



# The Municipal Corporation of the Town of Fort Erie

## By-law No. 24-2019

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### Being a By-law to Adopt a Policy Regarding the Relationship between Members of Council and the Officers and Employees of The Corporation

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**Whereas** Subsection 270(1) of the *Municipal Act, 2001*, as amended requires municipalities to adopt and maintain specific policies; and

**Whereas** effective March 1, 2019, the above-referenced subsection will be amended to include a Policy Regarding the Relationship between Members of Council and the Officers and Employees of The Corporation; and

**Whereas** Council-in-Committee, at its meeting held February 4, 2019, considered Administrative Report No. CAO-03-2019 and recommended that Council adopts a "Policy Regarding the Relationship between Members of Council and the Officers and Employees of The Corporation";

**Now therefore** the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the "Policy Regarding the Relationship between Members of Council and the Officers and Employees of The Corporation" attached as Schedule "A" hereto and forming part of this by-law is approved and adopted effective March 1, 2019.
2. **That** the Clerk of the Town is authorized to effect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**Read a first, second and third time and finally passed this 11th day of February, 2019.**

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Mayor

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Clerk

I, Carol Schofield, the Clerk, of The Corporation of the Town of Fort Erie certifies the foregoing to be a true copy of By-law No. 24-2019 of the said Town. Given under my hand and the seal of the said Corporation, this                      day of                      , 20\_\_.

Schedule "A" to By-law No. 24-2019

Policy Regarding the Relationship between Members of Council and  
the Officers and Employees of The Corporation

**1. Definitions**

**"Council"** refers to all Members of Council

**"employee"** includes any person who performs work for The Corporation for wages

**"Member of Council"** means the Mayor or a Councillor

**"Officer"** includes the Chief Administrative Officer, the Treasurer, and the Clerk of The Corporation

**"staff"** includes Officers and employees of The Corporation

**2. Purpose**

This policy provides guidance to ensure The Corporation maintains a respectful, tolerant and harassment-free workplace and relationship between Council and staff.

**3. Policy**

It is the policy of The Corporation to promote and maintain a respectful, tolerant and harassment-free relationship and workplace between Council and staff.

**4. General Provisions**

- 4.1. The relationship between staff and Council is intertwined. It is important for Council Members and staff to respect one another's roles to ensure The Corporation serves the public in an effective and efficient manner.
- 4.2. Generally, Council has overall stewardship of The Corporation and monitors the implementation of its approved policies and programs.
- 4.3. Generally, staff are responsible for the practical aspects of policy and program implementation and administration of day to day activities.

**5. Guiding Principles**

- 5.1. To ensure effective relations with staff, Members of Council will;
  - a) favour policies that complement and reinforce staff efforts to improve administrative operations
  - b) be aware of the full range of duties and responsibilities of staff
  - c) consult with staff before deciding on policies and programs
  - d) develop policies in an open and consistent manner

- e) direct personal and constituent inquiries through the appropriate processes established by The Corporation
- f) review the agenda, talk to staff about the history and background of issues, and know constituents' situations and concerns
- g) provide staff with clear policy decisions and direction
- h) refrain from comments that disparage or harm the reputation of The Corporation or staff
- i) refrain from using or attempting to use their authority to interfere in staff's duties
- j) treat staff respectfully and considerately

5.2. To ensure effective relations with Members of Council, staff will;

- a) commit to impartially carry out the will and decisions of Council
- b) will not criticize Corporation policy and consider how public comments may affect the public perception of The Corporation and Council
- c) implement Council decisions as effectively and professionally as possible
- d) notify Council immediately of any unintended or unexpected impacts of policy decisions
- e) notify Council of changes to legislation and programs
- f) provide advice on policy, including options and recommended actions and identifying the costs and benefits for the community in human and financial terms
- g) provide sufficient, timely information and analysis to facilitates Council decision-making
- h) provide well-organized agendas, with supporting materials
- i) refrain from comments that disparage or harm the reputation of The Corporation, the Council or any Member of Council
- j) treat Council respectfully and considerately

## **6. Policy Support**

The relationship between Members of Council and staff is also guided by the following:

- a) Corporate Values
- b) Council Code of Conduct
- c) Council Rules of Procedure
- d) Health and Safety Policy for The Corporation
- e) Administrative Policy Directive PC-009 "Civil and Respectful Workplace"