



# Staff Report

## Administration – Town Clerk

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**Report To:** [eSCRIBE Meeting Type]  
**Meeting Date:** Meeting Date  
**Report Number:** [Report Number]  
**Title:** [Report Title]  
**Prepared by:** Corrina Giles, Town Clerk

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### A. Recommendations

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THAT Council receive Staff Report ADM.00.00, entitled “Staff Report Title”;

AND THAT Council

### B. Overview

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A short plain language description of the issue and decision to be made.

### C. Background

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Summary of the background of matter

### D. Analysis

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This section should include the analysis that led to the recommendation, including an analysis of the risks of following through (or not) with the recommendation.

### E. Strategic Priorities

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(select relevant Goals and Objectives)

#### 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.

### 3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

### 4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## F. Environmental Impacts

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## G. Financial Impacts

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*Explain the source of funding if there is a budget request. If applicable, identify the reserve and note the amount remaining. Identify if there are pressures this spending may create.*

## H. In Consultation With

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Name, Title

## I. Public Engagement

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[Select appropriate statement and elaborate/refine as necessary. (3 separate statements are listed below for reference)]

**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](mailto:townclerk@thebluemountains.ca).

**The** topic of this Staff Report has been the subject of a Public Meeting and/or Public Information Centre which took place on **date**. Those who provided comments at the Public Meeting and/or Public Information Centre, including anyone who has asked to receive notice regarding this matter, has been provided notice of this Staff Report. Any comments regarding this report should be submitted to Corrina Giles, Town Clerk, [townclerk@thebluemountains.ca](mailto:townclerk@thebluemountains.ca).

**The** topic of this Staff Report will be the subject of a Public Meeting and/or a Public Information Centre in accordance with the following schedule:

- (Date) Committee of the Whole – Initial staff report (staff report number and title) with recommendation to proceed to public consultation;
- (Date) Council – recommendation from Committee of the Whole considered by Council
- (Date) Public Meeting Notice posted [usually the day after Council confirms direction];

- (Date(s)) Public Meeting advertised in the Collingwood Connection;
- (Date) Public Meeting
- (Date) Committee of the Whole – Followup report to the Public Meeting, attaching comments received in response to the Public Meeting;
- (Date) 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. Attachment 1
2. Attachment 2

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