



# Staff Report

## Administration – Town Clerk

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**Report To:** COW\_Finance\_Admin\_Fire\_Community\_Services  
**Meeting Date:** November 18, 2024  
**Report Number:** FAF.24.135  
**Title:** Update to Procedural By-law 2023-62  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.135, entitled “Update to Procedural By-law 2023-62”;

AND THAT Council direct staff to include the By-law to amend the Procedural By-law 2023-62, as attached to the within staff report on the December 2, 2024 Council Agenda, for enactment;

AND THAT Council waives the provision of the “Provision of Notice and Manner of Providing Notice to the Public Policy, POL.COR.24.04” as it relates to the requirement to schedule a Public Meeting to receive comments on the proposed changes to the Procedural By-law, as they are administrative in nature.

### B. Overview

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This report proposes amendments to the Procedural By-law 2023-62 to effect the changes of the 2024 Corporate Organizational Review.

### C. Background

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As noted in staff report [FAF.24.074 Completion of the 2024 Corporate Organizational Structure Review Process](#) the Town recently underwent a corporate organizational review, resulting in a new Corporate Organizational Structure consisting of six Departments.

### D. Analysis

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Staff are proposing the following amendments to the Procedural By-law, to take effect January 1, 2025.

1. Paragraph 3.2 will be revised to the following:

Week 1:

Monday, Committee of the Whole commencing at 9:30 am

- Corporate & Financial Services (CFS)
- Strategic Initiatives (SI)
- Administration (ADM)

Tuesday, Committee of the Whole commencing at 9:30 am

- Operations (OPS)
- Planning & Building Services (PBS)
- Community Services (CS)

2. Paragraph 14.1 will be revised to the following:

The Council shall, at its first session following the inaugural meeting, nominate and elect a Chair to Chair the following sections of the Committee of the Whole meetings:

- i. Corporate & Financial Services
- ii. Strategic Initiatives
- iii. Administration
- iv. Operations
- v. Planning & Building Services
- vi. Community Services

Each Chair shall be appointed for a two year term.

Council will consider the motions to appoint the Chairs of each section of the Committee of the Whole meetings for the 2024 and 2025 calendar year, at the December 2, 2024 Council Meeting.

## **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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Shawn Everitt, CAO

## **I. Public Engagement**

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Staff recommend that Council consider waiving the requirement to hold a Public Meeting regarding the proposed changes to the Procedural By-law, as they are administrative in nature.

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. Procedural By-law 2023-62
2. Draft By-law to Amend the Procedural By-law

Respectfully submitted,

Corrina Giles  
Town Clerk

For more information, please contact:  
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**Report Approval Details**

Document Title:	FAF.24.135 Update to Procedural By-law 2023-62.docx
Attachments:	- Attachment 1 Procedural Bylaw 2023-62.pdf - Attachment 2 Draft By-law to Amend Procedural Bylaw 2023-62.docx
Final Approval Date:	Oct 24, 2024

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

**Shawn Everitt - Oct 24, 2024 - 8:09 AM**