

## Jurisdictional Scan – Anti-Harassment/Respectful Workplace Policies and Bylaws

| City     | Document Name   | Applies To   | Comments  |
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| Calgary  | Respectful Workplace Policy                             | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• Contractors and Suppliers</li> <li>• Volunteers</li> <li>• <b>Members of City Council</b></li> <li>• Members of the public</li> </ul> | <ul style="list-style-type: none"> <li>• Employee defined as City of Calgary employees, contractors providing service for or to the City, suppliers delivering material to the City, and volunteers</li> <li>• Roles and Responsibilities for the City, employees and leadership</li> <li>• No complaint procedure in the Policy</li> </ul>   |
|          | Bylaw No. 26M2018 Code of Conduct for Elected Officials | <ul style="list-style-type: none"> <li>• <b>Members of City Council</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Sections 19 and 20 = Respectful Interactions with Members, Staff, the Public and Others – includes specific reference to compliance with the Respectful Workplace Policy</li> <li>• Part 3, section 63 = The Integrity Commissioner has authority to investigate and adjudicate any allegation that a Member has violated this Bylaw or City policy governing Member conduct</li> </ul>  |
| Edmonton | Respectful Workplace Policy                             | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> </ul> <p><b>***Not clear what policy applies to the City Manager and City Auditor</b></p>   | <ul style="list-style-type: none"> <li>• Employee defined as any person who reports to the City Manager or City Auditor and provides services to the City of Edmonton under a contract of employment, contract for the provision of personal services, or in the capacity of agent, student or volunteer</li> <li>• Roles and Responsibilities for the City, City Manager, employees and employees in managerial or supervisory roles</li> <li>• Respectful Workplace Procedure outlines complaint reporting process</li> </ul> |
|          | Bylaw 18483 Council Code of Conduct                     | <ul style="list-style-type: none"> <li>• <b>Members of City Council</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Generic provisions that require that Councillor communications not discriminate, harass or demonstrate disrespect and that will conduct themselves with decorum at all time in meetings, interacting with City employees, Councillor's employees and the public</li> <li>• Contraventions of the Code investigated by the Integrity Commissioner</li> </ul>  |

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| Regina    | Harassment Policy   | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• Visitors</li> <li>• Customers and Volunteers</li> <li>• Individuals in fee for service contracts with the City</li> <li>• Others conducting affairs at the worksite</li> </ul> | <ul style="list-style-type: none"> <li>• Employee is not defined</li> <li>• Appendix A outlines the Dispute Resolution Process</li> <li>• Manager of Workplace Health &amp; Safety responsible for administration of complaint</li> </ul>   |
|           | Respectful Workplace Policy   | <ul style="list-style-type: none"> <li>• Same as above</li> </ul>   | <ul style="list-style-type: none"> <li>• Employee is not defined</li> <li>• No complaint procedure in the Policy</li> </ul>   |
|           | Employee Code of Conduct  | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• <b>City Manager (CM), City Clerk (CC) and City Solicitor (CS)</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Respect is a Core Principle</li> <li>• Interactions with Others addressed</li> </ul>   |
|           | Bylaw No. 2002-57 The Regina Code of Conduct and Disclosure Bylaw   |   | <ul style="list-style-type: none"> <li>• Process for disclosing conflicts of interest and dealing with violations of the Employee Code of Conduct by the CM, CC and CS</li> <li>• Complaints about CC or CS to CM</li> <li>• Complaints about CM to CC</li> </ul>   |
|           | Bylaw No. 2017-4 The Code of Ethics Bylaw, 2017   | <ul style="list-style-type: none"> <li>• <b>Members of Council</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Section 10 = Respect</li> <li>• Integrity Commissioner to investigate violations of Bylaw</li> </ul>   |
| Saskatoon | Respectful and Harassment-Free Workplace Policy   | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• Volunteers</li> <li>• <b>“employee” would include senior management but no distinction in reporting process</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Employee defined as any individual engaged to provide paid or unpaid services for the City of Saskatoon, excluding contractors or other third parties</li> <li>• Inappropriate behaviour by public may incur consequences (eg. facility access denial)</li> <li>• Appendix B contains Complaint Resolution Processes</li> <li>• Policy administered by Director of HR</li> </ul> |
|           | Employee Code of Conduct Handbook   | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Respect is a Core Value</li> <li>• Personal Conduct and Respectful Workplace addressed</li> </ul>  |
|           | Anti-Harassment Policy and Investigative Procedures for Members of City Council and Senior Administration | <ul style="list-style-type: none"> <li>• <b>Members of Council</b></li> <li>• <b>Senior Administration = CM, CC and CS</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Complaints against members of Council investigated by Executive Committee (EC) using independent investigator</li> <li>• Complaints against Senior Administration investigated by EC as per the Policy</li> </ul>  |

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|          | Bylaw No. 9537 The Code of Ethical Conduct for Members of City Council | <ul style="list-style-type: none"> <li>• <b>Members of Council</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Section 23 = Respectful Conduct of Members and Harassment requires compliance with Anti-Harassment Policy</li> <li>• Integrity Commissioner to investigate violations of the Bylaw</li> </ul>   |
| Winnipeg | Code of Conduct Policy   | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Employee defined as all workers, including employees, students and volunteers performing duties for the City of Winnipeg</li> <li>• Respect is a Core Value</li> </ul>  |
|          | Respectful Workplace Policy  | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• Suppliers</li> <li>• Citizens</li> <li>• Agents of the City</li> </ul>         | <ul style="list-style-type: none"> <li>• Contains Complaint and Investigation Procedures</li> <li>• Corporate Labour Relations responsible to receive and investigate complaints</li> </ul>  |
|          | Bylaw No. 19/2018 Members of Council Code of Conduct Bylaw             | <ul style="list-style-type: none"> <li>• <b>Members of Council</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Section 9 = Respectful Conduct</li> <li>• Integrity Commissioner to receive and investigate complaints regarding breaches of the Code and report to Council</li> <li>• Appendix B contains Complaint Procedures</li> </ul>  |
| Toronto  | Human Rights and Anti-Harassment Policy                                | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• <b>Elected officials and staff</b></li> <li>• Members of the public</li> </ul> | <ul style="list-style-type: none"> <li>• Employee is defined as including full-time, part-time, temporary, probationary and casual, co-op students, volunteers, job applicants, staff of City Councillors, contractors and consultants working for the City</li> <li>• Management staff have obligations under Policy</li> <li>• Dedicated Human Rights Office (HRO) provides advice, information and assistance regarding human rights and accommodation issues involving employment, job applications, services, facilities, housing and contracts – includes jurisdiction over senior management</li> <li>• HRO has no jurisdiction over City Council, its committees, members of local boards or other City agencies and corporations</li> <li>• Integrity Commissioner to handle complaints related to City Council, its committees, members of local boards or other City agencies and corporations</li> </ul> |

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|         | Code of Conduct for Members of Council             | <ul style="list-style-type: none"> <li>• <b>Members of Council</b></li> </ul>                             | <ul style="list-style-type: none"> <li>• Section XII = Conduct Respecting Staff</li> <li>• Section XIV = Discreditable Conduct</li> <li>• Integrity Commissioner investigates Code of Conduct complaints and Municipal Conflict of Interest Act applications</li> <li>• Complaint and Application Procedures issued by the Integrity Commissioner</li> </ul>   |
| Moncton | Respectful Workplace Policy                        | <ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• <b>Members of Council</b></li> </ul> | <ul style="list-style-type: none"> <li>• Employee is defined as all regular full-time, part-time, seasonal, temporary, contract, casual and fixed-term employees, as well as students and volunteers, but excludes members of City Council</li> <li>• Employee complaints against members of Council to supervisor or Director of HR to be forwarded to the CM and Mayor (or Deputy Mayor where Mayor subject of complaint) - process contained in Bylaw A-1218</li> <li>• Complaints against the CM forwarded to Mayor</li> </ul> |
|         | Bylaw A-1218 Code of Conduct for Elected Officials | <ul style="list-style-type: none"> <li>• <b>Members of Council</b></li> </ul>                             | <ul style="list-style-type: none"> <li>• Section 17 = Interpersonal Behaviour</li> <li>• Complaints submitted to City Clerk's Office and forwarded to Mayor (or Deputy Mayor)</li> <li>• Mayor may summarily dismiss complaint (devoid of merit, no jurisdiction or frivolous/vexatious) or refer the complaint to an external consultant for investigation and report with recommendations to Council</li> </ul>  |