

POLICY & PROCEDURE MANUAL

SECTION	COUNCIL RELATED POLICY	POLICY NUMBER	1-2-10
SUB-SECTION	General Corporate Policy	EFFECTIVE DATE	February 11, 2021
SUBJECT	Council – Staff Relationship Policy		
AUTHORITY	General Government Services –January 28, 2021 Council – February 11, 2021		

PURPOSE:

This Council and Staff Relationship Policy applies to all Members of the Council of the County of Dufferin and all members of Staff.

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.

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.

RESPONSIBILITIES

Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions.

SUBJECT	Council – Staff Relationship Policy	POLICY NUMBER	1-2-10
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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;
- (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 General Obligations

2.1 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.

SUBJECT	Council – Staff Relationship Policy	POLICY NUMBER	1-2-10
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3.0 Roles and Responsibilities of Members

3.1 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 designate 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;

SUBJECT	Council – Staff Relationship Policy	POLICY NUMBER	1-2-10
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- (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 (ie. Clerk, Treasurer, Chief Building Official); and
- (m) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

4.0 Roles and Responsibilities of Staff

4.1 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 Councillors 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., they shall refrain from publicly criticizing decisions of Council or Members; and
- (h) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.