

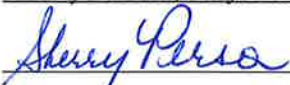


Safe Work Practice

Public Abuse Directed at City Council

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Approved by: Sherry Person, City Manager

Signature:  Policy No: 6.4

Effective: October 25, 2023 Replaces: N/A

1 PURPOSE

- 1.01 The City of Prince Albert is committed to fostering a harassment-free environment where all individuals are treated with respect and dignity.
- 1.02 City Council is not expected to be subject to:
 - Verbal or written abuse or threats;
 - Insulting, derogatory or degrading comments, jokes or gestures;
 - Personal ridicule or malicious gossip
 - Malicious or unjustifiable interference in the performance of their duties
 - Interference with or vandalism of their personal property.
- 1.03 Members of City Council are leaders and role models for The City of Prince Albert and should lead by example in maintaining an environment that is respectful and harassment free by practicing good conflict resolution methods in dealings with employees, other members of City Council and the public.
- 1.04 Members of City Council both individually and as a group, should attempt to deal with abusive behaviours from members of the public prior to filing a complaint.
- 1.05 Members of City Council who believe they have been harassed may bring these concerns to the attention of the City Manager for investigation.

The purpose of this Policy is to support a respectful environment free of harassment, bullying and verbal and physical abuse against members of City Council.

2 SCOPE

- 2.01 This policy applies to members of the public interacting with members of City Council.

3. RESPONSIBILITY

- 3.01 The Human Resources Department will be responsible for reviewing complaints and making and determining the investigative process.
- 3.02 The City Manager will be responsible for making the determination on the resolution process for formal investigations
- 3.03 The City Clerk's Office will maintain a list of individuals that have been investigated, the date of the investigation and the outcome.

4 DEFINITIONS

- 4.01 City Council means the Mayor and Councillors
- 4.02 Harassment means any inappropriate conduct, comment, display, action or gesture by a person that either:
 - a) Is of a sexual nature and the person knows or ought reasonably to know is unwelcome, or
 - b). Is made on the basis of any prohibited grounds as defined in the Saskatchewan Human Rights Code or,
 - c) Adversely affects a Council Members psychological or physical well-being and that the person knows or ought reasonably to know would cause a Council Member to be humiliated or intimidated *; and,
 - d) That constitutes a threat to the health or safety of the council Member.

Bullying and threats are forms of personal Harassment

5. CONFIDENTIALITY

- 5.01 To protect the interests of the complainant, the alleged harasser and any others who may report incidents of harassment, confidentiality will be maintained throughout the investigatory procedure to the extent possible.
- 5.02 All records will be kept confidential except where disclosure is required by law.
- 5.03 Confidentiality must be distinguished from anonymity. It is fundamental that individuals accused of a breach of this Policy, and subject to possible sanctions, be informed of the allegations; this information will include the identity of the complainant. The complainant who wishes his/her complaint dealt with must, therefore, be prepared to be identified.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Saskatchewan Human Rights Code
City of Prince Albert Harassment Policy
City of Prince Albert Violence Policy

7. INVESTIGATIVE PROCESS

7.01 General Principles

- a) All complaints shall be treated seriously and shall be investigated appropriately according to the circumstances.
- b) People accused of harassment must be informed of the complaint against them and given a chance to respond to the allegations.
- c) Investigation appropriate to the circumstances will depend upon the nature and severity of the circumstances, and may include:
- d) Informal resolution – which may include face-to-face discussions, facilitated or mediated discussions, verbal or written statements and may be concluded with or without formal reports; and/or
- e) Formal investigation will be used if informal resolution does not work, or is inappropriate for the circumstances for any reason; and
- f) a formal investigation will result in a report being made to and a determination made by the City Manager as to the complaint.

7.02 Resolution of Complaints

- a) The City Manager is authorized to utilize or retain such internal or external legal advice as required;
- b) Immediately upon conclusion of the investigation or receipt of any investigative report, as the case may be, the City Manager shall meet with the Management Committee to consider the matter, including any report or legal advice received;
- c) If the City Manager concludes that the allegations are well-founded, the Management Committee shall determine if sanctions are warranted.