



Staff Report

Administration – Chief Administrative Officer

Report To: Council Meeting
Meeting Date: April 20, 2026
Report Number: ADM.26.030
Title: Update to Council Staff Relationship Protocol Policy, Further to Staff Report ADM.26.017
Prepared by: Adam Smith, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report ADM.26.030, entitled “Update to Council Staff Relationship Protocol Policy, Further to Staff Report ADM.26.017”;

AND THAT Council receives the updated draft “Council Staff Relationship Protocol Policy, POL.COR.26.xx” , with the updates as recommended at the April 13, 2026 Committee of the Whole Meeting;

AND THAT Council repeals the “Council Staff Relationship Policy POL.COR.19.02”, and enacts a new “Council Staff Relationship Protocol Policy, POL.COR.26.xx” as attached to this report.

B. Overview

This report serves as a follow up to Council direction provided on November 10, 2025 as a result of [staff report ADM.25.067 "Follow Up to Public Meeting - Council Staff Relationship Protocol Policy, POL.COR.19.02"](#), and also as discussed at the April 13, 2026 Committee of the Whole meeting in response to staff report “[ADM.26.017 Followup to Proposed Updates to Council Staff Relationship Protocol Policy, ADM.26.017](#)”.

C. Background

At the April 13, 2026 Committee of the Whole meeting, the Committee received staff report “[ADM.26.017 Followup to Proposed Updates to Council Staff Relationship Protocol Policy, ADM.26.017](#)” and provided the following recommendation:

THAT Council receive Staff Report ADM.26.017, entitled “Follow Up to Proposed Updates to Council Staff Relationship Protocol Policy”;

AND THAT Council direct CAO Smith to provide a staff report directly to the April 20, 2026 Council Meeting, noting the revisions to the “Council Staff Relationship Protocol

Policy, POL.COR.26.xx” as recommended at the April 13, 2026 Committee of the Whole meeting;

AND THAT Council will provide recommendations for the revised Policy, further to the discussion at the Committee of the Whole meeting, to CAO Smith by end of day, April 14, 2026

Following the discussion at the April 13, 2026 Committee of the Whole meeting, staff further updated the draft Council Staff Relationship Protocol Policy and attach the updated proposed policy “Council Staff Relationship Protocol Policy, POL.COR.26.xx” for Council consideration and adoption.

D. Analysis

The edits have been shown in the attached policy in tracked changes and are considered to be minor in nature. They principally involve emphasis on evidence-based decision making at Council and additional details regarding the role of the Chair outside of the meeting they preside over at Committee of The Whole.

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

Corrina Giles, Town Clerk

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, have 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. Council-Staff Relationship Protocol Policy – updated PROPOSED

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.26.030 Update to Council Staff Relationship Protocol Policy, Further to Staff Report to ADM.26.017.docx
Attachments:	- Attachment 1 - Draft Council-Staff Relationship Protocol Policy - PROPOSED REVISED.docx
Final Approval Date:	Apr 16, 2026

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

Adam Smith - Apr 16, 2026 - 2:48 PM