



| Corporate Policy Manual | |
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| | Section: |
| | Policy # Pg. |
| Revision Date: | Issue Date: May 2026 (pending) |
| Approved by: Council (pending) | Review Date: May 2030 |

PURPOSE

The Township of Wilmot will promote a respectful, tolerant and harassment-free relationship and workplace between members of council and the officers and employees of the Township, guided by this Council-Staff Relations policy, the Code of Conduct for Members of Council, the Employee Code of Conduct, Conflict of Interest Policy, Violence and Harassment in the Workplace Policy and the Procedural Bylaw.

SCOPE

This policy applies to all members of Wilmot Township Council and all Township of Wilmot employees.

DEFINITIONS

- None applicable

STANDARDS AND PROCEDURES

Principle 1 – Working as a Team

The residents and businesses of the Township of Wilmot expect elected officials and staff to work together on their behalf, therefore:

1. Members of Council are encouraged to publicly demonstrate that results were achieved by Council and staff working as a team.
2. Staff and Members of Council are encouraged to work jointly on projects.
3. Once a decision has been made, it will be supported by Council and Staff.

Principle 2 - Trust Founded on Respect

Council respects the role of the neutral, professional civic service; staff respects the responsible, political role of Council, therefore:

1. Members of Council should reinforce respect for the staff role by publicly referring to it at Council meetings.
2. Senior Management should discuss the importance of the Mayor’s role and Councillors’ roles with the staff in their departments.

Principle 3 - Demonstrate Respect in Words and Actions

The residents of the Township of Wilmot, staff and the media will understand and appreciate the relationship between Council and Staff when they see it in action, therefore:

1. The Members of Council should use public and private events to emphasize the importance of an effective civic service.

2. The Senior Management Team will invite the Mayor and Councillors to address meeting/meetings of broader staff to demonstrate the importance of the political role.

Principle 4 - Accepting Accountability

Council is accountable for setting direction and publicly accepting responsibility for that direction; staff is accountable for providing sound advice and professional implementation, therefore:

1. The Members of Council will not ask staff to defend political decisions, and understand that staff has a supporting role to play in the communication of Council decisions.
2. Staff will accept responsibility for administrative errors or omissions.

Principle 5 - Respecting the Boundaries

Council must exercise fiduciary and representative responsibilities concerning the operations of the Township; staff is responsible for management and implementation, therefore:

1. The Members of Council will not interfere with day-to-day management of the Township.
2. Staff will provide the Members of Council with sufficient information on an ongoing basis so that they can exercise their fiduciary and representative responsibilities.
3. The Members of Council acknowledge that they cannot direct staff to represent the municipality or testify in matters that are before the courts or an administrative tribunal in a manner that is contrary to staff's professional opinions.

Principle 6 - Political and Managerial Perspectives

The residents and businesses of the Township of Wilmot are well served when the best political and managerial ideas are brought to bear on problems, therefore:

1. The Members of Council will seek out and hear out staff views on policy options and operational imperatives.
2. Staff will not denigrate or dismiss political views on policy options or their impact on administration.

Principle 7 - Timeliness and Confidentiality of Information

Council cannot carry out its role if it does not have timely information about issues, problems and proposals; staff cannot carry out their roles if confidential information is publicly disclosed, therefore:

1. Council will decide on actions to be taken when a Member of Council makes confidential information public.
2. The Chief Administrative Officer will determine actions to be taken when a staff member makes confidential information public.
3. The Chief Administrative Officer will take corrective action with staff that does not provide adequate and timely information to Council/Committee about issues, problems and proposals.

Principle 8 - How Disagreements are dealt with

In a healthy relationship between politicians and civic servants, there may be differing opinions on policy and administrative matters, therefore:

1. The Members of Council commit that these differences will not result in public criticism of staff at Council meetings, in discussions with the media, or through any other form of communication.
2. Staff commit that they will offer frank advice in a professional manner.

Principle 9 - A Climate of Leadership and Openness

The Members of Council accept their leadership responsibilities, therefore:

1. Council will make decisions in a timely and informed manner.
2. The Members of Council are encouraged to use opportunities at Council/Committee meetings to encourage input from senior staff.

Principle 10 - A Climate of Excellence and Support

Staff wants to excel and to help Council advance its priorities, therefore:

1. Staff will set clear goals for managerial achievement.
2. Staff will continually look for ways to assist Council in its decision-making processes.
3. Staff will implement Council's direction, as they understand it, with no surprises. If minor changes need to be made at the time of implementation, then Staff will appropriately communicate those changes to Council.

Principle 11 – Conduct of Committees of Council

Council expects that all Committees of Council will follow the following set of principles:

1. Members will work together in a team environment.
2. Members will operate and conduct business in a climate that is open and transparent, respectful of due process and applicable legislation.
3. Members will treat each other, as well as members of the public and outside agencies/organizations, in a professional, respectful and fair manner.
4. Members will respect confidentiality and not disclose confidential matters.
5. Members will respect that their role is to advise Council or, where so delegated by Council, to make decisions within the parameters of approved policies. Members will respect that Council has a political role to play in the municipal governance system.

Complaint Procedure

Written complaints related to the implementation of this policy shall be directed to

1. the CAO if the complaint is about staff other than the CAO;
2. the Integrity Commissioner if the complaint is about a Member of Council or the CAO.

RESPONSIBILITIES

CAO

- Ensure that this policy is communicated as part of orientation for Council and staff

Senior Staff

- Discuss with their staff the importance of the Mayor's role and Councillors' roles

Members of Council

- Understand and abide by this policy

Staff

- Understand and abide by this policy

COMMUNICATION

This policy is communicated through:

- orientation of Council members
- orientation of employees
- coaching of employees found to have contravened this policy

EVALUATION

- This policy will be reviewed every four (4) years

LEGISLATIVE REPORTING REQUIREMENTS

- None applicable

REVISION LOG

| Revision Date | Description |
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