

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #15-2019

Being a by-law to adopt a Council-Staff Relations Policy

WHEREAS Subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to relationship between members of council and the officers and employees of the municipality by March 1, 2019;

AND WHEREAS the Council of the Corporation of the Township of Armour deems it expedient to adopt the aforementioned policy;

NOW THEREFORE the Council of the Corporation of the Township of Armour hereby enacts as follows:

1. The "Council-Staff Relations Policy" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. That this by-law shall come into effect upon its passing.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 12th day of February, 2019.

Original signed by Bob MacPhail
Robert MacPhail, Reeve

Original signed by John Theriault
John Theriault, Clerk



SCHEDULE "A" TO BY-LAW #15-2019

TOWNSHIP OF ARMOUR HEALTH AND SAFETY PROGRAM

SUBJECT: Council-Staff Relations Policy

POLICY #: ADM-006

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1. PURPOSE

The Township of Armour will promote a respectful, tolerant and harassment-free relationship and workplace between members of Council and the officers and employees of the corporation.

2. SCOPE

This Policy applies to all members of Council and the officers and employees of the corporation.

Legislative Authority:

Section 270(1)(2.1) of the Municipal Act, 2001, as revised by Bill 68 requires Council to adopt and maintain a policy with respect to the relationship between members of Council and the officers and employees of the corporation. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Municipality complies with in order to promote a respectful relationship between members of Council and the officers and employees of the Township of Armour.

3. DEFINITIONS

"Member(s) of Council" means a member or members of the municipal council of the Township of Armour.

"Municipality" means the Township of Armour.

"Officer(s)" means a person who holds a position of responsibility with definite rights and duties prescribed by statute or by-law.

"Staff" means any of the following:

- i. A person, not including Members of Council, who performs work for the municipality for wages;
- ii. A person who supplies services to the Municipality for wages;
- iii. Such other persons as may be prescribed who perform work or supply services to the municipality for no monetary compensation.



4. ROLES & RESPONSIBILITIES

4.1 Members of Council and Staff Shall:

- i. Demonstrate a commitment to accountability and transparency among Council and staff and with the general public;
- ii. Demonstrate leadership by making sound decisions based on knowledge areas of expertise and sound judgment;
- iii. Demonstrate a high degree of confidentiality;
- iv. Enhance public education about the political process by providing context and process information about decision making;
- v. Uphold the decisions of Council, regardless of personal opinion or belief, and commit to the implementation of those decisions;
- vi. Refrain from publically criticizing members of Council or staff; and
- vii. Seek to achieve a team approach in an environment of mutual respect and trust, with acceptance of the different roles in achieving Council's objectives.

4.2 Respect for Time:

Priorities and timelines must be respected by all members of Council and staff. It is expected that all participants will be well prepared for meetings and will prioritize appropriately, according to direction given by management or Council. Staff will spend time on significant projects only once direction is given by Council to do so.

4.3 Clarifying Roles:

Council provides direction, Staff and Officers give professional advice and implement Council's directives. Members of Council are not elected to be technical experts nor to act in their professional capacities. Likewise, Staff and Officers are not politicians. Advice comes from Staff, policy and service delivery decisions are made by Council.

Role of Council:

Policy Focus: Represent the Municipality, provide direction and create policy.

Role of Senior Management:

Direction Focus: Liaison between Council and Staff, direct implementation of Council's policies, hire and develop a team of competent Staff.



Role of Staff and other Officers:

Implementation Focus: Research policy and programs, give best professional advice, implement decisions of Council, fulfill statutory duties, and follow direction of Clerk to generally see to the operation of the municipal organization.

4.4 Role of Members of Council:

- i. Seek to advance the common good of the community which they serve;
- ii. Truly, faithfully and impartially exercise the office to the best of their knowledge and ability;
- iii. Govern and provide political direction;
- iv. Act in a way that enhances public confidence in local government;
- v. Set strategic objectives and goals for the organization based on consultation with staff and community members;
- vi. Give direction to staff through resolution by Council as a whole;
- vii. Govern the management of the organization through the Clerk;
- viii. Respond to concerns from the public and refer concerns to staff members through the Reeve and Clerk for action – elected officials do not have an administrative managerial role in the day to day business of the organization;
- ix. Adhere to the Code of Conduct for Members of Council and Local Boards Policy and the oath of office sworn at the inaugural meeting of each term of council; and
- x. Refrain from behaviour that could constitute an act of disorder or misbehaviour; is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others; or prejudices the provision of a service or services to the community.

It Is Expected That Council Members Will:

- i. Acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions;
- ii. Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others;
- iii. Refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility;
- iv. Request the Clerk's input prior to making important policy decisions;
- v. Direct questions or concerns regarding departmental activities to the Reeve and/or Clerk;



- vi. Discuss issues with the Clerk and advise staff of questions that may arise prior to Committee or Council meetings whenever possible;
- vii. Understand that their discussions with staff may be communicated and that a member of Council cannot compel a member of staff to confidentiality; and
- viii. Consult with the Clerk prior to making commitments to agencies, groups, citizens, or likewise.

4.5 Role of Member of Staff:

- i. Provide timely reports to Council outlining factors that will assist in their decision making process and provide information based upon professional expertise and good judgement, and free from undue influence from any individual member or members of Council;
- ii. Research policy issues as required;
- iii. Implement Council's decisions;
- iv. Manage and identify the means for achieving corporate goals and outcomes;
- v. Provide appropriate follow-up to Council inquiries and keep members of Council up-to date and informed, as appropriate – staff do not have a political role; and
- vi. Refrain from behaviour that could constitute an act of disorder or misbehaviour; is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others; or prejudices the provision of a service or services to the community.

It Is Expected That Staff Members Will:

- i. Ensure the Council members are aware of any issues that may impact upon their decision making process;
- ii. Management will ensure that the Clerk is aware of any issues that may impact upon the municipality and of ongoing activities in each department;
- iii. The Clerk will ensure that managers are aware of any issues that may impact upon their departments;
- iv. Respond to inquiries from Council members (through the Clerk or Reeve) in a timely fashion, when appropriate during business hours with the exception of emergencies;
- v. Present a professional opinion/recommendation in writing or in person, at Council meetings or Committee meetings;
- vi. Notify Council members of changes to legislation and any unexpected impacts of policy decisions through written material circulated electronically or at a Council or Committee meeting; and
- vii. Through the Clerk, convey feedback to Council members who may be unaware of existing policies or staff workload demands, and other related issues.



5. RESPECTFUL REPORTING RELATIONSHIP

The formal relationship between staff and members of Council must be respected to ensure that all members of staff and Council are treated equally.

There is a chain of command in place to deal with significant issues, and Council members are encouraged to primarily direct questions and concerns to the Reeve and/or Clerk for their consideration.

6. POLICY REQUIREMENTS

The relationship between Members of Council and the officers and employees of the corporation is guided by the following:

- Code of Conduct for Members of Council and Local Boards;
- Respect in the Workplace (Harassment and Violence Policy); and
- Procedure By-law

7. COMPLAINTS

The Municipal Clerk shall be responsible for receiving complaints and/or concerns related to this Policy.

Upon receipt of a complaint and/or concern, the Clerk shall notify:

- In the case of Staff and Officers other than the Clerk, the Clerk;
- In the case of the Clerk, Council; or
- In the case of a Member, the Integrity Commissioner.

Handling of complaints shall be done in the manner set out in the applicable Code of Conduct or policy.

Where there is a discrepancy between this Policy and the applicable Code of Conduct of Conduct, the applicable Code of Conduct prevails.

8. EVALUATION

The Clerk shall be responsible for monitoring the application of this policy.

This policy will be reviewed in each term of Council or as required due to legislative changes.