

1. Purpose

The purpose of this Policy is to establish the responsibilities of the Supportive Workplace Committee for the employees of the Town of Mahone Bay.

2. Definitions

- a) "Town" means the Town of Mahone Bay;
- e) "Town Employee" means any employee of the Town of Mahone Bay including full time, part time, causal and contract.

3. Committee Members

The Committee consists of three staff members, one full time employee from Finance/ Administration, one employee from Public Works and one Manager. The Deputy CAO and the Manager of Finance, together, will nominate one of their employees, the Manager of Public Works will nominate one of his/her employees and the managers will decide amongst themselves who will be their representative on the committee.

Appointments to the Committee are for a one-year term, April 1st – March 31st of each year. It is the intention that no staff member will serve consecutive terms, so that each staff member will have the opportunity to serve on the committee.

4. Committee Responsibilities

Policy Monitoring

The committee is responsible for reviewing and maintaining the policies of the committee. These policies include:

- a) Employee Donation and Volunteerism Policy
- b) Employee Professional Development Policy
- c) Supportive Workplace Committee Policy
- d) Workplace Wellness Policy

The committee will also look for opportunities to evaluate any policy of the Town that directly impacts employee health and wellness and will develop new policies where needed.

Workplace Safety

The committee will receive and review workplace safety data from the Safety Representative on an annual basis.

Initiatives

The committee will develop health and wellness programs and initiatives and staff social events.

The committee will organize the decorating of Town property for holidays and special events.

The committee is responsible for promoting initiatives developed by the committee including but not limited to training opportunities, social events, opportunities for making donations and volunteering.

Financial

On an annual basis, ahead of council's budget process, the committee will make recommendations to the CAO considering the annual budget for staff training, social events and employee wellness grants.

5. Meetings

Meetings will generally occur monthly during regular working hours at a date and time determined by the staff members serving on the committee. As an internal staff committee, meetings will not be open to the public.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider	
[minimum 7 days notice]	February 25, 2021
Date of Passage of Policy	March 9, 2021
_____	_____
Town Clerk	Date

