

CORPORATION OF THE TOWN OF GANANOQUE

BYLAW NO. 2013-017

BEING A BY-LAW TO ESTABLISH A
GOVERNANCE AND ADMINISTRATIVE RELATIONS POLICY.

WHEREAS by Section 5 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 2 of Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of every Council are to be exercised by Bylaw; and

AND WHEREAS the Municipal Act, S.O. 2011, c. 25, section 8 (1) provides in part that the powers of a municipality under the Municipal Act shall be interpreted to enable the municipality to govern its affairs as it considers appropriate.

NOW THEREFORE the Council of the Corporation of the Town of Gananoque hereby enact as follows;

1. That the Governance and Administrative Relations Policy attached hereto as Schedule 'A' and forming part of this by-law is hereby adopted.
2. That this by-law come into force and effect on the date of passing.

READ A FIRST AND SECOND TIME this 19th day of March, 2013.



Mayor, Erika Demchuk



Clerk, Bonnie Dingwall



The Corporation of the Town of Gananoque

POLICY AND PROCEDURE MANUAL			
POLICY NO.	ADM 12-2016	POLICY TYPE:	Administrative
AUTHORITY	Chief Administrative Officer	APPROVAL DATE:	
		EFFECTIVE DATE:	
		LAST REVISION DATE:	
SUBJECT	Governance and Administrative Relations		

PURPOSE:

The purpose of the Governance and Administrative Relations policy is to:

- A) provide some basic rules of engagement as it relates to Council staff relations;
- B) set some guidelines as to how the two groups will communicate in an open and transparent manner; and
- C) provide for a unified approach to serving the public of the Town of Gananoque.

POLICY:

GOVERNANCE – means establishing policies with the authority of enabling legislation, for the purpose of guiding the administration of municipal government.

It is the role of Council:

- i) To represent the public and to consider the well-being and interests of the municipality;
- ii) To develop and evaluate the policies and programs of the municipality;
- iii) To determine which services the municipality provides;
- iv) To ensure that administration policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- v) To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- vi) To maintain the financial integrity of the municipality;
- vii) To carry out the duties of Council as specified in the various Provincial Acts;

- viii) To act as a liaison between the citizens they represent and the Town, to ensure that the intention of the established policies and regulations are applied in a manner that is conducive to the citizens and community as a whole; and
- ix) To oversee the financial affairs and delivery of municipal services through the adoption of policies and budget control guidelines and ensures that appropriate audit procedures and monitoring programs are in effect.

ADMINISTRATIVE – means statutory officers, senior officials and support staff of the Town of Gananoque as set out in the adopted Staff Organizational Chart; and the day-to-day duties carried out by said individuals.

It is the role of staff through the Chief Administrative Officer (CAO) to:

- i) Draft policies and directives as assigned by motion or by-law of Council under the enabling legislation;
- ii) Report to Council on all matters requiring a decision of Council, or be informed of, as approved by the CAO;
- iii) Adhere to all directives, policies, and regulations as adopted by Council and/or directed by the CAO;
- iv) Make recommendations, through the CAO, to Council on specific matters relative to the Town's operations;
- v) Act on a resolution or by-law of Council; and
- vi) Serve as ambassadors of the Town.

GUIDELINE

In an effort to ensure open transparent relations between Council and staff the following guidelines will apply:

- 1) All administration takes direction from Council through the CAO.
- 2) All reports and recommendations to Council, whether verbal or written, of department heads shall be coordinated through the Chief Administrative Officer.
- 3) Employees shall be subject only to their supervisors, as established in the formal organizational structure of the Town.
- 4) No member of Council or Committee shall have the authority to direct or interfere with the performance of any work being carried out by an employee of the Town.

- 5) Council or Committee members requiring clarification on a specific staff report will email the appropriate staff member with a cc to the CAO, in advance of the respective meeting, highlighting the question/s that will be asked at the Council meeting where the matter is to be discussed. Staff will respond at the Council meeting. This will ensure that there is openness and transparency for all.
- 6) Any Council or Committee member once observing a service deficiency shall immediately bring it to the attention of the CAO who will coordinate the resolve through the appropriate department; after which the CAO will report back to Council as a whole.
- 7) Staff members contacted by Council or a Committee member regarding a corporate policy, which affect the majority of the residents, will refer the member to the CAO. Some examples of a corporate wide policy would be Procedural By-law; Procurement By-law; Human Resources policies; follow-up questions after a Council meeting where a matter was discussed and/or decided upon, etc.
- 8) Staff members will not commence an action without a motion or by-law of Council directing them to do so.
- 9) Staff will administer services and programs as Council intended, ensuring that the day to day practices and procedures adhere to the rules and regulations established by Council; ensuring that they are being applied correctly and consistently, and everyone is being treated fairly and equitably.

AUTHORITY

The Chief Administrative Officer shall be responsible for the enforcement of this policy.