



CORPORATE SERVICES *Staff Report*

REPORT NO: COR-2024-56

TO: Council

SUBMITTED BY: Greg Clark, Director of Corporate Services/Chief Financial Officer

PREPARED BY: Greg Clark, Director of Corporate Services/Chief Financial Officer

REVIEWED BY: Greg Clark, Acting Chief Administrative Officer

DATE: November 4, 2024

SUBJECT: Council-Staff Relations Policy

RECOMMENDATION:

THAT Report COR-2024-56 Council-Staff Relations Policy, be received for information; and,

THAT the Council-Staff Relations Policy included as Attachment 1, be approved effective January 1, 2025.

SUMMARY:

- Report COR-2024-28 Council-Staff Relations Policy Review was brought to Council on November 4, 2024.
- Council requested further information related to the comparators used and the details of the Complaint Procedure.
- The amendment to the complaint procedure is included in Attachment 1.

BACKGROUND:

The Municipal Act, 2001 S.O. 2001, c.2, s. 270(1) requires that all municipalities adopt and maintain a policy regarding the relationship between Members of Council and staff. The Act also sets out the core responsibilities of the Head of Council (Mayor) in s. 225 and s.226, Members of Council in s.224, and staff in s.227.

In 2019, Council adopted Policy #CA-007 Council-Staff Relations Policy. As part of staffs ongoing review of existing policies staff are recommending changes to provide clarity around the roles and responsibilities of Council and Staff, and better align the policy with municipal best practices.

REPORT:

Council inquired as to which policies were specifically used in developing the Townships policy, The specific policies that were reviewed and used for reference in creating the attached policy are:

- Town of Oakville
- City of Brampton
- Region of Waterloo
- City of Oshawa

The above were used to develop the complaint process included below.

8. Complaint Procedure

8.1 Formal complaints related to the implementation of this policy shall be directed to:

- 8.1.1 the CAO if the complaint is about Staff other than the CAO;
- 8.1.2 the Integrity Commissioner if the complaint is about a Member of Council or the CAO

Through discussions with our Integrity Commissioner, Ben Drory, we are proposing adding the following to 8.1.2

“(in accordance with section 223.3(1)2 of the *Municipal Act, 2001*)”

Section 223.3(1)2 of the Municipal Act, 2001 reads:

Integrity Commissioner

223.3 (1) Without limiting [sections 9](#), [10](#) and [11](#), those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.

3. The application of [sections 5, 5.1, 5.2 and 5.3](#) of the [Municipal Conflict of Interest Act](#) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the [Municipal Conflict of Interest Act](#).
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the [Municipal Conflict of Interest Act](#).

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership - Foster a positive and respectful working environment engaging and serving our community

FINANCIAL CONSIDERATIONS:

There are no direct financial impacts of this policy.

ATTACHMENTS:

Attachment 1 – Council-Staff Relations Policy