



## COUNCIL POLICY MANUAL

<b>Subject:</b> Principles of Operation	<b>Approval Date:</b> November 16, 2015 <i>September 19, 2016</i> <i>November 20, 2017</i>	<b>By-Law No.</b> 82-2015 <i>Amended by By-Law No. 76-2016</i> <i>Amended by By-Law No. 69-2017</i>
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### 1.18 PURPOSE

This policy will assist in the development of the Principles of Operation for the Municipality of Red Lake. It will assist in the development of organizational behavior and guide decision making for the Municipality of Red Lake.

This policy will form the basis of the Municipality of Red Lake's positive, successful culture.

This policy covers Mayor, Council and Staff and will reflect upon every resident and visitor to the Municipality of Red Lake.

### 1. GENERAL

- 1.1 **Leadership** – The Municipality of Red Lake will foster the development of leaders within the organization community by empowering all with opportunities for autonomy and purpose.
- 1.2 **Excellence** – The Municipality of Red Lake will strive to perform all its duties to the highest standard of excellence all of the time.
- 1.3 **Safety** – The Municipality of Red Lake and its employees will maintain a safe and healthy working environment and will meet and/or exceed the provincially legislative Health & Safety Standards Act.
- 1.4 **Communication** – The Municipality of Red Lake will maintain high standards of internal and external communication processes.
- 1.5 **Planning** – The Municipality of Red Lake will perform all of its duties in a thoughtful, well-planned and strategic manner.
- 1.6 **Accountability** – The Municipality of Red Lake believes that everyone should be accountable for all of their expected best effort contributions.
- 1.7 **Teamwork** – The Municipality of Red Lake will encourage and support individual and teamwork working environments.
- 1.8 **Partnerships** – The Municipality of Red Lake will promote and seek meaningful partnerships locally and regionally for mutual benefit.
- 1.9 **Respect** – The Municipality of Red Lake will value, respect and trust all in a fair and compassionate manner.
- 1.7 **Success** – The Municipality of Red Lake will strive to recognize and celebrate success within the organization and community.



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## 2. LONG DEFINITIONS

### 2.1 Leadership

The Municipality of Red Lake will foster the development of leaders within the organization community by empowering all with opportunities for autonomy and purpose.

Leaders have a responsibility to themselves, the organization, and to others, to conduct themselves with integrity, humility and commitment; to empower those working alongside them to a shared vision and common goal through open communication, understanding, shared responsibilities and respectful collaboration. A Leader recognizes the uniqueness of themselves and others, their talents, and the strengths and ideas of each member of the team, and provides opportunities and support for the contribution of all to a shared success.

A Leader listens and hears; inspires, empowers, and enables others to achieve the goals of the organization; and the goals of individuals. A Leader is not just a Supervisor, a Leader is YOU!

### 2.2 Excellence

In the pursuit of excellence The Municipality of Red Lake will achieve clear and concise standards.

We will utilize training and resources towards achieving and improving upon our standards. We are committed to developing our standard of excellence through an ongoing and collaborative process.

We are committed to exceeding expectations and improving upon our standards.

### 2.3 Safety

Our goal is that each individual returns home safely to their families every day. The Municipality of Red Lake in its entirety (volunteers, contractors, Mayor and Council, committee members and employees) is committed to supporting the physical, emotional and mental well-being of all. We will meet or exceed safety legislation by establishing, following, managing, and enforcing all policies and procedures. We commit to being accountable to protect ourselves and each other by developing, implementing and communicating these practices and policies on a continuous basis. No job is so important and no service so urgent that we cannot take time to perform our work safely.



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## 2.4 Communication

The Municipality of Red Lake stands by the idea that communication is key to the productive engagement of its stakeholders and commits to providing information to relevant individuals and parties in a timely manner. We are committed to listening to employees, departments, organizations and community members in a respectful, clear and consistent manner.

In order to achieve success we will include opportunities for all involved to provide feedback and input into the goals of the community.

## 2.5 Planning

The Municipality of Red Lake’s objective is to create plans that are goal-oriented, timely and cost efficient. When planning, it is important to recognize and value the unique strengths and ideas that different individuals from within and outside the organization can contribute.

Plans will be inclusive to all. There is great importance in being mindful about the past and present when planning for future change. Plans should be malleable and open to change to allow flexibility and room to grow. It is essential to continuously identify concerns and successes to reach our goals. It is imperative to execute a carefully designed plan through seeking information and education.

We will consult, collaborate, and communicate with appropriate resources in order to construct well-planned strategies. Planning always has a purpose.

## 2.6 Accountability

Accountability begins with the establishment of clear expectations for our roles, duties, and responsibilities. We are committed to perform at our best in order to accomplish internal goals and external obligations. The expectations of the Municipality of Red Lake Code of Conduct will be followed in a transparent and consistent manner. We expect to be held accountable; this will drive the enhancement of ability while building capacity through skill development and constructive feedback. We will continue to learn from challenges and find areas for improvement in order to achieve success.

## 2.7 Teamwork

Our team is one that works together cohesively, towards a common goal, creating a positive working atmosphere, and supporting each other to combine individual talents to enhance team performance and outcomes.



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The team supports and encourages one another; as individuals; departments; the entire Municipality, and the Community. We will work together to efficiently and effectively strive towards the achievement of the common goals.

Being a team makes us stronger and when the team is successful, we are all successful.

2.8 **Partnerships**

The Municipality of Red Lake will consider every opportunity to foster internal and external partnerships with employees, businesses, communities and stakeholders. To attain the defined goal, it is important for there to be clear and concise communication, fairness and a detailed understanding of what is expected from all parties.

Through collaboration and partnerships we can capitalize on valuable opportunities that are constructive and beneficial for the future of the Municipality.

2.9 **Respect**

The Municipality of Red Lake will strive to acknowledge and respect the values of each individual. As we conduct ourselves with pride and confidence, we will be mindful of how our actions affect others. We recognize that everyone is deserving of honesty, integrity and equality. Together, The Municipality of Red Lake will demonstrate compassion for our community and environment.

2.10 **Success**

Success is the favorable or prosperous outcome of our attempts, which is achieved when all Principles of Operation are evident in our daily work.

In an effort for continual improvement, successes will be considered and applied in future endeavors. While we recognize that deficiencies may arise, we will continue to learn and grow in order to achieve success.

The Municipality of Red Lake will recognize and celebrate success on a continual basis by communicating our achievements both internally and externally.