



Staff Report

Administration – Town Clerk

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: April 27, 2026
Report Number: ADM.26.001
Title: Procedural By-law – Request to Proceed to Public Meeting
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receives Staff Report ADM.26.001, entitled “Procedural By-law – Request to Proceed to Public Meeting;”

AND THAT Council reviews the draft Procedural Bylaw as attached to the within staff report, and provides direction to staff to proceed to a Public Meeting in accordance with the timelines set out to receive comments on the draft Procedural Bylaw.

B. Overview

This report is further to staff report [ADM.25.061 Review of Procedural Bylaw](#) considered at the October 27, 2025 Committee of the Whole meeting, where staff sought direction regarding changes to the Procedural Bylaw. This report provides the draft revised Procedural Bylaw, for Council review in advance of proceeding to the Public Meeting.

C. Background

At the November 10, 2025 Council Meeting, Council provided the following direction:

B.4.6 Review of Procedural By-law, ADM.25.061

Moved by: Councillor Porter
Seconded by: Councillor Hope

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, as follows:

1. Council Member Electronic Attendance: Limit to 20 Per Year (including regular and special meetings)

Yay (7): Mayor Matrosovs, Deputy Mayor Bordignon, Councillor Ardiel, Councillor Hope, Councillor Maxwell, Councillor McKinlay, and Councillor Porter

The motion is Carried (7 to 0)

The attached draft revised Procedural Bylaw has been updated to include provision for the direction above, together with the suggested revisions noted in staff report ADM.25.061.

D. Analysis

The draft Procedural Bylaw includes provisions regarding the recent changes to Part VI.1 of the *Municipal Act*, as it relates to the Special Powers and Duties of the Head of Council (Strong Mayor Powers). The timelines have been clearly laid out as it relates to the Mayor's authority and the timelines associated with Mayoral Decisions, and the ability and requirements for Council to "veto".

The "Council, Public Meeting" meeting will include the option to include Deputations and Presentations that are not tied to a report on an Agenda. Decisions will not be made in response to the deputation or presentation. Council may direct staff to provide a staff report in response to the deputation or presentation to a future meeting.

A new Consent Agenda item has been included in the Council Agenda for Information Reports that will provide information or responds to questions raised through a previous correspondence, deputation or a staff report. With the adoption of the Consent Agenda, Council has received the Information Staff Report(s). Council has the option to pull the Information Staff Report for further discussion on the matter.

The parameters of the Public Comment Period have been revised to limit each person to one Public Comment per meeting. A person that has appeared as a Deputation, shall not also provide Public Comments on the same matter, at the same Meeting.

The draft Procedural Bylaw includes a number of housekeeping updates to the Bylaw, the inclusion of a Table of Contents, additional definitions, clarification regarding motions to reconsider/rescind, and points of order.

Staff recommend that the attached draft Procedural Bylaw proceed to a Public Meeting to receive comments from the public, following which a further staff report will be provided to Council summarizing the comments received and providing a recommendation to Council, for consideration.

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
- April 27, 2026 Committee of the Whole – Followup staff report attaching updated draft Procedural Bylaw for Council review in advance of proceeding to the Public Meeting.
- May 11, 2026 Council – recommendation from Committee of the Whole considered by Council. If passed by Council, the Public Meeting Notice will be posted and advertised.
- June 2, 2026 Public Meeting
- June 8, 2026 or June 29, 2026 Committee of the Whole – Followup report to the Public Meeting, attaching comments received in response to the Public Meeting.
- June 22, 2026 or July 13, 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. Procedural Bylaw 2023-62 (Consolidated Version)
2. Draft Procedural Bylaw

Respectfully submitted,
Corrina Giles
Town Clerk

For more information, please contact:
Corrina Giles, Town Clerk
townclerk@thebluemountains.ca
519-599-3131 extension 232

Report Approval Details

Document Title:	ADM.26.001 Procedural Bylaw - Request to Proceed to Public Meeting.docx
Attachments:	- Att 1 Office Consolidated Procedural By-law 2023-62.pdf - Att 2 DRAFT Procedural By-law .pdf
Final Approval Date:	Apr 20, 2026

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

Adam Smith - Apr 20, 2026 - 4:04 PM