



Staff Report

Administration – Town Clerk

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: June 30, 2025
Report Number: ADM.25.023
Title: Update to Procedural By-law 2023-62
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report ADM.25.023, entitled "Update to Procedural By-law 2023-62";

AND THAT Council reviews the Consolidated Procedural By-law 2023-62, and provides suggested revisions to the Procedural Bylaw for compilation by staff and for inclusion in a followup staff report back to Council for Council consideration in advance of scheduling a Public Meeting to receive public comments.

B. Overview

This report is requesting Council input on revisions to the current Procedural By-law. The Procedural Bylaw governs the calling, place and proceedings of the meetings of the Town.

The Procedural Bylaw provides that at a minimum, the Procedural Bylaw will be reviewed in the first year of each new term of Council. The current Council reviewed and enacted Procedural Bylaw 2023-62 on September 18, 2023.

C. Background

In response to the January 16, 2025 recommendation from the Accountability and Transparency Committee, at the February 18, 2025 Council Meeting, Council received the Accountability and Transparency recommendation below:

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

Staff responded to the above direction through staff report [ADM.25.010 Review of Corporate Policy "Public Meetings Comments Policy, POL.COR.15.02"](#), and are now seeking input from Council for the review of the current [By-Law 2023-62 Procedural Bylaw \(Office Consolidation\)](#).

D. Analysis

Attached to this staff report is the consolidated Procedural By-law 2023-62, for consideration.

At this time, staff are requesting input from Council members on any proposed amendments to the Procedural By-law. While specific comments can be submitted by members of Council following discussion of this report, through resolution, Council may wish to identify areas of focus in the review exercise. In a future report, staff will review the comments received from Council and the Accountability and Transparency Committee and will make recommendations to Council for the update to the Procedural Bylaw. As is required by the [Provision of Notice and Manner of Giving Notice to the Public Policy, POL.COR.24.04](#), a Public Meeting will be held to receive comments from the Public regarding the proposed changes to the Procedural Bylaw. Following the Public Meeting, staff will compile the comments received and will attach the same to a followup staff report and will seek Council direction on the proposed amendments to the Procedural By-law.

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, Interim Chief Administrative Officer

I. Public Engagement

The topic of this Staff Report will be the subject of a Public Meeting. The timeline to receive comments on proposed changes to the Procedural Bylaw will be provided in a future staff report to Council.

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

J. Attached

1. Attachment 1: Consolidated Procedural Bylaw 2023-62

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:
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Report Approval Details

Document Title:	ADM.25.023 Update to Procedural Bylaw 2023-62.docx
Attachments:	- Attachment 1 Office Consolidation, Procedural By-law 2023-62.pdf
Final Approval Date:	Jun 23, 2025

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

Adam Smith - Jun 23, 2025 - 9:23 AM