



Staff Report

Administration – Chief Administrative Officer

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: August 25, 2025
Report Number: ADM.25.049
Title: Request for a Public Meeting - Updates to Council Staff Relationship Protocol Policy
Prepared by: Adam Smith, Interim Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report ADM.25.049, entitled “Request for a Public Meeting - Updates to Council Staff Relationship Protocol Policy”;

AND THAT Council direct staff to schedule a Public Meeting on September 30, 2025 to receive comments from the public regarding proposed revisions to the Town’s Council-Staff Relationship Protocol Policy.

B. Overview

The current [Council Staff Relationship Protocol Policy POL.COR.19.02](#) has not been updated since 2019 and is the principal policy governing the relationship between members of Council and staff. The policy is a requirement under Section 270 of the *Municipal Act*.

C. Background

Over time, the *Municipal Act* has evolved from a prescriptive piece of legislation to one that is permissive; a statute that does not dictate every activity a municipality may want to pursue. However, there are still specific requirements that a municipality must abide by including a policy with respect to “The relationship between members of council and the officers and employees of the municipality.” In prescribing this policy, the Province recognizes the importance of mutual respect and understanding between these arms of a municipal corporation and the criticality of their working relationship in advancing the business of the municipality.

While not prescribed, the review of the Council Staff Relationship Protocol Policy is proposed to include a public meeting prior to a staff report being presented to Council that will request the adoption of a new protocol. The focus of this staff report is to gain Council approval to proceed to a public meeting and support the review of the protocol.

D. Analysis

The current protocol remains both relevant and effective, but there have been changes to practices underpinning governance and expectations between both Council and staff in the community that should be reflected in the new protocol. The public meeting will aim to achieve the following objectives:

- Build understanding of the protocol and its importance to Town governance;
- Highlight the changing context surrounding the protocol and the need to explore revisions;
- Discuss key themes and specific elements that will inform the new protocol;

Upon conclusion of the public meeting, a draft protocol will accompany a staff report proceeding to Committee of the Whole. The report will be informed by leading practices across different municipalities, gaps identified by both Council and staff and public input. Following discussion of the report at Committee of the Whole, there may be further changes requested prior to a decision being made at the subsequent Council meeting.

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

F. Environmental Impacts

N/A

G. Financial Impacts

N/A

H. In Consultation With

Senior Management Team

I. Public Engagement

The topic of this Staff Report will be the subject of a Public Meeting in accordance with the following schedule:

- August 25, 2025 Committee of the Whole – Initial staff report (ADM.25.049 Request for a Public Meeting - Updates to Council Staff Relationship Protocol Policy) with recommendation to proceed to a public meeting;
- September 8, 2025 Council – recommendation from Committee of the Whole considered by Council
- September 9, 2025 Public Meeting Notice posted to the Town’s Website
- The Public Meeting will be advertised in the web version of the Blue Mountains Review;
- (September 30, 2025) Public Meeting
- October 27, 2025 Committee of the Whole – Follow-up report to the Public Meeting, attaching comments received in response to the Public Meeting;
- November 10, 2025 Council – recommendation from Committee of the Whole considered by Council

Any comments regarding this report should be submitted to Adam Smith, Interim Chief Administrative Officer, cao@thebluemountains.ca.

J. Attached

1. Council Staff Relationship Protocol Policy POL.COR.19.02

Respectfully submitted,

Adam Smith
Interim Chief Administrative Officer

For more information, please contact:
Adam Smith, Interim Chief Administrative Officer
cao@thebluemountains.ca
519-599-3131 extension 234

Report Approval Details

Document Title:	ADM.25.049 Request for a Public Meeting - Updates to Council Staff Relationship Protocol Policy.docx
Attachments:	- Attachment-1-Council-Staff-Relationship-Protocol-Policy-POL-COR-19-02.pdf
Final Approval Date:	Aug 1, 2025

This report and all of its attachments were approved and signed as outlined below:

Adam Smith - Aug 1, 2025 - 10:35 AM