

THE CORPORATION OF THE TOWNSHIP OF

WOLLASTON  
BY-LAW No. 07-19

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BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF WOLLASTON  
TO ADOPT A POLICY FOR COUNCIL –STAFF RELATIONS.

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**WHEREAS** under Section 270 (1) of the Municipal Act, 2001, S.O. 2001, c.25,  
as amended a Municipality is required to adopt and maintain a policy for Council—Staff  
relations

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

1. That the said policy shall be attached hereto as Schedule “A” and form part of  
this by-law;
2. That the provisions of any policies contrary to this by-law be hereby repealed.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL  
THIS 19 DAY OF February, 2019.**



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Barbara Shaw, Reeve



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Verna Brundage , Treasurer/Deputy Clerk

## **BY- Law 07-19**

### **Schedule "A"**

#### **Council and Staff Relations Policy**

##### **Policy Statement**

The Municipality of Wollaston will promote a respectful, tolerant and harassment-free relationship and workplace between members of Council and the employees of the corporation

##### **Legislative Authority**

Section 270 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 employees.

##### **Members of Council and Staff Shall:**

- Demonstrate a commitment to accountability and transparency among Council and staff and the general public ;
- Demonstrate leadership by making sound decisions based on knowledge areas of expertise and sound judgement;
- Demonstrate a high degree of confidentiality ;
- Enhance public education about the political process by providing information on the decision making process ;
- Uphold the decisions of Council regardless of personal opinion and commit to the implementation.
- Refrain from publically criticizing members of Council or staff ;
- Seek to achieve a team approach with mutual respect and trust.

##### **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 according to direction given by management or Council. Staff will spend time on projects only once direction has been given. It is expected that appointments will be made for meetings between staff members and Council members to ensure both parties are available and prepared .

##### **Role of Members of Council**

- Seek to advance the common good of the community;
- Truly and impartially exercise the office to the best of their ability;
- Govern and provide political direction;
- Act in a way that enhances public confidence in local government;
- Set strategic objectives and goals based on consultation with staff and community members;
- Give direction to staff through resolutions by Council as a whole;
- Respond to concerns from the public and refer the concern to the appropriate staff member through the Reeve and Administrator – elected officials do not have a managerial role in the day to day operations of the organization;
- Adhere to the Code of Conduct for Members of Council; and
- Refrain from behavior that could constitute an act of disorder, misbehavior, abuse of power, or other acts of discrimination, intimidation, and harassment including verbal abuse.

**It is expected that Council Members will:**

- Acknowledge that only Council as a whole has the capacity to direct staff to carry out specific tasks of function;
- Refrain from using their position to influence staff for gain to themselves or others;
- Refrain from publicly criticizing staff in a way that casts doubts on their competency and credibility;
- Refer to the complaints policy when directing concerns or complaints regarding staff;
- Whenever possible direct questions through the administrator regarding upcoming Council or Committee meetings ;
- Only make commitments to agencies, groups, or citizens as Council as a whole.

**Intergovernmental Communications**

The Reeve is the spokesperson for Council regarding communications with other governments or agencies. If other members wish to communicate directly to other governments or agencies they should direct their request to the Reeve and or the administrator, when possible through a notice of motion.

Individual members of Council should not directly contact regulatory bodies regarding regulatory compliance concerns.

Individual members of Council should not be directly involved in any negotiations of contracts or agreements on behalf of the Municipality of Wollaston, unless direction has been given through a resolution of Council.

**Role of Members of Staff**

- Provide timely reports to Council outlining factors that will assist in their decision making process based upon their professional expertise and good judgement;
- Research policy issues as required;
- Implement Council's decisions;
- Manage and identify the means for achieving corporate goals and outcomes;
- Provide appropriate follow-up to Council inquiries and keep members of Council informed as appropriate—staff do not have a political role;
- Refrain from behavior that could constitute an act of discrimination, intimidation, and harassment including verbal abuse.

**It is expected that Staff Members will:**

- Ensure the Council members are aware of any issues that may impact upon their decision making process;
- Management will ensure that the administrator is aware of any issues that may impact upon the municipality and of ongoing activities in each department;
- Respond to inquiries from Council members(through the Reeve and/or administrator)in a timely fashion, when appropriate during business hours with the exceptions of emergencies;
- Present a professional opinion/recommendation preferably in writing at Council or Committee meetings;
- Notify Council of changes to legislation and any unexpected impacts;

### **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 Administrator for consideration. Any request for information from a Council member that is not received and answered at a Committee or Council meeting shall be circulated to all Council members.

### **Policy Review**

The Council Staff Relations Policy shall be reviewed at a minimum each term of Council.