

Council Policy

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Number:	CP-013
Title:	Council-Staff Relations Policy
Type:	Political Governance
Sub-type:	Accountability and Compliance
Owner:	Legislative Services Department Clerk's Division Council
Approved By:	Council
Approval Date:	February 25, 2019
Effective Date:	February 25, 2019
Revised Date:	June 24, 2024
Applicable to:	All Employees and All Members of Council

1. Legislative or Administrative Authority:

- 1.1. Subsection 270(1) of the Municipal Act, 2001, requires every municipality to adopt and maintain this policy.

2. Purpose:

- 2.1. This policy provides guidance on how the Municipality of Clarington will promote a respectful, tolerant, and harassment-free relationship and workplace between Members of Council and the officers and employees of the Municipality of Clarington.

3. Scope:

- 3.1. This policy applies to all Clarington employees and all Members of Council.

4. Definitions:

- 4.1. "Employee" has the same meaning as provided in the Employment Standards Act, 2000, S.O. 2000, c. 41, and are those persons who are employed by the Municipality of Clarington.
- 4.2. "Member" is a person elected, or appointed, to the Municipality of Clarington's Council.

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5. Policy Requirements:

General Guidance

- 5.1. The Municipality of Clarington promotes a respectful, tolerant, harassment-free relationship and workplace for Members of Council and the officers and employees of the Municipality of Clarington, guided by the Procedural By-law, Council Code of Conduct, the Employee Code of Conduct, Code of Ethics Policy, and the Harassment Policy. These policies collectively comprise the Council and Staff Relations Policy.

Direction from Council to Staff

- 5.2. Members acknowledge that only Council, as a whole, has the capacity to direct employees.
- 5.3. Notwithstanding the previous statement, the Mayor may, in accordance with the Strong Mayor powers within Part VI.1 of the Municipal Act, direct Staff in certain circumstances.

Concerns from Council

- 5.4. Members will direct any concerns, respecting employees, through the Chief Administrative Officer.
- 5.5. Notwithstanding the previous statement, the Mayor may, in accordance with the Strong Mayor powers within Part VI.1 of the Municipal Act, deal directly with employees under their responsibility.

Relationship Guidance

- 5.6. The relationship between Members and the Employees is guided by the following:

Code of Conduct for Members of Council

- 5.6.1. The Council Code of Conduct encourages high standards of conduct among Members. Adherence to these standards protects and maintains the reputation and integrity of the Members and the Municipality.

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Employee Code of Ethics

5.6.2. The Employee Code of Ethics is founded on the notion of ensuring integrity in public services through the recognition and promotion of the fundamental principles of transparency, impartiality, respect, and accountability, including interactions with Members of Council. As such, these general principles are detailed in the prevailing Employee Code of Ethics Policy.

Harassment Policy for Employees

5.6.3. The Corporation of the Municipality of Clarington is dedicated to providing a healthy and safe work environment. Acts of workplace harassment by staff, volunteers, visitors, contractors, or vendors will not be tolerated. The Municipality of Clarington has a policy of zero tolerance towards workplace harassment.

5.6.4. The Harassment Policy provides a standard of conduct for Employees in the carrying out of their work assignments and their relationships with the public, elected officials, and each other. Any complaints related to Members or Employees must follow the process outlined in the prevailing Harassment Policy, which indicates that the matter will be addressed through the Council Code of Conduct, Complaint Procedure, or by the Integrity Commissioner. The Integrity Commissioner will report to Council in accordance with the governing protocol of that Office.

Transparency and Accountability Policy

5.6.5. The Transparency and Accountability Policy provides guiding principles to ensure Clarington's commitment to being accountable to the public for its actions, through responsible and transparent behaviour.

Procedural By-law

5.6.6. The Procedural By-law establishes the rules, procedures and conduct applicable to Council and Committee meetings.

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Use of Corporate Resources for Election Purposes Policy

5.6.7. The Use of Corporate Resources for Election Purposes Policy provides guidance on the appropriate use of corporate resources during municipal, school board, provincial and federal election campaigns, and campaigns on a question on the ballot to protect the interests of both Members and the Corporation.

6. Roles and Responsibilities:

6.1. Council is responsible for:

6.1.1. Adhering to this policy and its governing provisions.

6.2. Chief Administrative Officer (CAO) is responsible for:

6.2.1. Ensuring that all employees are aware of this policy and adhere to the policy and its governing provisions.

6.3. All Staff are responsible for:

6.3.1. Adhering to this policy and its governing provisions.

7. Related Documents:

7.1. Procedural By-law

7.2. Council Code of Conduct

7.3. Employee Code of Conduct

7.4. Code of Ethics Policy

7.5. Harassment Policy

7.6. Use of Corporate Resources for Election Purposes Policy

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8. Inquiries:

8.1. Municipal Clerk

9. Revision History:

Date	Description of Changes	Approved By
2019-02-25	Arising out of Report CLD-004-19, initial creation of Council-Staff Relations Policy.	Council
2024-06-24	Arising out of Report LGS-023-24, additions to definitions; sections regarding Strong Mayors and Use of Corporate Resources for Elections Purposes Policy. Converted to new Council Policy template.	Council