

400-1.3

COUNCIL/EMPLOYEE COMMUNICATIONS POLICY

The purpose of the policy is to:

- clearly enunciate councils communication practices and procedures,
- maximize the efficient use of time, human and capital resources,
- minimize the need for council member involvement in the day to day operations of the municipality,
- enhance employer/employee relations, by minimizing confusion and potential areas of conflict.

The council/employee liaison shall be a two-way communications link conducted by and through the Reeve.

Article I. The Reeve shall communicate the council's plans, programs, direction, and matters pertaining to the day to day operations of the municipality expediently and directly to the foreman.

Article II. When assigning tasks or projects to the Foreman, the Reeve shall stipulate the degree of urgency and a reasonable time frame for completion.*(res.221-09)*

Article III. The Reeve shall communicate employee concerns and suggestions regarding the councils plans, programs, direction, scheduling or any matter pertaining to the day to day operations of the municipality expediently and directly to council or appropriate committee.

Article IV. Any need by council members or employees to deviate form a) or b) shall be communicated to the Reeve.

This is a council operations policy; it does not supersede the role and responsibilities of the administrator or council committees, nor the rights and responsibilities of individual council members.