

Council-Staff Relations Policy

Approved By: Council
Approval Date: February 19, 2019
Effective Date: February 19, 2019
Revision Date:

Policy Statement

The purpose of this Policy is to provide an outline of Council-Staff Relations and foster a healthy work environment.

Application: This Policy shall apply to all Municipal Staff, Officers and Members of Council. The intent of this Policy is to ensure that the relationship between Members of the Council of the Township of Douro-Dummer and the Officers and Staff of the Township is co-operative and supportive with a clear understanding of their respective roles and responsibilities.

Definitions:

"Members of Council" means a member or members of the municipal council of the Township of Douro-Dummer.

"Municipality" means the Municipality of the Township of Douro-Dummer.

"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.

References & Related Policies:

Complaints Handling Policy
Council Code of Conduct
Employees' Code of Conduct
Health and Safety Policy
Municipal Act, 2001, as amended
Procedural By-law
Workplace Bullying and Harassment and Workplace Violence Prevention Policies

Consequences of Non-Compliance:

The handling of any non-compliance shall be done in the manner set out in the application Code of Conduct or other applicable policy.

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

Review Cycle: This policy will be reviewed on an as needed basis.

Guiding Principles

The following shall be the Council-Staff Relations Policy for Township of Douro-Dummer staff:

Members of Council and employees of the Township of Douro-Dummer shall be guided by the following principles and working conditions:

1. Council Members are Public Figures, not Staff.
Once a matter is proposed or decided, Staff should only comment on matters of fact or history in discussing issues with the media. Formal and informal rules for Staff in dealing with the media and the public are in place. Speaking to the media is part of an elected representative's job.
2. Respect the Chain of Command
Members of Council shall respect that they have no individual capacity to direct Staff to perform, or not perform functions or duties. The CAO is responsible for Staff and Officers - Members of Council who need to engage with Staff and Officers must do so through the CAO. This would include both in person, verbal, written and electronic messages.
3. Make Good Use of Staff's Time
Members of Council should use the resources of Staff and Officers judiciously. Reports cost taxpayer money and take Staff and Officer's time away from their assigned responsibilities or other issues that need attention. Member's requests for reports should flow through Council or the CAO to ensure an efficient and effective use of Township resources. Council should exercise good judgement in requesting reports from staff.

4. Council Time is Valuable
Council should ensure that to the greatest possible extent, they control the use of their own time. Staff presentations should be brief, complete and efficient in their use of time. Public input is important but it is not the whole story. Public process should inform decision making, not impede it. Unless Council faces fundamental new information, or a lack of essential facts, they should discourage deferrals or referring back to staff for additional reports.
5. Represent the Whole Community
Council and Staff work together for the good of the public and the community. Decision making by Members should be based on complete information and unbiased recommendations from Staff and Officers. Members should, in addition to such information and recommendations, rely on their own judgment and show leadership in their decision making.
6. Controlling Anger
Members of Council should avoid the temptation to play up divisions or conflicts. Staff and Officers shall not be targets of derisive/vexatious comments/behaviour/conduct. The public expects Members to do the job that they have been elected to do. The public expects Staff and Officers to do the job that they have been hired to do. Comments on Staff performance shall be directed through the appropriate confidential performance reviews.
7. Politics or Management – Not Both
Council provides direction, Staff 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 are not politicians. Advice comes from Staff, policy and service delivery decisions are made by Council.
8. Professionalism
Members of Council and Staff must treat each other with professionalism. When Council requests that Staff appear before Council, they shall comply and be prepared for any questions that Council may have. Advance notice of questions to Staff provides an opportunity for Staff to provide quality reports and advice to Council. Council and Staff will try to avoid surprises in public forums.
9. Respect
Members of Council and Staff shall work hard at fostering a climate of mutual respect. Each shall be respectful of the other's intelligence and professional duties. Members of Council and Staff must understand that

they all face different, often unique, challenges and recognize their overarching goal is to service in the best interest of the Municipality and the public.

Complaint Process:

1. Complaints should be in writing and should include information such as:
 - a. Details of what happened.
 - b. Where did it happen?
 - c. When it happened?
 - d. Who was involved?
 - e. What was said or done, or not done?
 - f. What kind of resolution is being sought?
 - g. Contact details of the Complainant
 - h. Any other details that are relevant to the Complaint.

2. The Municipal Clerk shall be responsible for receiving complaints and/or concerns related to the Policy. Upon receipt of a complaint and/or concern, the Clerk shall notify the following:
 - a. In the case of the Staff/Officers, the CAO shall be notified
 - b. In the case of the C.A.O., Council shall be notified
 - c. In the case of a Member of Council, the CAO shall be notified and depending on the severity of the allegation, the CAO and Clerk shall have the power to meet with the member first or elevate it directly to the Integrity Commissioner.

The handling of any non-compliance, complaint or concern shall be done in the manner set out in the application Code of Conduct or other applicable policy.

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