

# THE CORPORATION OF THE VILLAGE OF MONTROSE

**POLICY TITLE: COUNCIL-STAFF RELATIONS POLICY**

**POLICY #2660**

**POLICY STATEMENT:**

It is the policy of Council to relate officially to staff only through the Chief Administrative Officer. The Chief Administrative Officer is accountable to Council for the municipal corporation's pursuit of goals and objectives in compliance with limitations set by Council.

**POLICY BACKGROUND:**

As is the norm in many villages, past Montrose Councils expected Council members to assumed individual responsibility for day-to-day administration and management level decisions. In late 1997 Montrose Council implemented a sweeping change in its administration and management structure with the engagement of a part-time administrator. With this change, Council also decided to separate the municipality's policy and administrative functions. Council decided to assume for itself the responsibility for policy decision, and to assign to staff the responsibility for administration and management responsibilities.

**POLICY GOAL:**

It is the goal of this policy to pursue effective and accountable local governance practices.

**POLICY OBJECTIVES:**

1. To govern the municipality by way of policy decisions made by Council.
2. To hold the Chief Administrative Officer both accountable and responsible for the implementation and administration of Council's policies.
3. Within the constraints of Policy Objective 4, to encourage unstructured, casual, and informative contacts between individual members of Council and Village employees for the purpose of keeping both Council members and employees informed about current municipal and community issues.
4. To prevent individual members of Council from issuing direct orders to Village employees, or to take direct disciplinary action against Village employees.

Initially approved at meeting #2 – January 18, 2000

Last reviewed and confirmed unchanged at meeting #3-26, February 2, 2026

Next scheduled to be reviewed on February 1, 2027