



Administration & Finance Division

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**To: Administration and Finance Executive Committee**

**From: Jordan Forbes, Human Resources Manager**

**Date: February 1, 2019**

**Subject: New Policy – Council Staff Relations**

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Attached, for your review, please find a copy of the proposed new Council / Staff relations policy. This policy is required as per Section 270 of the Municipal Act as revised by Bill 68.

The development of this policy was led by our Clerk with input from myself, our Chief Administrative Officer, and our Senior Management Team.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan S", is shown within a rectangular box.

Jordan Forbes  
Human Resources Manager

# DRAFT

## Council / Staff Relations Policy

### 1.0 Policy Statement

In order to promote a successful community, it is important that Council Members and Staff have a constructive working relationship. In order to achieve this, the Corporation of the Town of Fort Frances will promote a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation guided by the Code of Conduct (Members of Council and Local Boards/Committees), the Employee Conduct policy, the Workplace Violence policy, Workplace Harassment policy, the Procedural By-law and this policy.

### 2.0 Purpose

The purpose of the Council / Staff Relations Policy is to:

- a) Provide basic rules of engagement as it related to Council / Staff relations;
- b) Set guidelines as to how the two groups will communicate in an open and transparent manner, and;
- c) Provide for a unified approach to serving the citizens of the Town of Fort Frances.

### 3.0 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 the officers and employees of the corporation. This 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 staff of the Corporation of the Town of Fort Frances.

### 4.0 Definitions

Chief Administrative Officer – shall mean the Chief Administrative Officer (CAO) or designate as appointed by the Municipality as prescribed in Section 229 of the *Municipal Act, 2001* as amended.

Clerk – shall mean the person or designate duly appointed by the Municipality as prescribed in Section 228 of the *Municipal Act, 2001* as amended.

Council – shall mean the Council of the Town of Fort Frances, duly elected.

Municipality – shall mean the Corporation of the Town of Fort Frances.

Officers / Staff – shall mean employees of the Corporation of the Town of Fort Frances other than those named specifically above.

## 5.0 Clarification of Roles

Role of Council (Policy Focus) is to represent the Municipality, provide strategic direction and create policy.

Role of Chief Administrative Officer (Direction Focus) is to act as a liaison between Council and staff, direct implementation of Council's policies, hire and develop a team of competent Officers and Staff.

Role of Officers and Staff (Implementation Focus) is to research policy and programs, give best professional advice, implement decisions of Council, fulfill statutory duties, follow direction of Chief Administrative Officer and generally see to the efficient operation of the municipal organization.

## 6.0 Guiding Principles

1. All Members are Equal
  - Members of Council, Officers and Staff must be treated equally and fairly and the appearance of favoritism must be avoided.
2. Chain of Command
  - Members of Council do not have authority to direct Staff to perform, or not perform functions or duties, the CAO is responsible for providing direction to Officers and Staff.
3. Use of Officers & Staff Time
  - Members of Council should use Officers and Staff time thoughtfully. Requests from Council take Officers and Staff time away from other issues or problems that may need attention. Members of Council should be discouraged from asking for Staff reports in an effort to delay a potentially unpopular decision.
4. Use of Council's Time
  - Officers and Staff should be mindful of Council's time and refrain from delivering lengthy presentations which may consume Council's time better

served debating and considering issues. Staff presentations should be clear and concise wherever possible.

5. Representative of Community

- Members of Council should, in addition to presented research and recommendations, make their own judgement and provide leadership in their decision making. Members of Council, together with Officers and Staff work collaboratively for the public good.

6. Politics vs Management

- Council provides direction and establishes policy, while officers and staff research, give advice and implement Council's directives. Advice comes from Officers and Staff; policy and service delivery decisions are made by Council. Staff are not politicians and members of Council are not hired professionals.

7. Respect Above all Else

- Members of Council, Officers and Staff shall work together to foster working relationships that are respectful of each other's intelligence and professional duties. We all face diverse and often unique challenges and we must be cognizant that our collective goal is to serve the best interests of the Municipality.

7.0 Complaints/Contraventions/Enforcement

The CAO (or designate) shall be responsible for receiving complaints and/or concerns related to this Policy. Upon Receipt of a complaint and/or concern, the CAO (or designate) shall notify:

- a. In the case of Officers and Staff (other than the CAO), the CAO shall be notified;
- b. In the case of a Member of Council, the Integrity Commissioner shall be notified;
- c. In the case of the CAO, the Clerk shall be notified and will bring forward to Council.

If the nature of the complaint relates to Workplace Harassment, then the complaint procedure located within the Workplace Harassment Policy shall be used.

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

8.0 Policy Review

This policy may be reviewed as needed during each term of Council.