



September 30, 2025

Presented by: Adam Smith, CAO

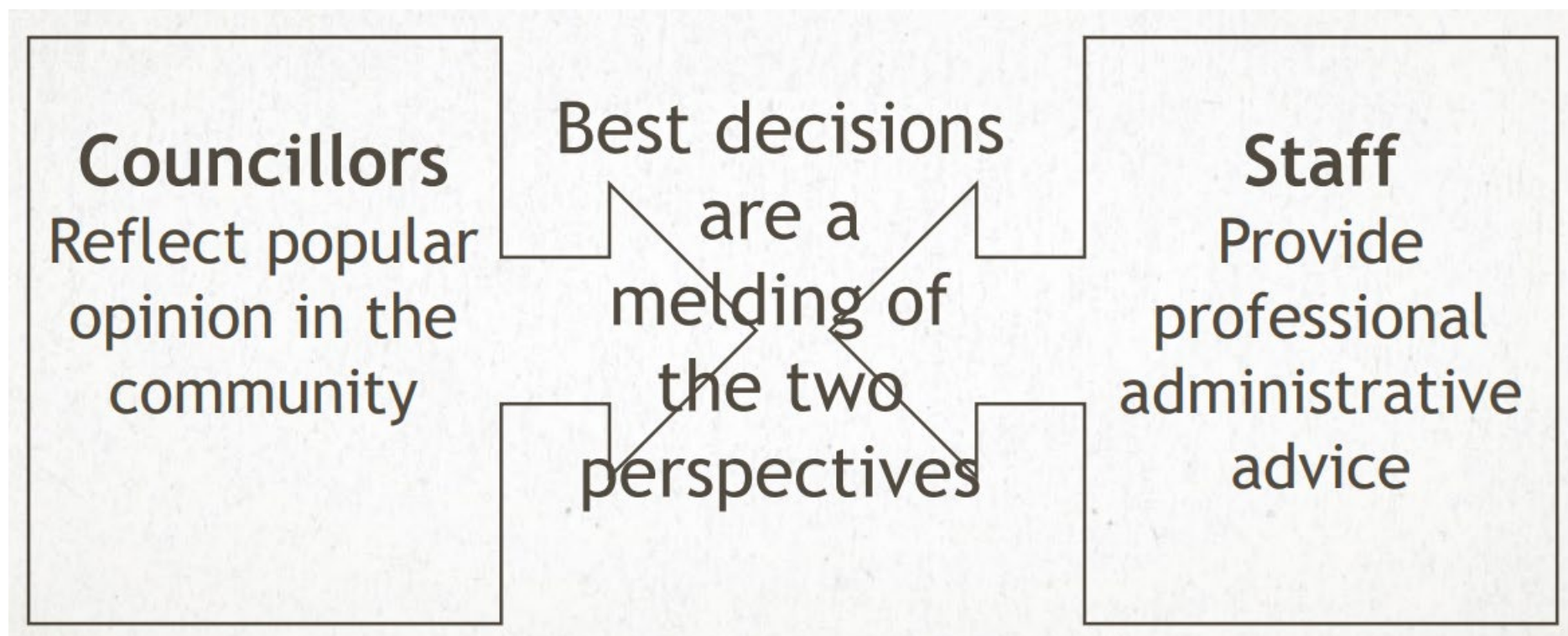
Updates to Corporate Policy POL.COR.19.02 Council Staff Relationship Protocol Policy

Public Meeting Presentation

Overview

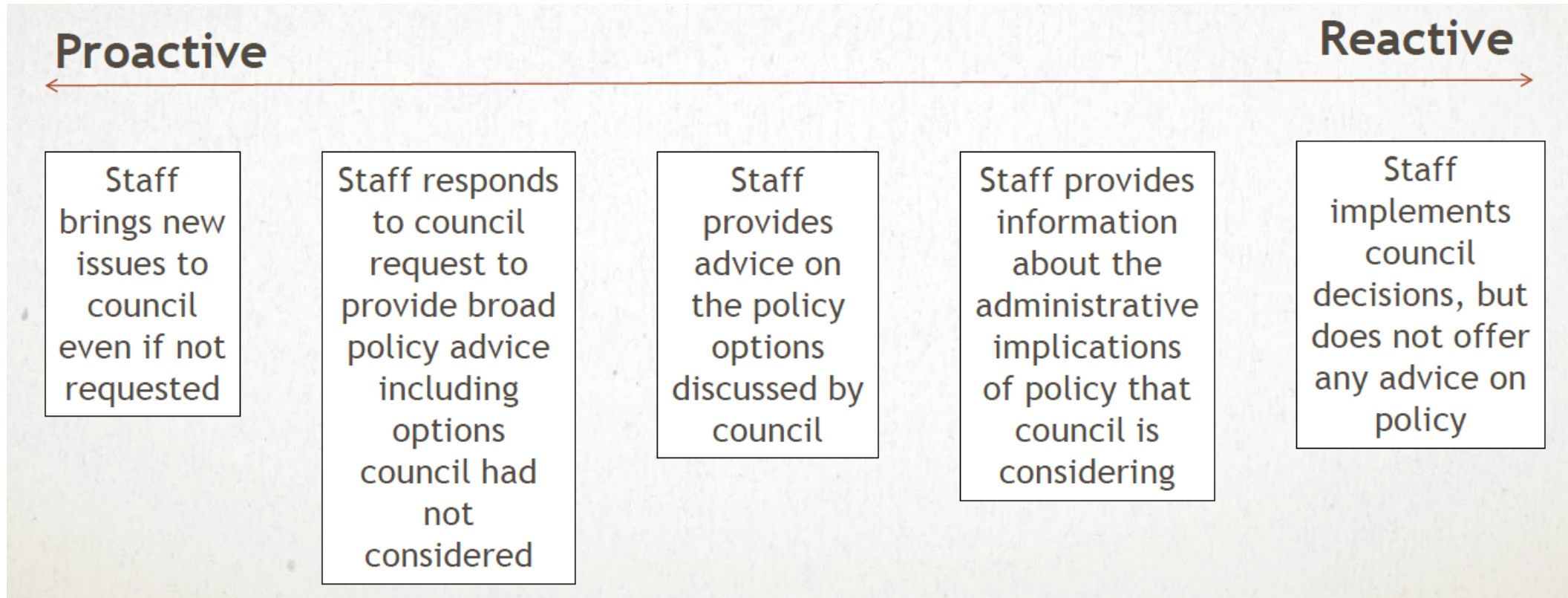
- Understanding of principles underpinning the Council-Staff relationship
- Review of existing Council-Staff Relations Policy
- Identifying emergent issues and trends affecting the Policy
- Evaluating opportunities to change the existing Policy.
- Next Steps

Principles of the Relationship



(Source: David Siegal, 2023, Improving Council-Staff Relations: Working Together to Build a Better Community – Presentation to UMAAS)

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Results of Jurisdictional Scan

- To support this review, the policies of the following municipalities have been considered:
 - Township of Severn
 - City of Peterborough
 - City of Oshawa
 - City of Barrie
- They were selected based on being referenced in Ontario Municipal Administrators Association (OMAA) membership resources, governance structure, date of enactment, and being a mix of large and small municipalities.
- Generally, the Town's by-law was found to be consistent with other municipalities in defining the roles of both staff and Council.
- Distinctions were often tied to outlining the relevancy of other policies in governance of the municipality and detailed policies

Review of Existing Policy

- The current protocol governing Staff-Council Relations remains largely relevant with key components including:
 - Identifying the roles and responsibilities between both bodies in the management of the municipality;
 - Guiding the practice of direction and input from Council to Staff in the delivery of services;
 - Referencing complementary policies that support a respectful and productive relationship.

Emergent Trends and Issues

- The role of the Chair with respect to different departments has evolved beyond the facilitation of those sections of the agenda.
- The expansion of Strong Mayor Power legislation regardless of intent under current Council needs to be reflected in the by-law.
- Increasingly higher service level expectations from the public with limited appetite for a larger tax burden.
- Changing risk environment with growing scrutiny of decisions made by all levels of government.

Proposed Amendments

- Adjusting the policy references to ensure they reference the correct policy numbers and capture all that are relevant such as the Employee Code of Conduct.
- Reflect the expansion of strong mayor powers legislation and role of staff in responding to Mayoral Decision or Direction.
- Additional language to promote respectful dialogue between Council and staff including:
 - Ensuring staff reports and presentations are succinct, clear and understandable.
 - Upholding policies governing respectful interactions amongst Council, staff and the public in meetings.

Proposed Amendments

- Reinforcing the importance of timelines whereby Members and Staff have reasonable expectations of each other, including the provision of reasonable timelines to accomplish tasks.
- Clearly defining the role of the Chair in presiding over a section of the agenda and interacting with staff with specific references to the Chair as:
 - enforcing rules and decorum during meetings;
 - accepting and putting to a vote motions as presented by members
- Clarifying the role of the Chair with respect to the *Input and Direction from Council Members* section to ensure consistency with all members of Council in guiding staff actions.

Next Steps

- Review and consideration of Council and public input from the Public Meeting to inform revisions to Council-Staff Relations Protocol Policy.
- October 27, 2025 Committee of the Whole – Follow-up report to the Public Meeting
 - Inclusive of draft policy and matrix noting comments received and consideration in review.
- November 10, 2025 Council – Recommendation from Committee of the Whole
 - Final copy of policy to be approved.

Thank you for your time



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