



Staff Report

Administration – Chief Administrative Officer

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: October 27, 2025
Report Number: ADM.25.067
Title: Follow Up to Public Meeting – Council Staff Relationship Protocol Policy, POL.COR.19.02
Prepared by: Adam Smith, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report ADM.25.067, entitled “Follow Up to Public Meeting – Council Staff Relationship Protocol Policy, POL.COR.19.02”;

AND THAT Council approve the revisions to POL.COR.19.02 Council Staff Relationship Protocol Policy as attached to the staff report.

B. Overview

This report serves as follow-up to the public meeting held on September 30, 2025 and identifies specific changes to POL.COR.19.02 Council Staff Relationship Protocol Policy based on themes discussed at the public meeting and comments received.

C. Background

On August 25, 2025 [Staff Report FAF.25.049](#) Request for a Public Meeting – Updates to Council Staff Relationship Protocol Policy was received at the Committee of the Whole meeting, and the following resolution was passed by Council at the subsequent Council meeting on September 8, 2025:

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.

The Public Meeting took place as scheduled on September 30, 2025 and there were no comments received leading to the public meeting. A member of the public did offer comment at the public meeting and there were a number of comments/questions posed by members of Council which have been included as Attachment 1 to this report.

D. Analysis

Proposed revisions to the policy have been completed in accordance with themes identified within the staff presentation at the September 30, 2025 Public Meeting (Attachment 3). In addition, the proposed revisions have been sensitive to feedback received at the public meeting.

The draft policy contains numerous revisions (Attachment 2) in track changes and key changes being proposed include:

- Consistency with the Municipal Act describing the roles of Council and staff;
- New section outlining how direction is to be provided to staff in exercising Strong Mayor Powers;
- Ensuring the role of the Chair mirrors the role of a member of Council in working with staff;
- Promoting effective and efficient reporting to Council and respecting time commitments;
- Aligning the Policy with current policies in the workplace governing conduct.

This review exercise benefited from a scan of other protocols governing staff-council relations amongst different municipalities. In doing so, staff did not find significant inconsistencies with respect to differing procedures in navigating the relationship. The changes are with the intent of modernizing the policy given identified challenges and adding further detail to reduce ambiguities. Staff are confident that the draft policy will assist in enabling a strong governance structure in the municipality.

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.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

N/A

G. Financial Impacts

N/A

H. In Consultation With

Corrina Giles, Town Clerk

Liz Saunders, Executive Assistant to the CAO

I. Public Engagement

The topic of this Staff Report has been the subject of a Public Meeting and/or Public Information Centre which took place on **September 30, 2025**. Those who provided comments at the Public Meeting and/or Public Information Centre, including anyone who has asked to receive notice regarding this matter, has been provided notice of this Staff Report. Any comments regarding this report should be submitted to Adam Smith, Chief Administrative Officer, cao@thebluemountains.ca.

J. Attached

1. Comments Response Matrix
2. Draft Council Staff Relationship Protocol Policy
3. Council-Staff Relationship Protocol Policy Public Meeting Presentation
4. POL.COR.19.02 Council-Staff Relationship Protocol Policy

Respectfully submitted,

Adam Smith
Chief Administrative Officer

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

Report Approval Details

Document Title:	ADM.25.067 Follow Up to Public Meeting - Council Staff Relationship Protocol Policy.docx
Attachments:	<ul style="list-style-type: none">- Attachment-1-Comments-Response-Matrix.pdf- Attachment-2-Draft-Council-Staff-Relationship-Protocol-Policy-.pdf- Attachment-3-Council-Staff-Relationship-Protocol-Policy-Public-Meeting-Presentation.pdf- Attachment-4-POL-COR-19-02-Council-Staff-Relationship-Protocol-Policy.pdf
Final Approval Date:	Oct 21, 2025

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

Adam Smith - Oct 21, 2025 - 3:58 PM