

## REPORT

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Suzanne Jones, Clerk & Director of Legislative Services

**DATE:** January 30, 2019

**REPORT NO.:** ADMIN-2019-0006

**RE:** Members of Council / Staff Relations Policy

### RECOMMENDATION:

THAT Report No. ADMIN-2019-0006, dated January 30, 2019 regarding the Members of Council / Staff Relations Policy be received;

AND FURTHER THAT Council adopt the Members of Council / Staff Relations Policy;

AND FURTHER THAT upon adoption of the Members of Council / Staff Relations Policy, direct the Town Clerk to post the Policy on the Town's Intranet (HUB) site in order for staff awareness of the Policy.

### BACKGROUND:

The *Modernizing Ontario's Municipal Legislation Act, 2017* (Bill 68) requires all municipalities to have a policy on the relationship between members of council and the officers and employees of the municipality. The deadline to adopt such a policy is March 1, 2019.

The purpose of the Policy is to guide the nature of business interactions between Members of Council and Town Staff.

### COMMENTS:

As outlined under the Guiding Principles within the draft policy, role clarification and sensitivity are fundamental to the success of council and staff's working relationship. Council members and staff are expected to enhance public education about the political process by providing context and information about decision-making. The proposed policy outlines the roles Council and staff play in ensuring a working relationship built on the Town's Core Values.

The policy was drafted by the Town's Integrity Commissioner and was further updated by staff related to the Town's respective procedures and policies.

**RELATIONSHIP TO STRATEGIC PLAN:**

This policy is in keeping with the Town's Strategic Goal of Effective Municipal Government.

**FINANCIAL IMPACT:**

There are no financial impacts associated with this report,

**CONSULTATION:**

The Town Clerk consulted with the Integrity Commissioner on the drafting of this report and policy.

**PUBLIC ENGAGEMENT:**

As this report is administrative in nature, and the policy is a legislative requirement under Bill 68, the public engagement charter was not used in the drafting of this report.

**SUSTAINABILITY IMPLICATIONS:**

Not applicable.

**COMMUNICATIONS:**

Upon the adoption of the Members of Council / Staff Relations Policy, it will be posted for staff's review on the Town's Intranet (HUB) site and made available to Council along with the Codes of Conduct and respective policies.

**CONCLUSION:**

The Members of Council / Staff Relations Policy is not intended to restrict any member of Council's ability to carry out their duties to serve their constituents, or to speak to staff about issues and/or to seek information, but rather to ensure that such communications are carried out in a controlled and respectful way, in keeping with Council and Staff's respective responsibilities and delegated authority.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive, flowing style with a large initial 'B'.

**Brent Marshall, Chief Administrative Officer**