



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Staff Report

REPORT NO: CAO-2026-14
TO: Committee of the Whole on May 4, 2026
SUBMITTED BY: Jeff Willmer, Chief Administrative Officer
PREPARED BY: Jeff Willmer, Chief Administrative Officer
REVIEWED BY: Harold O’Krafka, Deputy CAO / Director of Corporate Services
DATE: April 21, 2026
SUBJECT: Council-Staff Relations Policy

RECOMMENDATION:

THAT Report CAO-2026-14 Council-Staff Relations Policy be received for information; and, THAT the Proposed Council-Staff Relations Policy attached to Report CAO-2026-14 be approved.

SUMMARY:

This report recommends a new Council-Staff Relations Policy to replace the current policy approved in 2019.

BACKGROUND:

The current Council-Staff Relations Policy was approved February 25, 2019. Proposed revisions to the policy were considered in January 2025 but were not approved.

REPORT:

The current policy quotes sections of the Procedural By-law, the Violence and Harassment in the Workplace Policy, the Employee Code of Conduct, and the Council Code of Conduct. It does not provide additional policy content but does set out procedures for dealing with complaints or concerns.

The recommended policy is modeled after the policy which has been in place since 2011 in Woolwich Township. It sets out a series of principles to promote and encourage teamwork, trust founded on respect, accountability, respect for boundaries, appreciation of differing perspectives, the importance of confidentiality, healthy debate, and a climate of excellence.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership

FINANCIAL CONSIDERATIONS:

No direct financial implications.

ATTACHMENTS:

A: Proposed Council-Staff Relations Policy

B: Existing Council-Staff Relations Policy