



# The Town of Arnprior Corporate Policies and Procedures Manual

## Policy Name: Council Staff-Relations

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**Policy Manual Section:**  
Administrative Standards – Clerk’s  
Office

**Revision Date:**

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**Policy Number:** AS-CO-13

**Organizational Coverage:** Members  
of Council and Staff

**Effective Date:** September 10, 2018

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### 1.0 Policy Statement

The Corporation of the Town of Arnprior (“Town”) will promote a respectful and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, guided by: the Strategic Plan, the Code of Conduct for Members of Council, the Employee Code of Conduct, the Violence in the Workplace Policy, the Harassment in the Workplace Policy, Delegation of Authority and the Procedure By-laws, as well as other relevant policies, regulations and statutes.

### 2.0 Purpose

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 Town complies with in order to promote a respectful and successful relationship between Members of Council and the officers and employees of the Town of Arnprior.

This policy provides guidance and direction on how the Town ensures a respectful and harassment-free relationship and workplace between Members of Council and the officers and employees of the corporation, thereby promoting and building strong partnerships between Council and the administration. This policy further affirms that all members of Council are “equal” and act as a Council, not as individuals when instructing staff.

This policy is not intended to restrict Members of Council from seeking information or communicating with Staff, which is necessary for the discharge of normal Council duties.

### **3.0 Scope**

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to all Members of Council and officers and employees of the corporation

### **4.0 Responsibility**

Members of Council and officers and employees of the corporation are required to adhere to this policy and its governing provisions, including related policies such as but not limited to the Code of Conduct for Members of Council, the Employee Code of Conduct, the Violence in the Workplace Policy, the Harassment in the Workplace Policy, Delegation of Authority and the Procedure By-laws.

### **5.0 Application**

The relationship between Members of Council and the officers and employees of the corporation is guided by the roles of Council and Staff provided for in the Municipal Act, 2001. Municipalities also get their responsibilities and powers from over 100 provincial acts, municipal plans, policies, and by-laws; including but not limited to the following:

#### **Municipal Act, 2001**

The Municipal Act, 2001 provides the primary legislative framework for municipalities. It sets out the roles and responsibilities of members of council, staff and the chief administrative officer. The Municipal Act, 2001, contains no reference to the position of “councillor”; thereby reinforcing that it is only Council acting as a whole that have authority to instruct staff and make decisions on behalf of its constituents. The [Municipal Act, 2001](#) and other legislation include provisions pertaining to openness and transparency in municipal decision making and service delivery. In terms of maintaining proper accountability and ensuring good service delivery council and staff must appreciate their separate roles and responsibilities. The success of the municipality depends on these groups working together, as a team, for the benefit of the community.

#### **Strategic Plan**

A Strategic Plan is an important part of municipal governance. The Council adopted Strategic Plan looks to the future, clearly setting out the Town’s goals, vision, values, priorities and action plans. It is a policy document which both staff and Council can rely upon to help guide their decision making and resource allocation in order to help realize its ultimate strategic vision, goals and objectives. The Strategic Plan sets priorities and by extension it also determines what are not Council priorities, absent of any other Council directive to the contrary.

## **Council Code of Conduct**

The Council Code of Conduct outlines the ethical standards for the behaviour of Council Members. The Council Code of Conduct recognizes that the Town has worked diligently at creating a positive and productive working relationship between Council and Staff. This has been successful, largely due to a mutual respect for each other's separate and respective roles and responsibilities.

Clearly defined roles distinguishing between the concepts of 'governance' and 'management', are critical to the success of the municipality. Council sets the policy direction for the municipality, and staff provides the research and expert advice to help Council in their decision making process. The Council Code of Conduct (and other Council approved policies) has embraced the "CAO-One Employee of Council" model of Corporate structure. This model identifies the CAO as Council's only employee, who in turn is responsible for and directs all other employees (either directly or indirectly). The CAO, and staff through the CAO, takes direction from and is responsible to the whole of Council, and therefore no staff shall be instructed or directed by or be responsible to any individual member of the Council who may be acting independent of Council.

Council further recognizes the role of Town staff, through the CAO, to discharge their duties and to offer its professional recommendations and advice to Council free of undue influence. More specifically, the Modernizing Ontario's Legislation Act, 2016, also known as Bill 68, prohibits council members from using his or her office to attempt to influence any decision or recommendation being considered by employees and persons who are acting on delegated authority from council. As such, Council will receive the professional recommendations and advice from staff and direct the CAO to implement Council's decisions in an open and transparent manner, free of negativity, criticism or reprisals.

## **Employee Code of Conduct**

The Employee Code of Conduct outlines the manner in which employees shall conduct themselves consistently with both legal and ethical principles while demonstrating the Town's core values of Accountability, Dependability and Reliability, Honesty and Integrity, Respect, Teamwork and Collaboration and being Open and Transparent.

In accordance with the Employee Code of Conduct employees are expected to project a positive professional image at all times. Employees will recognize the dignity and worth of every person they serve and with whom they work. Therefore, employees shall conduct themselves in a professional and respectful manner at all times. Employees will treat everyone fairly, with respect and dignity, and will take into consideration their individual needs.

## **Violence and Harassment in the Workplace Policy**

The Violence in the Workplace Policy recognizes that violence in the workplace is an occupational health and safety hazard at the workplace. Furthermore, the Town recognizes that physical and emotional harm can result from violence in the workplace and any form of violence in the workplace is unacceptable. Therefore, the Town is committed to maintaining a zero tolerance policy towards violence in the workplace and encourages employees and Town representatives to take affirmative steps to identify and address potentially violent situations.

The Harassment in the Workplace Policy recognizes that the Town is committed to providing and maintaining a work environment that is based on respect for the dignity and rights of everyone in the organization. It is the Town's goal to provide a healthy, safe, and productive workplace that is based on mutual respect and free from any form of harassment or discrimination. In pursuit of this goal, the Town does not condone and will not tolerate acts of harassment or discrimination against or by a Town employee or Town representative. This Policy prohibits workplace harassment under any of the categories defined in the Occupational Health and Safety Act, the Ontario Human Rights Code and/or the Canadian Human Rights Act.

## **Delegation of Authority By-law**

The Municipal Act, 2001 requires that all municipalities adopt and maintain policies with respect to the delegation of its powers and duties. The Town's Delegation of Authority By-law establishes clear roles, responsibilities and authority bestowed upon key senior staff in order to manage and administer the affairs and resources of the municipality on a day-to-day basis, unless directed otherwise by Council acting as a whole.

## **Procedure By-law**

The Procedure By-law establishes rules or procedures for council and committee meetings, including the calling of meetings, the types of meetings that can be held, and the procedures for voting. Council directs that its decisions be implemented through the passing of resolutions and/or by-laws at a duly called meeting of Council, and the Municipal Act, 2001 requires that its minutes be without note or comment. The Procedure By-law specifically states in Section 9, Rules of Debate and Conduct of Members in Council, that good order and decorum are preserved, and that members may not speak disrespectfully or use offensive or non-parliamentarian language.

In order to ensure full transparency and proper public notice, the Procedure By-law outlines the manners in which matters rise for inclusion on a Council or Committee agenda.

## **6.0 Violations**

When a violation of the Code(s) of Conduct or this policy is suspected or is alleged, a complaint should be submitted in a timely manner in writing:

1. In the case of an Employee to the employee's Manager, the Human Resources Officer, or the CAO. In all cases the Human Resources Officer shall be notified in order to document the complaint; or
2. In the case of the CAO to the Town Clerk, and then, if necessary to the Integrity Commissioner; or
3. In the case of Members of Council to the Town Clerk and then, if necessary, to the Integrity Commissioner.

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

## **7.0 Related Documents**

The Council-Staff Relations Policy operates along with and as a supplement to the existing plans, policies, by-laws and legislation governing the relationship between council and staff as follows:

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Town's Strategic Plan
- Council and Employee Code(s) of Conduct
- Workplace Violence and Harassment Policies
- Delegation of Authority By-law
- CAO Appointment By-law
- Procedure By-law

The above list is not exhaustive. Members of Council and Employees are responsible for abiding by all of the Town's policies and procedures, and all applicable law.