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- (a) The Department Head and the employee's immediate supervisor, in conjunction with Human Resources, are responsible for enforcing fair and consistent discipline within the Department. Disciplinary measures can include reprimands, formal warnings, suspensions without pay and terminations, subject to Policy 11.20 and 12.10. The Department Head must be consulted before any action is taken.
- (b) Subject to the duties of Head of Council as specified in The Municipal Act, disciplinary procedures for Department Heads shall be initiated by Council as a whole.