



Staff Report

Administration – Town Clerk

Report To: Committee of the Whole
Meeting Date: June 29, 2021
Report Number: FAF.21.103
Title: Procedural By-law Review and Update
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.21.103, entitled “Procedural By-law Review and Update”;

AND THAT Council direct staff to schedule a Public Meeting as recommended in Staff Report FAF.21.103 to receive comments on the proposed changes to the Procedural By-law.

B. Overview

This report provides an overview of the staff recommended revisions to the Procedural By-law, and requests input from Council on suggested revisions before proceeding to a Public Meeting to receive comments from the public.

C. Background

The Town’s Procedural By-law 2019-56 has been revised a number of times since its enactment to effect changes as directed by Council, changes as required by legislation, and to react to the requirements of virtual meetings due to the COVID-19 pandemic.

D. Analysis

Attachment 1 to this staff report is the Office Consolidation of the Town’s current Procedural By-law 2019-56, for reference. Staff are proposing that the current Procedural By-law be repealed and replaced with a new Procedural By-law that will correct minor housekeeping items, and will consider revisions as recommended by Council and staff.

Attachment 2 is a draft Procedural By-law that includes changes to the current Procedural By-law as recommended by staff. A summary of the proposed changes is listed below with reference to the paragraph number in the draft Procedural By-law for ease of reference:

1. Including a definition of “Personal Information” (1.13)

2. Including a new “Public Meetings, Committee of the Whole” meeting type. These meetings will be scheduled monthly, on a Monday, commencing at 1:00 pm for the sole purpose of scheduling Public Meetings. Additional meetings will be scheduled, if required. (3.3)
3. Further to the implementation of a “Public Meetings, Committee of the Whole” meeting as noted above, the Public Meeting portion of the Council Meeting will be removed
4. Revise the previous “deemed adjournment” to limit the length of a meeting to seven hours, from the previous 11:00 pm adjournment (4.7)
5. Traditional Territory Acknowledgement and Moment of Reflection is combined (9.1, 9.2, 9.3)
6. Council correspondence is moved to the Consent Agenda (9.2.A.6)
7. The Mayor shall chair the “Public Meetings, Committee of the Whole” (14.2)
8. Removal of the Consent Agenda from the Committee of the Whole Agenda

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

Staff time to prepare the staff report, draft the by-law, and schedule the public meeting.

H. In Consultation With

Senior Management Team

I. Public Engagement

With Council direction, the topic of this Staff Report will be the subject of a Public Meeting in accordance with the following schedule:

- June 29, 2021 Committee of the Whole – Initial staff report
- July 12, 2021 Council – recommendation from Committee of the Whole considered by Council
- July 13, 2021 Public Meeting Notice posted to the Town website;
- July 22, 2021 Public Meeting advertised in the Collingwood Connection;
- August 9, 2021 Public Meeting
- September 21, 2021 Committee of the Whole – Followup report to the Public Meeting, attaching comments received in response to the Public Meeting, and a new draft Procedural By-law for review;
- October 4, 2021 Council – recommendation from Committee of the Whole considered by Council, and enactment of new Procedural By-law

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

J. Attached

1. Attachment 1, Procedural By-law 2019-56, Office Consolidation
2. Attachment 2, draft Procedural By-law

Respectfully submitted,

Corrina Giles
Town Clerk

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
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Report Approval Details

Document Title:	FAF.21.103 Procedural By-law Review and Update.docx
Attachments:	- Att 1 Office Consolidated Procedural By-law 2019-56 .pdf - Att 2 Draft Procedural By-law.docx
Final Approval Date:	Jun 16, 2021

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

Shawn Everitt - Jun 16, 2021 - 7:44 AM