

# Town of Mahone Bay

## Supportive Workplace Committee Policy

---

### 1. Purpose

The purpose of this Policy is to establish a 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, casual 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 1<sup>st</sup> – March 31<sup>st</sup> 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

#### Workplace Safety

The committee is responsible for developing and maintaining workplace safety policies and gathering information to aid the Town in assuring that they are following best practices.

#### Health and Wellness

The committee is responsible for developing and maintaining a health and wellness policy for the staff of the Town. The committee will also develop health and wellness programs and initiatives, in accordance with this policy.

#### Staff Training

The committee is responsible for developing and maintaining a staff training and professional development policy.

Social

The committee acts as the Town employee social committee and is responsible for organizing staff social events and organizing the decorating of Town property for holidays and special events.

Donations/Volunteerism

The committee will be responsible for drafting a policy which will encourage employees to donate to local non-profit organizations and to volunteer within the community.

The Committee will make recommendations to the CAO who will approve based on approved budgets or in the case of policies, recommend to Council.

**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.

<b><u>Clerk's Annotation for Official Policy Book</u></b>	
Date of Notice to Council Members of Intent to Consider {7 days minimum notice}:	<u>June 11, 2019</u>
Date of Passage of Policy:	<u>June 27, 2019</u>
<u>[Signature]</u> Clerk	<u>June 28/19</u> Date