



Staff Report

Administration – Town Clerk

Report To: Committee of the Whole Meeting
Meeting Date: June 21, 2022
Report Number: FAF.22.115
Title: Proposed Revisions to Council and Committee of Adjustment Procedural By-laws as it relates to Meeting Cycles
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.22.115, entitled “Proposed Revisions to Council and Committee of Adjustment Procedural By-laws as it relates to Meeting Cycles”;

AND THAT Council direct staff to proceed to a Public Meeting on August 8, 2022 to receive public input on the proposed changes to the Council and Committee of Adjustment Procedural By-laws as referenced in this staff report

B. Overview

Staff are requesting direction to proceed to a Public Meeting to receive comments from the public on the proposed changes to the Council and Committee of Adjustment Procedural By-laws.

C. Background

The proposed changes to the Procedural By-laws are provided to Council for consideration, with a proposed effective date of January 1, 2023.

D. Analysis

The proposed changes include a new meeting schedule, as further explained below. If implemented, an updated 2023 meeting schedule will be provided to Council for endorsement, and additional housekeeping items in each Procedural By-law will be required as it relates to timelines for the release of Council and Committee of Adjustment packages to Council, Committee of Adjustment members and the public.

Following the October 24, 2022 municipal election, the newly appointed Council will have the opportunity to review and make additional updates to the Procedural By-law, if desired.

Council Procedural By-law

It is noted that the current Council and Committee of the Whole schedule is very tight, with long meetings, that often require additional Special Meetings to be scheduled to complete all items on an Agenda.

Staff are proposing that the current Committee of the Whole meeting be split in to two separate meetings, that are considered on Monday and Tuesday of week one, with week two off, and Council scheduled on the Tuesday of week three. The release of the Council and Committee of the Whole Agendas will continue to be one week in advance (on the Monday).

Staff propose that the "Council, Public Meetings" meetings commence at 9:00 am, on the Tuesday, from the current 1:00 pm Mondays. Moving the meeting to Tuesday provides staff and Council with the opportunity to consider public comments that have been provided by the public over the weekends, on Monday, in advance of the Tuesday Public Meeting.

Staff propose the following revisions to the Council Procedural By-law, commencing January 1, 2023:

1. Paragraph 3.2 shall read as follows:

Committee of the Whole and Council meetings are scheduled on a three week rotation, as noted below. When required, the Mayor, in consultation with the Clerk, has the authority to schedule a Committee of the Whole or Council Meeting at a time other than the regular start time:

- Week 1:
 - Monday, Committee of the Whole commencing at 9:00 am
 - Finance, Administration, Legal Services
 - Community Services
 - Tuesday, Committee of the Whole commencing at 9:00 am
 - Planning and Development Services
 - Operations
- Week 2
 - No meetings
- Week 3
 - Tuesday, Council Meeting commencing at 9:00 am

NOTE: When a Committee of the Whole or Council Meeting falls on a Statutory Holiday, the meeting will be scheduled on an alternate date, if required, as approved by Council through approval of the annual meeting calendar.

2. Paragraph 3.3 “Council, Public Meetings” shall read as follows:

“Council, Public Meetings” shall be scheduled monthly, on a Tuesday, commencing at 9:00 am for the sole purposes of scheduling Public Meetings. When required, the Clerk in consultation with the Mayor, has the authority to schedule additional “Council, Public Meetings” and/or start at a time other than the regular start time of 9:00 am.

Committee of Adjustment Procedural By-law

Currently, the Committee of Adjustment Procedural By-law meets on the third Wednesday of the month, commencing at 4:00 pm. It is noted that because of COVID and the requirements to meet virtually and the additional staff required to assist with virtual meetings, that the Committee of Adjustment meetings are currently commencing at 1:00 pm.

Following the municipal election, the Town Clerk will call for applications for appointment to the Committee of Adjustment for the 2022 to 2026 Term of Council. Adjusting the meeting schedule at this time, will allow the Town Clerk to clearly advise prospective applicants of the Committee of Adjustment meeting schedule.

Staff are recommending that Committee of Adjustment Meetings are scheduled on the second Wednesday of the month commencing at 9:00 am. The Committee of Adjustment is seeing an increased number of applications, and it is felt that moving the meeting to 9:00 am will allow the meeting to proceed and be completed during normal office hours.

1. Paragraph 9c) shall read as follows:

The meeting of the Committee shall be called to Order by the Chair of the meeting or the Secretary-Treasurer. The normal hour for the onset of the meeting is 9:00 am and will continue until a Motion is passed to adjourn the meeting. Variations to this time can be amended at the request of the Committee.

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

None

G. Financial Impacts

The proposed meeting cycle may reduce overtime to attend after hours meetings.

H. In Consultation With

Shawn Everitt, CAO

Planning Department as it relates to the Committee of Adjustment.

I. Public Engagement

The topic of this Staff Report will be the subject of a Public Meeting in accordance with the following schedule:

- June 21, 2022 Committee of the Whole – Initial staff report “FAF.22.115 Proposed Revisions to Council and Committee of Adjustment Procedural By-laws as it relates to Meeting Cycles” with recommendation to proceed to public consultation;
- July 4, 2022 Council – recommendation from Committee of the Whole considered by Council
- July 11, 2022 Public Meeting Notice posted
- July 21, 2022 Public Meeting advertised in the Collingwood Connection;
- August 8, 2022 Public Meeting
- August 30, 2022 Committee of the Whole – Followup report to the Public Meeting, attaching comments received in response to the Public Meeting;
- September 12, 2022 Council – recommendation from Committee of the Whole considered by Council, and related By-law, if any

Any comments regarding this report should be submitted to Corrina Giles, Town Clerk, townclerk@thebluemountains.ca.

J. Attached

1. Attachment 1 Council Procedural By-law 2021-76
2. Attachment 2 Committee of Adjustment Procedural By-law 2019-5

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:
Corrina Giles, Town Clerk
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519-599-3131 extension 232

Report Approval Details

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| Document Title: | FAF.22.115 Proposed Revisions to Council and Committee of Adjustment Procedural By-laws as it relates to Meeting Cycles .docx |
| Attachments: | - Consolidated Procedural By-law 2019-5.pdf - 2021-76-Procedural-By-law-Office-Consolidated-Feb-14-2022.pdf |
| Final Approval Date: | Jun 10, 2022 |

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

Shawn Everitt - Jun 10, 2022 - 8:26 AM