THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS

BY-LAW NUMBER 2019–036

BEING A BY-LAW TO ADOPT A COUNCIL AND STAFF RELATIONS POLICY.

WHEREAS Section 270(1) of the Municipal Act, 2001, states that a municipality shall adopt and maintain a policy on the relationship between members of council and the officers and employees of the municipality.

AND WHEREAS the municipality deems it appropriate to establish procedures for positive relationships between council and staff in order to ensure the provision of public excellence and effective governance in the Township of Lake of Bays.

NOW THEREFORE the Council of the Corporation of the Township of Lake of Bays hereby enacts as follows:

1. THAT Council Staff Relations Policy CO-4.4 attached hereto be adopted.

2. THAT this By-law shall come into full force and effect upon passage thereof.

READ a FIRST, SECOND and THIRD time and finally passed this 19th day of March, 2019.

Mayor – Terry Glover

Clerk – Carole Sykes
1 PURPOSE
1.01 This policy provides the guiding principles in ensuring that the relationship between Council and staff is co-operative and supportive with a clear understanding of the respective roles and responsibilities.

2 POLICY
2.01 The Township of Lake of Bays is required to adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality in accordance with Section 270 of the Municipal Act, 2001.

   Positive relationships between council and staff are essential to the provision of public service excellence and effective governance in the Township of Lake of Bays.

2.02 Definitions
Council – shall mean the members elected as the legislative body of the Township of Lake of Bays.

Elected Official – shall mean the Mayor and Councillors of the Township of Lake of Bays.

Municipality – shall mean the Municipality of the Corporation of the Township of Lake of Bays.

Staff – shall mean full-time, part-time and contract workers, employed by the Township of Lake of Bays.

3 PROCEDURES

3.01 Roles

Role of Council Members (Mayor and Councillors)

a) The role of council as a whole is three-fold:
   i) Representative role – to represent the interest of all constituents including issues before council, keeping the greater good of all constituents in mind;
   ii) Policy role – to make policy and establish general principles to guide future actions and decisions;
   iii) Stewardship role – to be stewards of municipal resources, and to ensure financial and administrative resources are being used efficiently, consistent with established policy, legislation and the objectives of council

b) Seek to advance the common good of the community which they serve;
c) Truly, faithfully and impartially exercise their role to the best of their knowledge and ability;
d) Act in a way that enhances public confidence in local government;
e) Set strategic objectives and goals for the organization based on consultation with staff and community members;
f) Give direction to staff through resolution by council as a whole; and
g) Govern the management of the organization through the Chief Administrative Officer (CAO).

3.02 Role of Staff Members

a) Provide timely reports to council outlining factors that will assist in their decision-making process and provide information based upon professional expertise and good judgement, and free from undue influence from any individual member or members of council;
b) Research policy issues as required;
c) Implement council’s decisions;
d) Manage and identify the means for achieving corporate goals and outcomes; and
e) Provide appropriate follow-up to council inquiries and keep members of council up-to-date and informed as appropriate;

3.03 Guiding Principles

a) Council Members are Public Figures, not Staff
Once a matter is proposed or decided, staff should only comment on matters of fact or history in discussing issues with the public and the media. Dealing with the media is part of an elected official’s job.

b) Respect the Chain of Command
Council members must understand they have no individual capacity to direct staff to perform, or not perform functions or duties. The CAO is responsible for staff and Council who need to engage with staff must do so through the CAO. This would include both in person, verbal, written and electronic messages.

c) Make Good Use of Staff’s Time
Council should use the resources of staff wisely. Staff reports cost taxpayer money and take staff time away from other issues or problems that may need attention. Council should be discouraged from asking for staff reports as a means of getting past an unhappy public delegation. The public respects political courage and decisiveness.
d) **Council Time is Valuable**
Council needs to ensure that to the greatest extent possible, they control the use of their own time. Staff presentations should be brief and concise and not take away time for debate. Public input is important but is not the whole story. Public process should inform decision making, not impede it. Unless council faces fundamental new information or lack of essential facts, discourage deferrals or referring back to staff for reports.

e) **Represent the Whole Community**
Council and staff both work for the good of the public. Decision making by council needs to be made on the basis of complete information and unbiased recommendations from staff. Council needs to rely on their judgement and show leadership on their decision making.

f) **Controlling Anger**
Council should avoid the temptation to play up divisions or conflicts and staff shall not be seen as targets. The public expects council to do the job that they have been elected to do. The public expects staff to do the job that they have been hired to do. Comments on staff's performance shall be directed through the appropriate confidential performance reviews. Council and staff will try to avoid surprises in the public forum.

g) **Politics or Management – Not Both**
Council members give direction; staff gives professional advice and implements council's directives. Councillors are not elected to be technical experts or to act in their professional capacities. Likewise, staff are not politicians. Advice comes from staff, policy and service delivery decisions are made by council.

h) **A Formal Relationship**
Staff shall treat council as a collective decision making body. Staff shall avoid favouritism by treating all council members as equals. Staff shall stay out of political lobbying.

i) **Professionalism**
Council members and staff must treat each other with professionalism. When council requests that staff appear before council, they must comply and be prepared for any questions council has. Advance notice of questions to staff provides an opportunity for staff to provide quality reports and advice.

j) **Respect**
Both council and staff shall work hard at fostering a climate of mutual respect. Each must be respectful of each other's intelligence and professional duties. Council and staff must understand that they all face different, unique challenges and recognize the mutual goal is to serve the best interests of the Municipality.
4  RESPONSIBILITIES
4.01  This policy shall apply to all members of council and municipal staff.

5  REVISION CONTROL

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6  ATTACHMENTS

Nil