



Municipality of Strathroy-Caradoc Human Resources Policy

Code of Conduct – Council / Staff Relations Policy

Effective: August 8, 2023

1. PURPOSE

Pursuant to section 270 (1) of the Municipal Act, 2001 a Municipality must have a policy with respect to the relationship between Members of Council and the staff of the Municipality of Strathroy-Caradoc.

2. POLICY STATEMENT:

The policy provides guidance as to how the Municipality of Strathroy-Caradoc ensures courteous and respectful relationships between Members of Council and the staff of the Municipality of Strathroy-Caradoc.

3. SCOPE:

This policy applies to all Members of Council and unionized and non-unionized staff of the Municipality of Strathroy-Caradoc.

POLICY:

4. DEFINITIONS

Council: Means the Council of the Municipality of Strathroy-Caradoc.

Staff: Means employees of the Municipality of Strathroy-Caradoc whether full-time, part-time, regular, temporary, contract, seasonal, summer students, casual employees and volunteers.

Municipality: Means the Corporation of the Municipality of Strathroy-Caradoc.

5. MEMBERS OF COUNCIL AND STAFF SHALL:

- a) Demonstrate a commitment to accountability and transparency among Council and staff along with the general public;
- b) Demonstrate leadership by making sound decisions based on knowledge areas of expertise and sound judgement;
- c) Demonstrate a high degree of confidentiality;



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- d) Uphold the decisions of Council as a whole, regardless of personal opinion or belief and commit to the implementation of those decisions;
- e) Refrain from publically criticizing members of Council or staff; and
- f) Seek to achieve a team approach in an environment of mutual respect and trust, with acceptance of the different roles in achieving Council's strategic objectives.

6. ROLES AND RESPONSIBILITIES:

Members of Council, and staff of the Municipality of Strathroy-Caradoc are required to adhere to this policy and its governing provisions, including the Code of Conduct for Members of Council, the Employee Code of Conduct, Workplace Violence, Harassment and Discrimination Policy, *Municipal Act, 2001* and the Procedure By-law.

Members of Council:

- a) Seek to advance the common good of the community of which they serve;
- b) Policy focused by representing the Municipality, providing direction and creating policy;
- c) Truly, faithfully and impartially exercise the Office to the best of their knowledge and ability;
- d) Govern and provide political direction;
- e) Act in a way that enhances public confidence in local government;
- f) Set strategic objectives and goals for the organization based on consultation with administration and community members;
- g) Give direction to Administration through Council resolution or By-law;
- h) Govern the management of the organization through the CAO.

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- i) Adhere to the Code of Conduct for Members of Council and Local Boards
- j) Refrain from conduct that could constitute an act of disorder or misbehaviour, is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.

Members of Staff:

- a) Provide timely reports to Council outlining factors that will assist in their decision making process and provide information and/or recommendations based upon professional expertise and good judgement, and free from undue influence from any member or members of Council;
- b) Research policy issues as needed;
- c) Implement Council's decisions;
- d) Manage and identify the means for achieving corporate goals and outcomes;
- e) Provide appropriate follow-up to Council questions and keep members of Council updated as appropriate.
- f) Refrain from conduct that could constitute an act of disorder or misbehaviour, is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others.

7. ACCOUNTABILITY, TRANSPARENCY AND CONSULTATION

- Staff and Council must be committed to the principles of accountability, transparency, confidentiality, and consultation both with each other and with the public. Open lines of communication are essential.

8. RESPECTFUL REPORTING RELATIONSHIP

- The formal relationship between staff and members of Council must be respected to ensure that all members of staff and Council are treated equally. There is a chain of command in place to deal with significant issues, and Council members are



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encouraged to primarily direct questions and concerns to the Mayor and/or CAO for their consideration.

9. RESPECT FOR TIME

- Priorities and timelines must be respected by all members of Council and staff. It is expected that all participants will be well prepared for meetings and will prioritize appropriately, according to direction given by management or Council. Staff will spend time on significant projects only once direction by council resolution or by-law is given by Council to do so.

10. ALL MEMBERS OF COUNCIL ARE EQUAL

- Regardless of how they interrelate with Members, staff must avoid favouritism and the appearance of favouritism. Differences in experience and abilities amongst Members of Council are irrelevant, they all must be treated equally.

11. ENFORCEMENT

The handling of complaints shall be done in the manner set out in the applicable Code or Policy.

12. COMMUNICATION AND TRAINING

This policy shall be communicated to all staff upon hire and upon Council's appointment to office.

13. IMPLEMENTATION

This policy will be effective upon approval by Municipal Council.



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14. REFERENCE MATERIALS

Municipal Act, 2001 Section 224, 227, 228(1) with respect to Council and Staff roles and responsibilities.

Procedure By-law.

Code of Conduct for Employees.

Code of Conduct for Members of Council.

Workplace Violence, Harassment and Discrimination Policy.

Revision History

Revision	Section	Description	Date
1	All	New Council Staff Relations policy	August 8, 2023