



# Staff Report

## Administration – Town Clerk

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**Report To:** Committee of the Whole Meeting  
**Meeting Date:** September 27, 2022  
**Report Number:** FAF.22.128  
**Title:** Followup to Public Meeting Re: Proposed Revisions to Council and Committee of Adjustment Procedural By-laws as it relates to Meeting Cycles  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report FAF.22.128, entitled “Followup to Public Meeting Re: Proposed Revisions to Council and Committee of Adjustment Procedural By-laws as it relates to Meeting Cycles”;

AND THAT, with respect to the Committee of Adjustment Procedural By-law, Council direct staff to bring forth a draft By-law for Council consideration to revise the Committee of Adjustment Procedural By-law 2019-5 to confirm the meeting start time at 1:00 pm, including any associated housekeeping amendments;

AND THAT, with respect to “Council, Public Meetings”, Council acknowledges that considering the comments received and the staff recommendations contained in this report, that the “Council, Public Meetings” will be scheduled monthly on a Tuesday, commencing at 1:00 pm;

AND THAT, with respect to the Council and Committee of the Whole meeting cycle, Council direct staff to bring forth a draft By-law for Council consideration to revise the Procedural By-law 2021-76 as it relates to Council and Committee of the Whole meeting cycle, including any associated housekeeping matters, as follows:

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.

## B. Overview

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This report is a follow-up to the August 8, 2022 Public Meeting to receive comments on the proposed changes to the Council and Committee of Adjustment Procedural By-laws.

## C. Background

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At the July 12, 2022 Special Meeting of Council, Council directed staff to proceed to a public meeting to receive comments on the proposed changes to the Procedural By-laws with a proposed effective date of January 1, 2023.

## D. Analysis

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As noted in staff report [FAF.22.115 Proposed Revisions to Council and Committee of Adjustment Procedural By-laws as it relates to Meeting Cycles](#), the subject of the August 8, 2022 Public Meeting was specifically related to the meeting cycle and schedules included in the Council and Committee of Adjustment Procedural By-laws.

### Committee of Adjustment Procedural By-law:

Comments were received from a current member of the Committee of Adjustment concerned with the proposed 9:00 am start time, and the staff recommendation to move the meeting to the second Wednesday of the month, from the current third Wednesday of the month. Council questioned if the Committee of Adjustment meetings could alternate on a bi-monthly basis from day to evening meetings.

In response to the comments received, staff are recommending that the Committee of Adjustment meetings commence at 1:00 pm, on the third Wednesday of the month. Staff confirm that the 1:00 pm start time on the third Wednesday of the month will not conflict with

other regularly scheduled meetings and provides a consistent meeting rotation for both the public and staff. Continuing with 1:00 pm meetings, allows staff to have access to the IT Department, for internet/recording assistance, if required, with little overtime required.

### **Council, Public Meetings**

With respect to the “Council, Public Meetings”, staff recommend that the meetings be scheduled monthly on Tuesdays, commencing at 1:00 pm. Staff confirm that no public comments were received that identify concern with the current afternoon public meeting schedule, or the proposed continued afternoon schedule. Staff confirm that since moving the Public Meetings to the afternoon in 2021, that no comments or concerns have been raised from the public on the afternoon meeting times.

### **Council and Committee of the Whole Meetings:**

Staff confirm that no comments were received from the public in response to the suggested Council and Committee of the Whole meeting cycle. Council members spoke providing the following comments:

- i. Requested additional information on the number of Council, Committee of the Whole Meetings and Special Meetings scheduled on an annual basis back to 2010, including the scheduled meeting time of those meetings, the number of reports, bylaws and correspondences considered at those meetings
- ii. Concern with the length of the meetings and the number of meetings in this term of Council
- iii. Continuing to allow hybrid attendance is important
- iv. Acknowledged that no comments were received from the public requesting that meetings return to evening meetings
- v. Do we adjust the schedule to have one evening meeting per month
- vi. Consistency in the scheduled meeting time is important and expected by the public
- vii. Was staffing taken into consideration when suggesting that the Council and Committee of the Whole Meetings commence at 9:00 am
- viii. Request for a draft 2023 meeting cycle calendar

Staff have considered the comments received, and in response are providing a summary of the meetings dating back to 2013. Note: the meeting structure changed from Standing Committees to Committee of the Whole in October 2013.

In response to historical meeting schedules, staff provide the following information:

- From 2013 to 2019, the Committee of the Whole meetings commenced at 1:00 pm.
- From 2020 to present, Committee of the Whole meetings commenced at 9:00 am
- Prior to 2020, Council Meetings were scheduled on Monday evenings, commencing at 7:00 pm, and would include Public Meetings

- In January 2020 Council Meetings moved to 5:00 pm start, with Public Meetings at 5:00 pm, and the Council Meeting commencing at 7:00 pm, or immediately following the Public Meetings
- From April 2020, Council Meetings have commenced at 9:00 am
- From January 2022, Council, Public Meetings commenced at 1:00 pm

The number of meetings, and the length of meetings has increased in this term of Council as is demonstrated in the chart below. Staff believe that splitting the Committee of the Whole meeting in to two separate meetings will assist to reduce the length of the Committee of the Whole meeting and will reduce the requirement to schedule Special Committee of the Whole meetings for matters not reached in the regularly scheduled meeting.

The number of correspondences included on Council and Committee of the Whole Agendas has reduced in this term of Council. This reduction is largely due to the inclusion of the clause in the Procedural Bylaw that indicates that correspondences received by the Clerk from municipalities seeking support will be emailed to Council and the Senior Management Team for information and shall be deemed to have been received by Council. Upon review of the correspondence any member of Council or Senior Management Team may request that the correspondence is included on the next Council Agenda for Council consideration. Previously, all such correspondences were included on Council Agendas, for Council consideration.

Calendar Year	Number of Council Meetings	Number of Special Meetings of Council	Number of Committee of the Whole Meetings	Number of Special Committee of the Whole Meetings	Letters considered at Council &/or Committee of the Whole	Number of By-laws Enacted	Number of Staff Reports Considered
2014	15	14	16	16	178	85	283
2015	15	25	13	5	192	64	424
2016	15	27	15	5	169	77	283
2017	15	30	15	4	192	60	260
2018	14	20	14	6	173	69	288
2019	14	24	14	13	322	68	420
2020	22	16	20	15	183	81	367
2021	24	14	21	14	249	95	422

Staff agree that continuing with hybrid meetings is important for Council, staff and the public. With the increased technology requirements to conduct meetings, including the livestreaming

and virtual attendances and to provide a work-life balance for Council and staff, staff recommend that Council and Committee of the Whole meetings continue to be scheduled at 9:00am. As noted at the Public Meeting, no public comments were received and no requests were received requesting that the meetings be scheduled in the evenings.

As requested by Council, staff have prepared a DRAFT 2023 meeting schedule to demonstrate what the proposed meeting schedule would look like. For comparison, a summary of the number of 2021 REGULARLY scheduled Council and Committee of the Whole meetings, and 2022 “Council, Public Meetings” is provided below, together with the proposed number of 2023 REGULARLY scheduled meetings.

Note: I have used the 2021 Council/COW schedule as the 2022 regular meeting schedule is altered because of the election schedule. I used the 2022 “Council, Public Meeting” schedule as this meeting type did not exist in 2021.

	2021/2022	2023 Proposed
Council Meetings	24	15
Committee of the Whole	22	28
Council, Public Meetings	13	12

The proposed schedule reduces the number of Council Meetings. The number of Committee of the Whole meetings is slightly higher than the current schedule, though is split between two meeting dates (Administration, Legal and Community Services in one weekly meeting, and Planning, Development and Operations Services in another weekly meeting). Staff believe this schedule will be effective in managing staff’s time as staff will only attend the Committee of the Whole meetings where their reports are considered.

With Council’s endorsement, an updated 2023 meeting schedule will be provided to Council for approval in a separate staff report.

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.

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

## **H. In Consultation With**

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Shawn Everitt, CAO

## **I. Public Engagement**

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

- June 28, 2022 Special 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 11, 2022 Special Meeting of Council – recommendation from Committee of the Whole adopted by Council to proceed to Public Meeting
- July 11, 2022 Public Meeting Notice posted
- July 21, 2022 Public Meeting advertised in the Collingwood Connection;
- August 8, 2022 Public Meeting
- September 27, 2022 Committee of the Whole – Follow-up report to the Public Meeting, attaching comments received in response to the Public Meeting;
- October 11, 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](mailto:townclerk@thebluemountains.ca).

**J. Attached**

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1. DRAFT 2023 Meeting Schedule

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:	FAF.22.128 Followup to Public Meeting, Proposed Changes to Council and Committee of Adjustment Procedural Bylaws.docx
Attachments:	- Att 1 - 2023 Council-COW Calendar -DRAFT.pdf
Final Approval Date:	Sep 15, 2022

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

**Shawn Everitt - Sep 15, 2022 - 1:36 PM**



### Report Approval Details

Document Title:	FAF.22.128 Followup to Public Meeting, Proposed Changes to Council and Committee of Adjustment Procedural Bylaws.docx
Attachments:	- Att 1 - 2023 Council-COW Calendar -DRAFT.pdf
Final Approval Date:	Sep 16, 2022

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

**Shawn Everitt - Sep 16, 2022 - 12:35 PM**