	Protocol Title: City Council Members Protocol for Reporting Matters Regarding City Staff	
	Date: August 15, 2024	Policy Number: N/A
	Lead Role: CAO	Support Role: City Clerk
	Cross Reference: N/A	Next Review Date: TBD
	Council File Number: N/A	Revision Date: TBD

**Protocol Statement:**

This protocol has been established for reporting concerns regarding City staff, as directed by Mayoral Direction 2024-01, established following Strong Mayor Powers as defined in the Mayoral Decisions 2023-01 and 2023-04. Adherence to this protocol ensures that council members report matters related to city staff with professionalism, confidentiality, and in alignment with the City of Welland Code of Conduct for Members of Council.

**Core Principles**


1. **Reference to Strong Mayor Powers:** This protocol is established in accordance with the Strong Mayor Powers as outlined in the Mayoral Decisions 2023-01 and 2023-04.
2. **Mayor’s Decision:** Council members should adhere to the Mayoral Decisions 2023-01 and 2023-04 which delegates all organizational matters to the Chief Administrative Officer (CAO).
3. **Code of Conduct:** Adherence to the City of Welland Code of Conduct for Members of Council (Policy Number: HUM-001-0031).
4. **Employee Concerns:** Matters regarding City staff will be handled directly by the Mayor or CAO as per this protocol and will only be tabled by City Council at the Mayor’s discretion.

**Reporting Process**

**Matters Regarding the Chief Administrative Officer (CAO)**

- Any concerns or matters regarding the CAO must be reported directly to the Mayor.
- The report must be in writing and should include all relevant details of the concern or matter.
- Ensure confidentiality and professionalism in the communication.

**Matters Regarding All Other Staff in the Corporation**

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- Concerns or matters involving staff, other than the CAO, must be reported directly to the CAO.
- The report must be in writing, reference the direction provided by the Mayor which delegates all organizational matters to the CAO, and include all relevant details of the concern or matter.
- Ensure confidentiality and professionalism in the communication.

**Detailed Steps for Reporting**

**1. Prepare the Report:**

- Clearly describe the concern or matter with specific details.
- Include any evidence or documentation that supports the concern.
- Ensure the report is factual and objective.

**2. Submit the Report:**


- For the CAO: Address the report to the Mayor and submit it in writing.
- For other staff: Address the report to the CAO and submit it in writing.

**3. Follow-Up:**

- After submission, Council members should await a response from the Mayor (for CAO-related matters) or the CAO (for other staff-related matters).
- Maintain confidentiality and avoid discussing the matter publicly until a resolution is communicated.

**Confidentiality and Professionalism**

- All reports should be handled with the utmost confidentiality to protect the integrity of the process and the individuals involved.
- Council members must approach the reporting process with professionalism, ensuring that all interactions are respectful and in line with the City of Welland

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Code of Conduct for Members of Council and City of Welland Workplace Discrimination, Harassment, and Workplace Violence Policy.

**Review and Amendments**

- This protocol will be reviewed periodically to ensure it remains effective and in line with any new Mayoral Decisions or changes in the organizational structure.
- Any changes to the Strong Mayor Powers set forth by the Province of Ontario, or any subsequent changes to the Mayoral Decisions 2023-01 and 2023-04 on this matter, may alter or negate this protocol.
- Any amendments to this protocol will be communicated to all Council members in a timely manner.

By following this protocol, City Council members can ensure that matters regarding city staff are reported and handled appropriately, maintaining the integrity and efficiency of the city's governance.

**Revision History**

Date	Description of Change	Initials