

Schedule "A" to By-Law 21-2019



Municipality of South Huron Policy

Policy Name:	Staff Council Relationship Policy
Policy Number:	C13-Council, Boards and By-Laws 01-2019
Section:	Accountability, Transparency, Governance
Effective Date:	19/02/2019
By-law or Resolution:	By-Law: -20
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	03/01/2023

Policy Statement

The Municipality of South Huron will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by the Code of Conduct for Members of Council, the Violence and Harassment in the Workplace Policy and the Procedure By-law.

Purpose:

The purpose of this Policy is to set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.

Application:

In accordance with paragraph 2.1 of subsection 270(1) of the Municipal Act, 2001, this policy applies to all Members of Council and officers and employees of the corporation.

Key Principles:

This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Municipality by its Members as duly elected public representatives and its Staff as public administrators.

The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy:

- Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the Municipality;



Schedule "A" to By-Law 21-2019

- Members and Staff shall relate to one another in a respectful, professional and courteous manner;
- Members and Staff shall understand and respect each other's respective roles and responsibilities; and
- Members and Staff shall work together in furtherance of the common goal of serving the public good.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Policy – these principles are not operative provisions of the Policy.

Definitions:

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

"CAO" means the Chief Administrative Officer of the Municipality;

"Clerk" means the Clerk of the Municipality;

"Council" means the Council for the Municipality;

"Member" means a Member of Council;

"Municipality" means The Corporation of the Municipality of South Huron

"Policy" means this Council and Staff Relationship Policy;

"Mayor" means the head of Council;

"Staff" means the Chief Administrative Officer, and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Municipality's business and interests.

Policy Requirements:

The relationship between Members of Council and the officers and employees of the corporation is guided by the following:

In all respects, Members and Staff shall:

- relate to one another in a courteous, respectful and professional manner;
- maintain formal working relationships in order to promote equality and discourage favoritism, which includes but is not limited to using proper



Schedule "A" to By-Law 21-2019

titles and avoiding first names during public meetings or formal business dealings;

- understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- work together to produce the best results and outcomes for the Municipality and always for the collective public interest of the Municipality; and
- act in a manner that enhances public confidence in local government.

Responsibilities

Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Violence and Harassment in the Workplace Policy and the Procedure By-law.

Roles and Responsibilities of Members

Members acknowledge and agree that:

- Council as a whole is the governing body of the Municipality and that it comprises a collective decision-making body;
- they are representatives of the entire Municipality;
- Staff serve the whole of Council rather than any individual Member;
- they govern, provide political direction and make decisions as Council;
- they will respect the administrative and managerial chain of command by:
 - directing any questions or concerns in relation to the administration or management of the Municipality to the Mayor or the CAO for their consideration;
 - giving direction to Staff only as Council and through the CAO, and refraining from becoming involved in the management of Staff;
- they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;
- they ensure any requests for information to Staff that were not received at a meeting of Council are made in writing and circulated in writing to all Members;



Schedule "A" to By-Law 21-2019

- they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the CAO;
- whenever possible, they shall notify Staff if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;
- they shall request advice from the Clerk about the appropriate wording of motions, amendments, and formal directions of Staff;
- they shall request information regarding meeting agendas or minutes from the CAO;
- as individual Members, they have no greater access to records or information held by the Municipality 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;
- they shall recognize Staff are not expected to provide information or take action outside of regular administrative business hours, except in extenuating circumstances;
- certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;
- they shall at all times comply with the Municipality's Code of Conduct for Members of Council; and
- they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

Roles and Responsibilities of Staff

Staff acknowledge and agree that:

- Council is the collective decision-making and governing body of the Municipality and is ultimately responsible to the electorate for the good governance of the Municipality;



Schedule "A" to By-Law 21-2019

- they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- they shall serve the whole of Council rather than any individual Member;
- all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;
- they shall ensure any responses to requests for information by a Member that were not received at a meeting of Council are circulated to all Members;
- 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;
- they shall diligently and impartially implement Council's decisions;
- they shall notify management or the CAO, as appropriate, of any issues that may impact the Municipality and of ongoing activities in each department;
- they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- they shall refrain from publicly criticizing decisions of Council or Members in relation to their intelligence, integrity, competence or otherwise; and
- they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.



Schedule "A" to By-Law 21-2019

Monitoring/Contraventions

In the interest of strengthening staff and Council relationships both staff and Council are encouraged to consider informal discussions and/or mediation prior to the submittal of a formal complaint. The following policies will be referenced for all complaints:

1. South Huron Complaint Policy
2. Code of Conduct for Council Members and Local Boards
3. Workplace Violence and Harassment Policy

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:

- In the case of officers and employees of the corporation, the CAO, Director or Manager responsible for the employee and Human Resources; or
- In the case of Council, the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council, the language of the Code prevails.

Review Cycle

This policy will be reviewed once per term of Council or as required due to legislative change.

References

Complaint Policy
Code of Conduct for Members of Council
Workplace Violence and Harassment Policy
Procedure By-law

Legislative and Administrative Authorities

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. The 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 employees of the Municipality of South Huron.

Schedule "A" to By-Law 21-2019



Enquiries

Clerk, Municipality of South Huron
322 Main St. S. Exeter ON
clerk@southhuron.ca
Telephone: (519) 235-0310

George Finch
Mayor

Dan Best,
Chief Administrative Officer