



Staff Report

Administration – Town Clerk

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

A. Recommendations

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

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

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

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

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

None

H. In Consultation With

Adam Smith, Acting CAO
Senior Management Team

I. Public Engagement

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.

J. Attached

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

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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