



CORPORATE SERVICES *Staff Report*

REPORT NO: COR-2025-02

TO: Council

SUBMITTED BY: Greg Clark, Director of Corporate Services/CFO

PREPARED BY: Greg Clark, Director of Corporate Services/CFO

REVIEWED BY: Greg Clark, Acting CAO

DATE: January 6, 2025

SUBJECT: Council – Staff Relations Policy

RECOMMENDATION:

THAT Report COR-2025-02 Council – Staff Relations Policy be received; and,
THAT Council approves the Council – Staff Relations Policy included as Attachment 1 effective February 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.
- At the November 25, 2024 Council meeting, Council deferred the report to the January Council meeting.
- Since the November 25, 2024 meeting, Councillors and the Mayor have connected with Staff to propose one change to the wording.

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:

As part of the review of the policy since the previous Council meeting, two Councillors indicated they have no issues with the policy as presented on November 25, 2024. The Mayor and another Councillor have requested that the wording at the beginning of section 7 be changed, with the word “will” replaced with the word “may”.

7. Policy

The flow of information between Staff and Council should promote the principles of transparency, accountability and when appropriate, confidentiality.

Members of Council have the same rights of access to information as members of the community.

It is expected that Members of Council ~~will~~ may:

The Policy section sets out the expectations of both Council and staff in how they will interact and share information. This forms the agreement between the two in how they will work together to deliver the services provided by the Township to its residents and businesses.

The wording has been amended in the attached policy to reflect this.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership

FINANCIAL CONSIDERATIONS:

There are no direct financial impacts of this policy.

ATTACHMENTS:

Attachment 1 – Council-Staff Relations Policy