



THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

SUBJECT: Administration Council and Staff Relationship Policy	EFFECTIVE DATE: September 26, 2018
REVISION DATE:	PAGE: 1 of 5

1. SCOPE

This Council and Staff Relationship Policy applies to each Member of Council, and all members of Staff.

2. PURPOSE OF THE POLICY & STATEMENT OF PRINCIPLES

The purpose of this Policy is to govern the relationship between Members of Council and Staff in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*, to outline acceptable standards to govern their relationship and to which all Members of Council and Staff are expected to adhere to and comply with.

This Policy is intended to set a high standard to regulate the relations between Council and Staff in order to provide good governance and maintain public confidence in the administration of the Township through its Members as duly elected public representatives and its Staff as public administrators.

This Policy supplements and works in conjunction with the Township's Council Code of Conduct or Employee Code of Conduct.

3. DEFINITIONS

The following terms shall have the following meanings in this Policy:

- (a) "Mayor" means the head of Council for the Township;
- (b) "Member" means a member of Council for the Township, including the Mayor and Deputy Mayor;
- (c) "Policy" means this Council and Staff Relationship Policy;
- (d) "Staff" means the CAO and all officers, directors, managers, supervisors, and all employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Township's interests; and



THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

SUBJECT: Administration Council and Staff Relationship Policy	EFFECTIVE DATE: September 26, 2018
REVISION DATE:	PAGE: 2 of 5

(e) "Township" means the Corporation of the Township of Tay.

4. GENERAL OBLIGATIONS

In all respects, Members and Staff shall:

- (a) Relate to one another in a courteous, respectful and professional manner;
- (b) Act in a manner that enhances public confidence in local government;
- (c) Operate in a working partnership to produce the best results and outcomes for the Township and always for the collective public interest of the Township;
- (d) Understand and appreciate their respective roles and responsibilities and the roles and responsibilities of the other; and
- (e) Maintain formal working relationships in order to promote equality and discourage favoritism, which includes but is not limited to customary measures such as using proper titles and avoiding first names in public meetings.

5. ROLES AND RESPONSIBILITIES OF MEMBERS

Members shall acknowledge and agree that:

- (a) Council as a whole is the governing body of the Township;
- (b) Council as a whole has the capacity to govern, provide political direction and make decisions;
- (c) Staff serve Council as a whole rather than any individual Member;
- (d) they are elected representatives of the entire Township;



**THE CORPORATION OF THE TOWNSHIP OF TAY
COUNCIL POLICIES MANUAL**

SUBJECT: Administration Council and Staff Relationship Policy	EFFECTIVE DATE: September 26, 2018
REVISION DATE:	PAGE: 3 of 5

- (e) They shall respect the administrative and managerial chain of command by:
 - (i) Directing any questions or concerns in relation to the administration or management of the Township to the CAO;
 - (ii) Giving directions to Staff only by Council as a whole and/or through the CAO, who in turn shall direct matters onwards as required; and
 - (ii) Refraining from becoming involved in the management of Staff;
- (f) They shall respect Staff time and use it effectively, and limit requests for Staff reports to only matters that are essential for the effective administration of the Township or in the public interest;
- (g) They understand that Staff will undertake significant projects only if they have been directed to do so by Council as a whole and/or through the CAO;
- (h) They shall request advice from the Clerk, or the Clerk's delegate about the appropriate wording of motions, amendments and formal direction to Staff;
- (i) They shall request information regarding meeting agendas or minutes from the Clerk, or the Clerk's delegate;
- (j) They shall advise Staff of questions or criticisms that may arise prior to Council meetings whenever possible, to ensure Staff has appropriate time to formulate an informed and helpful response for consideration by Council;
- (k) They shall refrain from any criticism or attempt to humiliate, berate, disparage or denigrate Staff in public, including at any



THE CORPORATION OF THE TOWNSHIP OF TAY COUNCIL POLICIES MANUAL

SUBJECT: Administration Council and Staff Relationship Policy	EFFECTIVE DATE: September 26, 2018
REVISION DATE:	PAGE: 4 of 5

- Council or committee meeting, whether in open or closed session or to the media, including social media;
- (l) They shall recognize Staff are not expected to provide information or take action outside of regular administrative business hours, except in extenuating circumstances;
 - (m) Certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with;
 - (n) As individual Members, they have no greater access to records or information held by the Township than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute; and
 - (o) They shall at all times comply with the Township's Council Code of Conduct.

6. ROLES AND RESPONSIBILITIES OF STAFF

Staff shall acknowledge and agree that:

- (a) Council as a whole is the collective decision-making and governing body of the Township and is ultimately responsible to the electorate for the good governance of the Township;
- (b) They shall serve Council as a whole rather than any individual Member of Council;
- (c) They shall treat all Members equally and always with courtesy, respect, and professionalism;
- (d) They shall ensure that the CAO is aware, as appropriate, of any issues that may impact upon the Township and of ongoing activities in each department;



**THE CORPORATION OF THE TOWNSHIP OF TAY
COUNCIL POLICIES MANUAL**

SUBJECT: Administration Council and Staff Relationship Policy	EFFECTIVE DATE: September 26, 2018
REVISION DATE:	PAGE: 5 of 5

- (e) They shall provide a timely and professional response to Council based on their professional expertise, research and good judgment to assist Council with respect to their decision, policies and programs;
- (f) They shall carry out their duties based on political neutrality and objectivity, free from undue influence from any individual Member or Members of Council;
- (g) They shall diligently implement the decisions of Council and ensure administrative practices and procedures are established to carry out Council's decisions and any other duties specifically assigned to them by Council;
- (h) They shall respond to inquiries from Council and provide appropriate follow-up to keep members of Council informed;
- (i) They shall refrain from behavior such as publicly criticizing decisions or policies of Council or Members in relation to their intelligence, integrity, competence or otherwise;
- (k) They shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- (l) They shall not speak publically on any matter respecting any Council decisions or policies without authorization to do so; and
- (m) They shall at all times comply with the Township's Employee Code of Conduct.