



Staff Report

Administration – Town Clerk

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: October 27, 2025
Report Number: ADM.25.061
Title: Review of Procedural By-law
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report ADM.25.061, entitled “Review of Procedural By-law;”

AND THAT Council provide further direction to staff regarding updates to the Procedural Bylaw as requested in the within staff report.

B. Overview

This report provides a summary of the more substantive proposed changes to the Procedural Bylaw and seeks Council direction for items to be included in the revised Procedural Bylaw. Following receipt of the Council direction, staff will revise the draft Procedural Bylaw and will provide Council with an updated draft Procedural Bylaw for review, prior to proceeding to a Public Meeting to receive public comments.

C. Background

The Town’s Procedural Bylaw 2023-62, was reviewed and revised on September 18, 2023, in the first year of the current term of Council.

This report provides a summary of the input received from the Accountability & Transparency Committee, Council members, together with “housekeeping” updates to be considered in the revised Procedural Bylaw. At this time, staff are seeking direction from Council regarding the recommended updates, following which, an updated draft Procedural Bylaw will be provided to Council for consideration, in advance of the scheduling of the Public Meeting to receive comments from the Public. Staff confirm that, as required by the Town’s “Provision of Notice and Manner of Providing Notice to the Public Policy, POL.COR.24.04” a Public Meeting is required when amendments to the Procedural Bylaw are considered.

D. Analysis

Included in the Public Engagement section of this report is the proposed timeline to enact a new procedural bylaw, ensuring that all notice provisions are considered.

The following is a list of suggested revisions received to date by the Clerk's Office. Staff are seeking Council direction regarding #1 and #2 listed below. Also listed is a summary of the more substantive updates to be included in the revised Procedural Bylaw.

1. Limit the number of meetings that a Council Member may attend electronically:
RESPONSE: The *Municipal Act* states that the Procedural Bylaw may provide that a member of Council, a local board or of a Committee of either them can participate electronically in an open and/or closed meeting, to the extent and in the manner set out in the Procedural Bylaw. At this time, staff do not recommend placing a limit on the number of meetings that a member may attend electronically as to date, electronic participation has not been problematic. Staff confirm that providing Council with the ability to attend electronically has allowed Council Members to attend meetings when they were out of the area or may have been slightly unwell to physically attend the meeting, but well enough to participate electronically. Allowing members to attend electronically has aided in achieving quorum to allow meetings to proceed and allowed members to participate in meetings when they were unable to attend in person.

The Procedural Bylaw will be reviewed in the first year of the new term of Council, and staff recommend that at that time, the new Council can consider whether to allow and/or limit electronic participation.

2. Request that Committee of Council Meetings be held in person, rather than virtual
RESPONSE: Staff seek direction from Council regarding this request as the Terms of Reference for Committees of Council note that the Committees will meet virtually. Staff recommend that the Committees of Council remain virtual for the balance of this term of Council, and that following the 2026 municipal election that the new Council provide direction regarding Committees of Council.
3. Include detail regarding the Strong Mayor Powers provided to the Mayor under the Act, including budget, veto powers, committee appointments.
4. The Chair must attend in person at a meeting unless the meeting is fully electronic. When a Chair is attending virtually, they will be required to pass the Chair to another Council member that is attending the meeting in person.
5. Public Comment Period. Clarity on the parameters of Public Comments in Council and Committee of the Whole, specifically as it relates to comments in response to Planning Act matters. Comments regarding Planning Act applications should be made at the required statutory public meeting, if applicable, or made in **writing** to the Clerk, in accordance with the Notice of Public Meeting.
6. Updates to existing Definitions and added Definitions for extra clarification.
7. Clarity on when a Motion can be withdrawn

8. Deputations – Update–
 - a. Limits on the number of times a member of the public can appear as a deputation on the same topic, within a specific period of time.
 - b. Deputations from the same organization shall be limited to one deputation per Agenda
 - c. Allow Deputations regarding matters that are not in response to matters on an Council or Committee of the Whole Agenda, on the “Council, Public Meeting” Agenda.
 - d. Allow for Deputations to be organized for Public Meetings.
 - e. Deputations made at a Committee or Committee of the Whole level may not be made again to Council without prior approval of the Mayor and Chief Administrative Officer.
 - f. Deputations may be denied where it is determined by the Mayor and Chief Administrative Officer that the subject matter is unduly repetitive.

9. Notices of Motions or Deputations: should only be in relation to matters that the Town has control or jurisdiction over.

10. Frequency of Meetings:

RESPONSE: Below, staff have provided a summary of the number of meetings from the last seven years for consideration. The 2025 meetings listed below include the regularly scheduled meetings to the end of 2025, and the Special Meetings or Council/COW scheduled to date.

Staff do not recommend changing the current Council/Committee of the Whole meeting cycle at this time as 2026 is an election year. Following the November Inaugural Meeting of the 2026 to 2030 Term of Council, the new Council may direct that all aspects of the Procedural Bylaw be revised, including meeting cycle, meeting time, etc.

Year	Council	Special Council	Committee of the Whole	Special Committee of the Whole	Council, Public Meetings	TOTAL
2019	15	24	15	13	n/a	67
2020	22	16	20	15	n/a	73
2021	24	13	20	14	n/a	71
2022	20	15	15	8	13	71
2023	14	25	30	4	12	85
2024	15	21	30	6	13	85
2025 (to date)	15	19 (Oct 16)	30	5 (Oct 16)	13	82

11. Improve Meeting Efficiency:

RESPONSE:

- i. Enforcement of Robert's Rules of Order, a motion must first be moved and seconded before discussion and consideration of a matter. Any amendment to the motion would be considered by way of a motion to amend the main motion
- ii. No member may:
 - a. Speak to a matter more than once unless, with leave of the chair, in explanation of a material portion of the remarks which may have been misunderstood
 - b. Speak to a matter for more than ten minutes
 - c. Speak on any subject other than the subject under consideration

12. Clarification of the Motion to Reconsider a Council Resolution

RESPONSE: Include detail on when a Reconsideration is appropriate and the process for Council to consider a Motion to Reconsider.

13. Include Discussion Points in Meeting Minutes:

RESPONSE: Staff do not recommend including a narrative or discussion points in Council or Committee minutes. The *Municipal Act* (section 228(1)(a)) states that a municipality shall appoint a clerk whose duty it is to record without note or comment, all resolutions, decisions and other proceedings of the council. Staff confirm that as is required, the Council Public Meeting minutes include the details of the comments received.

14. Lobbyist Registry Reference:

RESPONSE: The Procedural Bylaw governs the calling, place and proceedings of meetings. The Lobbyist Registry is a separate bylaw that governs lobbyists and is not required to be referenced in the Procedural Bylaw.

15. Committee of Council Meetings – staff members shall have their camera on during the meeting.

16. Inclusion of a Consent Agenda at Committee of the Whole Meetings:

RESPONSE: A portion of the Committee of the Whole Agenda, entitled "Consent Agenda" would include items (staff reports, correspondence, Mayoral Directions) that are for information purposes only. All items listed on the consent agenda will be the subject of one motion unless a member requests that any item listed in the consent agenda be pulled and voted on separately.

E. Strategic Priorities

Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

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

Council Members

Accountability and Transparency Committee

Adam Smith, Chief Administrative Officer

I. Public Engagement

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

- October 27, 2025 Committee of the Whole – Initial staff report “ADM.25.061 Review of Procedural Bylaw”
- November 10, 2025 Council – recommendation from Committee of the Whole considered by Council
- December 8, 2025 Committee of the Whole – Followup staff report attaching updated draft Procedural Bylaw for Council review in advance of proceeding to the Public Meeting.
- December 15, 2025 Council – recommendation from Committee of the Whole considered by Council. If passed by Council, the Public Meeting Notice will be posted and advertised.
- January 27, 2026 Public Meeting
- February 2, 2026 or February 23, 2026 Committee of the Whole – Followup report to the Public Meeting, attaching comments received in response to the Public Meeting.
- March 9 or 20, 2026 Council – recommendation from Committee of the Whole considered by Council, and enactment of Procedural By-law.

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

J. Attached

1. Consolidated Procedural Bylaw 2023-62, as amended.

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:

Corrina Giles, Town Clerk

townclerk@thebluemoountains.ca

519-599-3131 extension 232

Report Approval Details

Document Title:	ADM.25.061 Review of Procedural By-law.docx
Attachments:	- Att 1 - Office Consolidated Procedural By-law 2023-62.pdf
Final Approval Date:	Oct 19, 2025

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

Adam Smith - Oct 19, 2025 - 9:31 PM