



**Regional Municipality of Durham**  
Corporate Services  
Council Policy Manual

<b>Title: Council and Staff Relations Policy</b>	
<b>Policy #: CS-CSR-1</b>	
<b>Approved by Regional Council</b>	<b>Page #: 1 (of 3)</b>
<b>Issued: February 27, 2019</b>	<b>Revised: April 2023</b>
<b>Responsibility: Corporate Services – Legislative Services</b>	<b>Section: Corporate Services</b>

## **1. Policy**

1.01 The Regional Municipality of Durham promotes a respectful, tolerant, harassment-free relationship and workplace for Members of Council and the officers and employees of the Corporation, guided by the Procedural By-law, Council Code of Conduct, the Employee Code of Conduct, Code of Ethics Policy, and the Harassment, Discrimination and Racism Policy. These policies make up the Council and Staff Relations Policy.

## **2. Purpose**

2.01 The purpose of this policy is to provide guidance on how The Regional Municipality of Durham ensures a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation.

## **3. Legislative and Administrative Authority**

3.01 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.

3.02 The Council and Staff Relations Policy identifies the legislation, policies and procedures that the Region complies with in order to promote a respectful relationship between Members of Council and the officers and employees of the Region.

## **4. Policy Requirements**

4.01 The relationship between Members of Council and the officers and employees of the corporation is guided by, but not limited to, the following:

i) Council Procedural By-law:

The Procedural By-law establishes rules, procedure and conduct within Council and Committee meetings.

ii) Council Code of Conduct:

The Council Code of Conduct encourages high standards of conduct on the part of all municipal officials. Adherence to these standards protects and maintains the Region's and the Council members' reputation and integrity.

iii) Employee Code of Conduct:

The purpose of the Employee Code of Conduct is to identify and promote standards of ethical behavior for Regional employees. It is a guide based on the corporate values, and provides an overview of key policies, practices and behaviours that define the expected conduct to which employees are responsible. The guiding principles in the Employee Code of Conduct include: respect, integrity, transparency, accountability and health and safety.

iv) Code of Ethics Policy:

The Code of Ethics Policy contains a framework for ethical behavior.

v) Harassment, Discrimination and Racism Policy:

The purpose of the Harassment, Discrimination and Racism Policy is to foster a workplace of respectful behavior and promote awareness of human rights, and to prevent all forms of harassment and discrimination.

vi) Policies on the Use of Corporate Resources for Election Purposes:

The Employee Use of Corporate Resources for Election Purposes Policy and the Use of Corporate Resources for Election Purposes Policy provide guidance on the appropriate use of corporate resources during municipal, school board, provincial and federal election campaigns, and campaigns on a question on the ballot to protect the interests of both members of Council and the Corporation.

## 5. Procedures

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

- In the case of officers and employees of the Corporation, the Chief Administrative Officer;
- In the case of Members of Council, the Integrity Commissioner.

## 6. Roles and Responsibilities

6.01 Members of Council and officers and employees of the Region are required to adhere to this policy and its governing provisions, including the Procedural By-law, Council Code of Conduct, the Employee Code of Conduct, Code of Ethics Policy, the Harassment and Discrimination Prevention Policy, and the policies on the Use of Corporate Resources for Election Purposes.

## **7. Application**

7.01 This policy applies to all employees and members of Regional Council.

## **8. References**

8.01 Procedural By-law

8.02 Council Code of Conduct

8.03 Employee Code of Conduct

8.04 Code of Ethics Policy

8.05 Harassment, Discrimination and Racism Policy

8.06 Employee Use of Corporate Resources for Election Purposes Policy

8.07 Use of Corporate Resources for Election Purposes Policy

## **9. Inquiries**

9.01 For additional information regarding this policy please contact the Regional Clerk/Director of Legislative Services.