



Council / Staff Relations Policy

Policy Manual Section: Governance - General
Policy Number: G-GEN-012
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Department Responsible: Council Services - Clerk
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Purpose:

Pursuant to section 270 (1) of the Municipal Act, 2001 a Municipality must have a policy with respect to the relationship between Members of Council and the staff of the Town of LaSalle.

Policy Statement:

The policy provides guidance as to how the Town of LaSalle ensures courteous and respectful relationships between Members of Council and the staff of the Town of LaSalle.

Scope:

This policy applies to all Members of Council and staff of the Town of LaSalle.

Policy:

1. Definitions:

Council – Means the Council of the Town of LaSalle

Staff – Means direct officers and employees of the Town whether full-time, part-time, seasonal, summer students and volunteers.

Municipality - Means the Corporation of the Town of LaSalle.



2. Members of Council and Staff Shall:

- a) Demonstrate a commitment to accountability and transparency among Council and staff along with the general public;
- b) Demonstrate leadership by making sound decisions based on knowledge areas of expertise and sound judgement;
- c) Demonstrate a high degree of confidentiality;
- d) Uphold the decisions of Council as a whole, regardless of personal opinion or belief and commit to the implementation of those decisions;
- e) Refrain from publically criticizing members of Council or staff; and
- f) Seek to achieve a team approach in an environment of mutual respect and trust, with acceptance of the different roles in achieving Council's strategic objectives.

3. Roles of Members of Council:

- a) Seek to advance the common good of the community of which they serve;
- b) Policy focused by representing the Municipality, providing direction and creating policy;
- c) Truly, faithfully and impartially exercise the Office to the best of their knowledge and ability;
- d) Govern and provide political direction;
- e) Act in a way that enhances public confidence in local government;
- f) Set strategic objectives and goals for the organization based on consultation with administration and community members;
- g) Give direction to Administration through Council resolution or By-law;
- h) Govern the management of the organization through the CAO.
- i) Adhere to the Code of Conduct for Members of Council and Local Boards
- j) Refrain from conduct that could constitute and 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.

4. Role of Staff:

- a) 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 member or members of Council;
- b) Research policy issues as needed;
- c) Implement Council's decisions;
- d) Manage and identify the means for achieving corporate goals and outcomes;



- e) Provide appropriate follow-up to Council questions and keep members of Council updated as appropriate.
- f) Refrain from conduct 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.

5. Accountability, Transparency and Consultation

Staff and Council must be committed to the principles of accountability, transparency, confidentiality, and consultation both with each other and with the public. Open lines of communication are essential.

6. 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 Mayor and/or CAO for their consideration.

7. 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 by council resolution or by-law is given by Council to do so.

8. All Members of Council Are Equal

Regardless of how they interrelate with Members, staff must avoid favouritism and the appearance of favouritism. Differences in experience and abilities amongst Members of Council are irrelevant, they all must be treated equally.

Responsibilities:

Members of Council, officers and employees of the Town of LaSalle are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Employee Code of Conduct, Harassment and Discrimination Prevention Policy and LaSalle Violence in the Workplace Policy, *Municipal Act, 2001* and the Procedure By-law.



The 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:

- a. The CAO in the case of officers and employees of the Corporation;
- b. The Integrity Commissioner in the case of Council.

The handling of complaints shall be done in the manner set out in the application Code or Policy.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Municipal Act, 2001 Section 224, 227, 228(1) with respect to Council and Staff roles and responsibilities.

Procedure By-law

Code of Conduct for Employees

Code of Conduct for Members of Council

Harassment and Discrimination Prevention Policy

Violence in the Workplace Policy

Attachments:

None.