



## POLICY & PROCEDURE MANUAL

<b>SECTION</b>	Council Policies	<b>POLICY NUMBER</b> 01-02-10
<b>SUB-SECTION</b>	General Corporate Policies	<b>EFFECTIVE DATE</b> February 11, 2021
<b>SUBJECT</b>	Council – Staff Relationship Policy	
<b>AUTHORITY</b>	General Government Services – January 28, 2021 Council – February 11, 2021 Council – February 26, 2026	

### PURPOSE

The purpose of this Policy is to set out standards to ensure that Council and Staff share a common understanding of their respective roles and responsibilities.

This policy applies to all Members of the Council of the County of Dufferin and all members of staff.

### STATEMENT

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 County by its Members as duly elected public representatives.

### LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

The *Municipal Act, 2001*, Section 270 (1) requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the municipality.

This Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the County complies with in order to promote a respectful relationship between members of Council and Staff.

## **PROCEDURES**

### **1.0 Definitions**

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

- (a) "CAO" means the Chief Administrative Officer of the County;
- (b) "Clerk" means the Clerk of the County;
- (c) "Council" means the council of the County;
- (d) "County" means the Corporation of the County of Dufferin;
- (e) "Member" means a Member of Council, or Alternate Member of Council;
- (f) "Policy" means this Council and Staff Relationship Policy;
- (g) "Staff" means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteers, as well as agents and consultants acting on behalf of the County's business and interests; and
- (h) "Warden" means the head of Council

### **2.0 Responsibility**

The relationship between the members of Council and employees of the County is guided by the following:

#### **2.1 Council Code of Conduct:**

- (a) The purpose of the Code of Conduct for Council is to ensure that the members of Council, advisory committees and local boards of the municipality share a common basis of acceptable conduct;

#### **2.2 Employee Code of Conduct (Article 5 of the Personnel Policy):**

- (a) This policy provides a shared standard of integrity and professionalism for staff, supplementing existing laws and policies. It guides their conduct in serving the public diligently and ethically, prohibiting misuse of position or acceptance of improper benefits.

### 2.3 **Harassment and Respectful Workplace Policy**

- (a) The purpose of the Harassment and Respectful Workplace policy is to ensure that the County is committed to providing a safe, healthy and respectful workplace free from all forms of discrimination, harassment and violence in accordance with the Human Rights Code and Occupational Health & Safety Act.

### 2.4 **Accountability and Transparency Policy**

- (a) The purpose of this policy is to ensure that Members of Council and Staff are held to account for their actions and decisions, and that those actions and decisions are open and accessible to the public.

### 2.5 **Procedure By-law**

- (a) The Procedure By-law establishes rules, procedures and conduct within all meetings of Council.

## 3.0 **General Obligations**

3.1 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism;
- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of others;
- (d) work together to produce the best results and outcomes for the County and always taking into account the collective public interest of the County;
- (e) demonstrate a commitment to accountability and transparency among Council, staff and with the general public; and
- (f) act in a manner that enhances public confidence in local government.

## 4.0 **Roles and Responsibilities of Members**

4.1 Members acknowledge and agree that:

- (a) Council as a whole is the governing body of the County and that it comprises a collective decision-making body;
- (b) they are representatives of the entire County;
- (c) Staff serve the whole of Council rather than any individual Member;
- (d) they govern, provide political direction and make decisions as the County;
- (e) they will respect the administrative and managerial chain of command by:
  - (i) directing any questions or concerns in relation to the administration or management of the County to the CAO for their consideration;
  - (ii) giving direction to Staff only as Council and through the CAO; and
  - (iii) refraining from becoming involved in the management of Staff.
- (f) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the CAO;
- (g) they shall request advice from the Clerk about procedural matters;
- (h) they shall request information regarding meeting agendas or minutes from the Clerk;
- (i) they shall contact relevant department heads or CAO for inquiries;
- (j) they as individual Members have no greater access to records or information held by the County 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;
- (k) they shall recognize Staff are not expected to provide information or take action outside of regular administrative business hours, except in extenuating circumstances;
- (l) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from (i.e. Clerk, Treasurer, Chief Building Official);
- (m) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

## **5.0 Roles and Responsibilities of Staff**

5.1 Staff acknowledge and agree that:

- (a) Council is the collective decision-making and governing body of the County and is ultimately responsible to the electorate for the good governance of the County;
- (b) 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;
- (c) they shall assist Council in their decision-making process by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- (d) that all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (e) they shall notify their department head or the CAO about inquiries from Members who will provide appropriate and timely follow-up to such inquiries as necessary;
- (f) they shall diligently and impartially implement Council's decisions;
- (g) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so;
- (h) they shall refrain from publicly criticizing decisions of Council or Members;
- (i) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.

## **6.0 Monitoring and Contraventions of the 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:

- (a) In the case of staff, the Director responsible for the area and the Director of People & Equity
- (b) In the case of a closed meeting, the Ombudsman Office of Ontario
- (c) In the case of Council, the Integrity Commissioner