

## Harassment Policy: Complaints Made Against the Chief Administrative Officer

The Village of Edgerton recognizes the need to maintain an accountable, transparent, and accessible relationship with residents and stakeholders.

### Definitions

- 1) For the purpose of this Policy,
  - a. **“Village”** refers to the municipal corporation of the Village of Edgerton in the province of Alberta;
  - b. **“Policy”** refers to the Village of Edgerton Harassment Policy: Complaints Made Against the Chief Administrative Officer;
  - c. **“Chief Administrative Officer”** refers to the Chief Administrative Officer of the Village of Edgerton;
  - d. **“Council”** refers to the elected officials that comprise the Village of Edgerton Council;
  - e. **“Complainant”** refers to an individual and/or group that files a formal, written harassment complaint to the Mayor of the Village of Edgerton regarding the Chief Administrative Officer of the Village of Edgerton;
  - f. **“Harassment”** refers to any act or behaviour which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety;
  - g. **“Mayor”** refers to the Chief Elected Official of the Village of Edgerton Council;
  - h. **“Investigative Committee”** refers to the *ad hoc* structure established to investigate harassment complaints made against the Chief Administrative Officer.

### Policy Statement

The Village understands that harassment complaints may be made against the Chief Administrative Officer and has enacted the following policy in order to properly address said complaints. All other complaints made against Village of Edgerton staff, apart from the Chief Administrative Officer, are to be handled in a manner consistent with the Harassment Policy: Complaints Made Against Municipal Staff. Complaints made against a member of Council are to be handled in a manner consistent with the relevant Council Code of Conduct and Procedure bylaw.

### Policy:

- A) A formal, written complaint must be made to the Mayor of the Village; or
- B) A delegation consisting of the Complainant may present the complaint to Council;
- C) The Mayor will then establish an Investigative Committee, including two members of Council and, at the Mayor’s discretion, a third-party professional specializing in human rights, human resources, and/or labour law;
- D) The Mayor will communicate with the Complainant, advise them of this Policy, and receive direction if the Complainant wishes to further their complaint as per this Policy;
- E) The Investigative Committee will interview all parties involved, including the Chief Administrative Officer and the Complainant, and will review all relevant materials as pertains to their investigation;
- F) The Investigative Committee will release their recommendation, based upon their findings, to the Mayor;
- G) The Mayor will make a final decision to accept, deny, or require further investigation and/or deliberation;

- H) The Mayor, or the Investigative Committee itself, will disclose the final decision, pending Council approval, to all parties involved in written, registered communication and would then consider the matter to be closed;
  - I) All parties involved are expected to remain cognizant of relevant freedom of information and protection of privacy legislation.
- 1) If the Complainant chooses to file a harassment complaint against the Village Chief Administrative Officer, following a previously unsuccessful harassment complaint against the Chief Administrative Officer within the previous thirty-six (36) months, Council may deliberate the following:
- i. The Mayor or a delegation will present the complaint to Council;
  - ii. Council may choose to enact this Policy's section A-I; or
  - iii. Council may choose by motion to dismiss the complaint at a Regular Council Meeting and would then consider the matter to be closed.