

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Andrea Short Human Resources Manager Office of the Manager AShort@Cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	October 4, 2020		
Report No.:	Office of the CAO-002-21		
Submit comments to Council			

Subject/Title: Human Resources Policy Report

RECOMMENDATION:

THAT Council review and approve the Employee Code of Conduct Policy; and
FURTHER THAT Council review and approve the Employee and Service Recognition Policy.

1. STRATEGIC PLAN

People Pillar: The attached policies will be a part of the Human Resources Plan to manage demands and will therefore help to support our staff. All work has been done in consultation with the Policy Review Committee and has been updated and revised accordingly.

2. PUBLIC ENGAGEMENT

Not applicable.

3. PURPOSE

Policies communicate an organization's culture, values, and philosophy. They cover what employees can expect from the organization, what the company expects from employees, and what customers and the community can expect from the organization. Policies set clear expectations and standards for all staff, create consistency throughout the organization, and reduce risk.

These policies will help to serve as expectations and standards for all staff.

4. ORIGIN AND LEGISLATION

The Employee Code of Conduct Policy sets out the core values that our Corporation will apply to our everyday experiences. The Town of Cobourg is dedicated to fostering a common understanding of the fundamental rights, privileges and obligations of municipal employees by developing a Code of Conduct which recognizes that a municipal public servant has a responsibility to uphold the basic principles of integrity, honesty, impartiality and common sense. Applicable legislation considered in the process of creating and updating this policy was:

- Ontario Human Rights Code
- Occupational Health and Safety Act
- Municipal Act, 2001
- Municipal Elections Act
- Accessibility for Ontarians with Disabilities Act, 2005

The Employee and Service Recognition Policy outlines the Town of Cobourg's commitment to providing a supportive work environment that values and appreciates the work performed by employees, as well as their commitment to the organization.

5. ANALYSIS

Both policies have been attached as Appendix A and Appendix B, respectively. These policy updates ensure that the Town of Cobourg remains in compliance with all applicable legislation. These updates also ensure that our staff perform their duties and responsibilities by a set of standards as laid out in the attached.

6. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There are no financial implications and/or budget impact to the approval of these policies.

7. CONCLUSION

Staff are seeking Council to approve the Town of Cobourg's Code of Conduct Policy to ensure that we are setting clear expectations and standards for all staff. Staff are also seeking Council to approve the Town of Cobourg's Employee and Service Recognition Policy to recognize both employee service and individual contributions to the Town of Cobourg.

Report Approval Details

Document Title:	HR Policy Report - Office of the CAO-002-21.docx
Attachments:	- 3. All Personnel - Code of Conduct.pdf - 4. All Personnel - Employee and Service Recognition.pdf
Final Approval Date:	Sep 30, 2021

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Sep 30, 2021 - 5:03 PM