

# Corporate Policies

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|---|-----------------------------------|---------------------------------|
| SECTION: <b>RECRUITMENT</b>   |                                   |                                 |
| SUBJECT: <b>Employment of Related Persons (Members of Council)</b> (Under Review) |                                   |                                 |
| POLICY/PROCEDURE NO. 3.3.1  | EFFECTIVE DATE: February 14, 2005 | PAGE: 1 OF 3                    |
| SUPERCEDES POLICY DATED: New  |                                   | APPROVED BY: Council CW062-2005 |

## POLICY STATEMENT:

The Corporation is committed to ensuring the best-qualified candidate is selected for positions within the Corporation. While the employment of Related Persons is permissible, additional precautions are taken to ensure that conflicts of interests do not arise. Furthermore, it is understood that hiring is done on the basis of merit and the following criteria will govern during the selection process:

- Skill and ability to perform the duties of the position;
- Applicable experience (including references); and
- Performance.

## PURPOSE:

To ensure the Corporation employs the best-qualified candidate and avoids any conflict of interest with respect to the employment of Related Persons.

## SCOPE:

This policy/procedure applies to all

- a. Related Persons, as defined in section 2 of this policy/procedure, and
- b. Members of Council.

## PROCEDURE:

1. A Related Person cannot work in a position in which a Member of Council directly or indirectly supervises and/or is able to influence the working relationship of the Related Person or would otherwise create a perceived conflict of interest. Examples of influence include, but are not limited to the following:
  - a. Participating in a panel interview;
  - b. Participating in the areas of:
    - i. Compensation & benefits
    - ii. Hiring
    - iii. Promotions

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- iv. Entertainment of a grievance or other complaint
- v. Discipline and terminations
- vi. Approving expenses or overtime
- vii. Having access to confidential information, which may be of interest to the Related Person.

A direct reporting relationship is when a Related Person reports directly to a Member of Council. An indirect reporting relationship is when a Related Person reports indirectly to a Member of Council or where the Member of Council has the ability, as a result of his/her duties and responsibilities in the Corporation to influence the Related Person's working conditions and/or exert influence.

2. A Related Person, for the purpose of this policy, is defined as a person who has any of the following relationships to a Member of Council.

- Spouse
- Children/Step Children
- Mother- in-Law
- Brother- in-law
- Common Law Spouse
- Grandchildren/ Step-Grandchildren
- Parents/Step Parent
- Sisters/Step Sisters/Half Sisters
- Brothers/Step Brothers/Half Brothers
- Father- in-Law
- Sister- in-law
- Aunt/Uncle
- Cousin
- Son- in-law
- Daughter-in-law
- Same-Sex Spouse
- Grandparent/ Step-Grandparent
- Guardian

3. A Related Person shall not be permitted to work in any position

- a. for which the Member of Council is involved in recruitment or appointment, including, but not limited to, senior management (ie. Commissioners and directors), statutory officers (eg. Chief Building Official), and Fire Chief, or
- b. by which the Related Person would provide services primarily to any Member of Council, including, but not limited to, positions in the Council office.

4. For the purposes of this policy/procedure, Members of Council shall be deemed not to influence the working relationship of a Related Person through Council approval of employment policies of general application. This section does not supercede the provisions of the *Municipal Conflict of Interest Act*.

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5. Potential conflicts of interest are to be reported to the Department Head and the Director of Human Resources for determination, prior to a hiring decision being made. Should a resolution not be agreed upon, the City Manager will be notified, whose decision will be final and binding.
6. Conformity with this policy requires that relationships as defined in section 2 of this policy/procedure be stated on the employment application and subsequent relationships are to be reported to the Department Director and the Human Resources Division.
7. Where a change in a Member of Council's marital status results in a conflict with this policy, the Human Resources Division and those directly affected shall explore options required to eliminate the conflict.

## ACCOUNTABILITY:

The Human Resources Division is accountable for ensuring adherence to this policy as outlined.

## ADMINISTRATION:

Human Resources Division

## CONTACT:

Human Resources Division