THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA

BY-LAW NUMBER 35-2013

Being a By-Law to Amend By-Law Number 44-2009 Being a
By-Law to Adopt the Manual Governing the Policies and
Procedures for the Corporation of the Town of South Bruce
Peninsula (Dispute Resolution Procedure)

WHEREAS Section 8 of the Municipal Act, 2001, c.25, as amended, provides that the powers of
a municipality shall be interpreted broadly so as to confer broad authority on the municipality to
enable the municipality to govern its affairs as it considers appropriate and to enhance the
municipality’s ability to respond to municipal issues;

AND WHEREAS Section 11 of the Municipal Act, 2001, c.25, as amended authorizes
municipalities to pass by-laws regarding the accountability and transparency of the municipality
and its operations;

AND WHEREAS Section 270 (1) 5 of the Municipal Act, 2001, c.25, as amended authorizes the
municipality to adopt and maintain policies with respect to the manner in which the municipality
will try to ensure that it is accountable to the public for its actions, and the manner in which the
municipality will try to ensure that its actions are transparent to the public;

AND WHEREAS the Council of the Corporation of the Town of South Bruce Peninsula
adopted a Municipal Policy Manual and desires to amend said by-law by amending the policy
with respect to Dispute Resolution Procedure;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF
SOUTH BRUCE PENINSULA ENACT AS FOLLOWS:

1. THAT Policy C.3.1 Dispute Resolution Procedure be revised as attached hereto and
   included in the Municipal Policy Manual.

2. THAT all by-laws and policies inconsistent with this by-law are hereby repealed and
   replaced with this by-law.

3. THAT this by-law shall come into full force and effect upon the final passing thereof.

READ a FIRST and SECOND time this 2nd day of April, 2013.

[Signature]

MAYOR

[Signature]

CLERK
READ a THIRD time and FINALLY PASSED this 2nd day of April, 2013.

[Signature]

MAYOR

[Signature]

CLERK
DISPUTE RESOLUTION PROCEDURE

PURPOSE:

The purpose of this policy is to establish a process for resolving disputes.

POLICY:

1. The Town of South Bruce Peninsula encourages teamwork, open communication and the timely resolution of employee concerns.

2. **Employee Disputes**

   2.1 Attempt to resolve the matter yourself by speaking to the individual with whom you are having difficulty.

   2.2 Consult the policy manual to determine whether or not your concern is addressed in the manual.

   2.3 Speak to the next in command.

   2.4 Speak to the Department if this matter is very serious or cannot be resolved by your immediate Supervisor.

   2.5 If this matter cannot be resolved by the Department Head, the Department Head will consult with the Administrator who will resolve the dispute. The decision of the Administrator will be final.

3. **Disputes Involving Department Heads**

   3.1 If a dispute arises between two or more Department Heads which cannot be resolved after following Sections 2.1 and 2.2, the Administrator will resolve the dispute. The decision of the Administrator will be final.

   3.2 If a dispute arises between a Department Head and the Administrator which cannot be resolved after following Sections 2.1 and 2.2, the following procedure will apply:

       3.2.1 The Administrator will refer the matter to the Mayor for a resolution.

       3.2.2 The Mayor and the Councillor who acts in the absence of the Mayor will meet individually with the Department Head(s) and the Administrator.
3.2.3 The Mayor will advise the parties of the decision which will be final.

3.2.4 The Mayor has the option of bringing the matter before Council prior to a final decision being made.