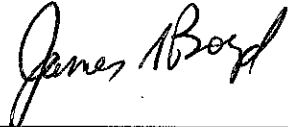


The Rural Municipality of Elton

REFERENCE:	Personnel	AUTHORITY:	Council
SUBJECT:	Complaints Process – Council	EFFECTIVE DATE:	January 10, 2012
ADOPTED BY RESOLUTION NO. & DATE:	207-062 February 12, 2007	NUMBER OF PAGES:	1
AMENDED BY RESOLUTION NO. & DATE:	2012-032 January 10, 2012	REEVE'S SIGNATURE FOR APPROVAL	

POLICY DESCRIPTON:

Be it resolved that Council of the Rural Municipality of Elton adopt the following policy for complaints process:

- All complaints/concerns must have detail to be considered and/or discussed such as:
 - date
 - time
 - place
 - employee
 - complainant (may be either private citizen or Councillor)
- Any complaint/concern must first be registered with the Chief Administrative Officer or a member of Council.
- All complaints/concerns must then be forwarded to the Personnel Committee or presented during a meeting of Council.
- The Personnel Committee will investigate any items placed before it; discuss the situation with Council and then report back to the complainant as soon as possible.
- Council will decide, based upon the report of the Personnel Committee on the incident, whether formal action is required. The name of the original complainant must be provided for any formal action to be taken.
- Where deemed appropriate, a complaint form must be completed.