



# Staff Report

## Administration – Town Clerk

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**Report To:** COW- Admin, Corp and Finance, SI, Comm. Services  
**Meeting Date:** April 7, 2025  
**Report Number:** ADM.25.010  
**Title:** Review of Corporate Policy “Public Meetings Comments Policy, POL.COR.15.02”  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report ADM.25.010, entitled “Review of Corporate Policy “Public Meetings Comments Policy, POL.COR.15.02”;

AND THAT Council direct staff to review the “Public Meetings Comments Policy, POL.COR.15.02”, in the 2026-2030 term of Council, or as required.

### B. Overview

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This report is provided to Council for information as it relates to the periodic review of the corporate policy “Public Meetings Comments Policy, POL.COR.15.02” (“Policy”).

### C. Background

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In response to the following recommendation from the January 16, 2025 Accountability and Transparency Committee, at the February 18, 2025 Council Meeting, Council resolved as follows:

THAT Council of the Town of The Blue Mountains receives for information and consideration, the following recommendation from the Accountability and Transparency Committee dated January 16, 2025:

THAT the Accountability and Transparency Committee requests Council to direct the Clerk to reach out to her Clerk's group and review the comments received from the Committee members regarding the Town of The Blue Mountains Procedural By-law 2023-62 Re: Public Comment Meeting Policy and its Relationship with the Public Comment Period in the Procedural Bylaw, and to bring forward a report in response to the questions to a Committee of the Whole meeting, before July 2025,  
CARRIED

**The motion is Carried.**

In response to the motion, staff confirm that the Public Meetings Comments Policy has no relationship to the Public Comment Period as referenced in the Procedural By-law, and as included on Council and Committee Agendas.

Staff confirm that the Policy sets out the process followed by staff when comments are received from the public and agencies in response to Public Meeting Notices. This Policy was adopted by Council on November 9, 2015 and has not been reviewed since its adoption.

## **D. Analysis**

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As required in the Review Cycle of the Policy, the attached Policy has been reviewed by the Acting Chief Administrative Officer and the Senior Management Team. Staff confirm that the Policy continues to accurately provide the process followed by staff, and that no revisions are required at this time.

## **E. Strategic Priorities**

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### **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**

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None

## **G. Financial Impacts**

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None

## **H. In Consultation With**

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Adam Smith, Acting CAO  
Senior Management Team

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Corrina Giles, Town Clerk [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca).

**J. Attached**

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1. Public Meetings Comments Policy, POL.COR.15.02 dated November 9, 2015

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:

Corrina Giles, Town Clerk

[townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca)

519-599-3131 extension 232

**Report Approval Details**

Document Title:	ADM.25.010 Review of Corporate Policy, Public Meetings Comments Policy, POL.COR.15.02.docx
Attachments:	- Attachment 1 POL-COR-15-02-Public-Meeting-Comments-Policy.pdf
Final Approval Date:	Mar 20, 2025

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

**Adam Smith - Mar 20, 2025 - 1:16 PM**



# Policy

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## POL.COR.15.02 Public Meeting Comments Policy

<b>Policy Type:</b>	Corporate Policy (Approved by Council)
<b>Date Approved:</b>	November 9, 2015
<b>Department:</b>	Administration
<b>Staff Report:</b>	FAF.15.42
<b>By-Law No.:</b>	N/A

### Policy Statement

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Policy direction establishing guidelines on how written comments received in response to public meeting notices are received by Committees, Committee of the Whole, Council and the public.

### Purpose

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To promote transparency and efficiency in local government with respect to the consideration of written comments from the public and agencies at Committee, Committee of the Whole, and/or Council Meetings in response to public meeting notices.

### Application

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This Policy applies only to public and agency comments received in response to public meeting notices.

### Definitions

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Originating Department means the department responsible for circulating the public meeting notice.

## Procedures

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The following procedures assist in achieving transparency in local government and recognize the invaluable input provided by the public and agencies and promotes efficient Council and Committee meetings.

1. Written comments received in response to a public meeting notice will be compiled by the Administrative Assistant of the Originating Department.
2. On receipt of emailed comments, the Town Clerk will acknowledge receipt of the comments received, and will carbon copy Committee/Council, Senior Management Team and the Administrative Assistant of the Originating Department on the return email. The Administrative Assistant will compile the emails for inclusion in the record of the public meeting.
3. On receipt of mailed, couriered or personally delivered comments, the Clerk's office will scan the comments and send the same to Committee/Council, Senior Management Team and the Administrative Assistant of the Originating Department. The Administrative Assistant will compile the comments for inclusion in the record of the public meeting.
4. The day of the public meeting, the Administrative Assistant will provide the Town Clerk, or designate, with photocopies of all comments received. The Originating Department is responsible for highlighting the key concerns raised in each of the comments received.
5. At the public meeting, the Town Clerk, or designate, will read the names of the person/agencies providing comments, and will read the highlighted portion of the correspondence that states the concerns of the public/agencies. The written comments will not be read in their entirety at the meeting. The names of the public/agencies providing comments will form part of the public record.
6. Written comments received at the public meeting will be scanned and emailed to Committee/Council, Senior Management Team and the Administrative Assistant of the Originating Department immediately following the public meeting.
7. Staff will attach all comments received in response to the Notice of Public Meeting to the follow-up staff report that is provided to Committee/Council on a date subsequent to the Public Meeting for consideration in the matter.

## Exclusions

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Nil

## **References and Related Policies**

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1. POL.COR.07.01 Accountability and Transparency of Town Actions to the Public
2. POL.COR.07.03 Provision of Notice and Manner of Giving Notice to the Public

## **Consequences of Non-Compliance**

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Consequences shall commensurate with the severity of non-compliance of this policy.

## **Review Cycle**

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This policy will be reviewed each term of Council by the Chief Administrative Officer, Senior Management Team for report to Council in open session.