently, impartially and without the political input of Council.

Options/Considerations:

Financial Considerations/Budget Impact: Any investigation will be undertaken by a member of municipal administration in conjunction with the municipal solicitor. Associated costs will increase depending on the degree of involvement by the solicitor and cannot be known. Each case will be different.

The best way to ensure that there are limited financial considerations or budget impacts are to treat each other openly, honestly and with respect avoiding claims of harassment, bullying, discrimination or violence.

Policy Impact: amends current policy providing direction and authority to ensure that ALL complaints are taken seriously, dealt with efficiently and effectively. Gives staff and the municipal solicitor the tools necessary to deal with what we hope will be any situation which warrants investigation.

Others Consulted: Mr. Conroy, Municipal Solicitor; Various sample policies which reinforced the content of the existing policy including the following “Employers’ Guide” from Canadian Human Rights Commission http://www.chrc-ccdp.ca/pdf/ahpoliciesworkplace_en.pdf;

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

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