

The Corporation of the Township of Whitewater Region

By-law Number 18-12-1128

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**A by-law to establish a Nepotism/Employment of Family Members Policy**

**Whereas**, Section 270(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, states that municipalities shall set policies with respect to the hiring of employees; and

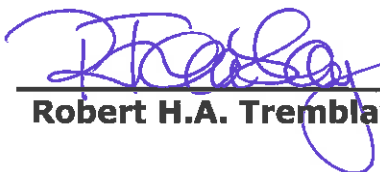
**Whereas**, the Council of the Township of Whitewater Region deems it expedient and necessary to establish a policy dealing with nepotism;

**Now therefore Council of the Corporation of the Township of Whitewater Region enacts as follows:**

1. That the Nepotism/Employment of Family Members Policy is hereby established as a corporate policy.
2. That the corporate policy attached shall form a part of this by-law.
3. This by-law shall come into force and take effect on January 1, 2019.

**Read a first, second and third time and finally passed this 12th day of December, 2018.**

  
\_\_\_\_\_  
Michael Moore, Mayor

  
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Robert H.A. Tremblay, Clerk

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**Policy:** Nepotism/Employment of Family Members Policy  
**Main Contact:** Chief Administrative Officer  
**Last Revision:** December 2018

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## Policy Statement

The Township of Whitewater Region is committed to fair hiring practices without favoritism or nepotism.

## Purpose

This policy provides direction on how the Township of Whitewater Region ensures hiring activities in the Township are based on the principles of merit, and guided by public service values that include respect, integrity, diversity, accountability and the public good.

## Definitions

**“Family Member”** shall include, but not be limited to the following:

- a) Spouse, including common-law spouse and same sex partner;
- b) Child, mother, father, sister, brother, grandchild, grandparent, aunt, uncle, niece and nephew;
- c) Mother-in-law, father-in-law, sister-in-law and brother-in-law;
- d) Step-mother, step-father, step-sister, step-brother and step-child;
- e) Child, mother or father in a relationship where the role of parent has been assumed.

“Township” means the Corporation of the Township of Whitewater Region.

## Policy Requirements

### Employment of Relatives

The Township will adhere to the following provisions in all employment related matters:

- No one shall attempt to influence the outcome of the employment process, or to influence any Township employee to hire or promote a member of their family.
- No employee shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any member of their family.
- If a family member of an employee is an applicant for employment with the Township or a candidate for promotion or transfer, the family member will proceed through the usual selection process with no special consideration.
- No employee shall supervise or be supervised by a family member or be placed in a position of influence over a family member.
- Employees must declare to their manager/supervisor the existence or formation of a direct or indirect supervisory/subordinate relationship with a family member.
- The Township has a responsibility to not knowingly place employees in positions where their duties could create a conflict of interest with a family member.
- No employee shall attempt to use a family relationship for their personal benefit or gain.

## Monitoring

The Chief Administrative Officer shall be responsible for receiving complaints and/or concerns related to this policy.

## Authority

Section 270(2) of the *Municipal Act, 2001* states that municipalities shall set policies with respect to the hiring of employees.

## Contact

Chief Administrative Officer  
P.O. Box 40, 44 Main Street  
Cobden ON K0J 1K0  
(613) 646-2282

## Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Nepotism/Employment of Family Members Policy	January 1, 2019	New policy	2018-12-1128