



THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

Policy/Program: Council & Staff Relationship Policy	
Administrator: Legislative Services	Approved by: Council
Date Last Reviewed: March 2026	Date Last Revised: March 2026

1. Purpose/Policy Statement

The purpose of this Policy is to govern the relationship between Members of Council and Staff in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*, to outline acceptable standards to govern their relationship and to which all Members of Council and Staff are expected to adhere to and comply with.

This Policy is intended to set a high standard to regulate the relations between Council and Staff in order to provide good governance and maintain public confidence in the administration of the Township through its Members as duly elected public representatives and its Staff as public administrators.

This Policy both supplements and works in conjunction with the Township's Council Code of Conduct and Employee Code of Conduct policies.

2. Application & Scope

This Council and Staff Relationship Policy ("Policy") shall apply to all Members of Council and all Staff of the Corporation of the Township of Tay ("Township").

3. Definitions

The following definitions apply throughout this Policy:

"Act" means *the Municipal Act, S.O. 2001, c .25*, as amended.

"CAO" means the Chief Administrative Officer for the Township.

"Clerk" means the Municipal Clerk for the Township.

"Mayor" means the head of Council for the Township.



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“Member” means a member of Council for the Township, including the Mayor and Deputy Mayor.

“Policy” means this Council and Staff Relationship Policy;

“Staff” means the CAO, the Senior Leadership Team, the Leadership Team, and all employees, including full-time, part-time, contract, seasonal, and student positions, employed by the Township.

“Township” means the Corporation of the Township of Tay.

4. General Obligations

In all respects, Members and Staff shall:

- (a) Relate to one another in a courteous, respectful and professional manner;
- (b) Act in a manner that enhances public confidence in local government;
- (c) Operate in a working partnership to produce the best results and outcomes for the Township and always for the collective public interest of the Township;
- (d) Understand and appreciate their respective roles and responsibilities and the roles and responsibilities of the other; and
- (e) Maintain formal working relationships to promote equality and discourage favoritism, which includes but is not limited to customary measures such as using proper titles and avoiding first names in public meetings.

5. Roles and Responsibilities of Members

The legislative roles of Members are defined in sections 224 and 225 of the Act.

In addition to the basic legislative functions, Members shall acknowledge and agree that:

- (a) Council as a whole is the governing body of the Township;



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- (b) Council as a whole has the capacity to govern, provide political direction and make decisions;
- (c) Staff serves Council as a whole rather than any individual Member;
- (d) They are elected representatives of the entire Township;
- (e) They shall respect the administrative and managerial chain of command by:
 - (i) Directing any questions or concerns in relation to the administration or management of the Township to the CAO or their delegate;
 - (ii) Giving directions to Staff only by Council as a whole and/or through the CAO or their delegate, who in turn shall direct matters onwards as required; and
 - (iii) Refraining from becoming involved in the management of Staff;
- (f) They shall respect Staff time and use it effectively, and limit requests for Staff reports to only matters that are essential for the effective administration of the Township or in the public interest;
- (g) They understand that Staff will undertake significant projects only if they have been directed to do so by Council as a whole and/or through the CAO;
- (h) They shall request advice from the Clerk, or the Clerk's delegate about the appropriate wording of motions, amendments and formal direction to Staff;
- (i) They shall request information regarding meeting agendas or minutes from the Clerk, or the Clerk's delegate;
- (j) They shall advise Staff of questions or criticisms that may arise prior to Council meetings whenever possible, to ensure Staff has appropriate time to formulate an informed and helpful response for consideration by Council;
- (k) They shall refrain from any criticism or attempt to humiliate, berate, disparage or denigrate Staff in public, including at any Council or committee meeting, whether in open or closed session or to the media, including social media;



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- (l) They shall recognize Staff are not expected to provide information or take action outside of regular administrative business hours, except in extenuating circumstances;
 - (m) Certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with;
 - (n) As individual Members, they have no greater access to records or information held by the Township than any member of the public and they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute.
 - (o) Certain executive powers, including proposing the municipal budget, reorganizing administrative structure, and hiring or dismissing certain senior staff, may rest exclusively with the Mayor in accordance with Part VI.1 of the Act.
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6. Roles and Responsibilities of the CAO

The role of the Chief Administrative Officer is defined in section 229 of the Act.

In addition to the basic legislative functions, the CAO shall acknowledge and agree that:

- (a) They shall report directly to Council, and act as a liaison between Council and Staff to direct the implementation of Council's policies through the Senior Leadership Team and Staff;
- (b) Their primary focus should be to foster collaborative working relationships with Members and Staff, while maintaining a separate and distinct role;
- (c) They shall remind Staff and Members, where necessary, of their roles and their duty to respect the personal and professional time and roles of one another;
- (d) They shall undertake such research as is necessary to make recommendations to Council to maintain and improve the efficient administration of the Township and to advance the goals of the Township;



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- (e) They shall be respectful of Members in the workplace and not denigrate Members in public or on social media;
 - (f) They shall not subject any Member to workplace harassment or allow or create any conditions that may promote inappropriate behaviours from occurring, in accordance with the Township's Workplace Violence and Workplace Harassment Policy;
 - (g) They shall recognize that certain staffing and organizational decisions may rest with the Mayor under Strong Mayor Powers; however, they shall continue to oversee day-to-day administrative operations and ensure continuity of service to Council; and
 - (h) They shall continue to act as the primary administrative liaison between Staff and Council, except where legislation expressly assigns authority to the Mayor.
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7. Roles and Responsibilities of Staff

The role of Staff is defined in section 227 of the Act.

In addition to the basic legislative functions, staff shall acknowledge and agree that:

- (a) Council as a whole is the collective decision-making and governing body of the Township and is ultimately responsible to the electorate for the good governance of the Township;
- (b) They shall serve Council as a whole rather than any individual Member of Council;
- (c) They shall treat all Members equally and always with courtesy, respect, and professionalism;
- (d) They shall ensure the CAO is aware, as appropriate, of any issues that may impact the Township and of ongoing activities in each department;
- (e) They shall provide a timely and professional response to Council based on their professional expertise, research and good judgment to assist Council with respect to their decision, policies and programs;
- (f) They shall carry out their duties based on political neutrality and objectivity, free from undue influence from any individual Member or Members of Council;



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- (g) They shall diligently implement the decisions of Council and ensure administrative practices and procedures are established to carry out Council's decisions and any other duties specifically assigned to them by Council;
- (h) They shall respond to inquiries from Council and provide appropriate follow-up to keep members of Council informed;
- (i) They shall refrain from behavior such as publicly criticizing decisions or policies of Council or Members in relation to their intelligence, integrity, competence or otherwise;
- (j) They shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary to make their decisions and that Council is aware of any issues that may impact such decisions;
- (k) They shall not speak publicly on any matter, respecting any Council decisions or policies without authorization to do so; and
- (l) Staff shall recognize that the Mayor may exercise certain executive authorities under Strong Mayor Powers, including authority to direct or reorganize specific divisions or senior positions. Staff shall follow the established internal communication protocols, reporting through the CAO unless otherwise directed.

8. Amendments & Circulation

The Township reserves its rights to create, amend, alter, vary and/or revoke all policies at its sole discretion and without notice. This policy will be:

- Distributed to applicable employees within 30 calendar days of implementation/fundamental changes to the policy;
- Distributed to new, applicable employees within 30 calendar days of the employee commencing employment with the Township;
- Knowingly available to applicable employees with Township computer access always via an electronic repository; and
- Reviewed by Human Resources and approved, as applicable, to ensure compliance with legislation and to ensure that it continues to meet the needs of the Township.



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9. Approval Authority

By signing below, the official representative validates that the policy has been approved by the appropriate Approval Authority (Council, Chief Administrative Officer).

Approval Authority Official Representative:	Council	Report #: CS-2026-018
Signature:	<i>Ted Walker</i>	
Date Signed:	March 25, 2026	

10. Revision Record

Rev.	Description of Revision	Admin	Effective	Circulation Date
2	Revised	Legislative Coordinator	2026-03-25	2026-03-31
1	Revised		2020-03-25	2020-03-25
0	Initial Release		2018-09-26	