



STAFF REPORT

Board Meeting

MEETING DATE: 6 January 2022

REPORT: C.2 Meeting Procedures Policy

AUTHOR: Jennifer Bisley, Executive Director

A. Recommendation

THAT The Blue Mountains Attainable Housing Corporation receive Item C.2 Meeting Procedures Policy for information.

AND THAT The Blue Mountains Attainable Housing Corporation provide direction to staff in drafting a final Meeting Procedures policy for Board approval.

B. Background

On May 21, 2019, the Board received [Staff Report FAF.19.064 Attainable Housing Corporation Meeting Structure](#), in consideration of varying the meeting structure to allow for public participation and input.

The Board endorsed the second option, to change its meeting by-laws, policies, and procedures to include aspects of the [Town's Procedural By-law](#), with public notification and posting of meeting materials, acknowledging that the Corporation is a separate legal entity wholly owned and controlled by the Town, and that the *Municipal Act*, 2001 and the Town's Procedural By-law do not apply to Corporation proceedings.

[Bylaw-3](#), approved at the [May 12, 2021 Special Members Meeting](#), is the corporate bylaw that relates generally to the conduct of the affairs of the corporation including sections 13-17 under the heading of "Meetings of Directors".

On November 4, 2021, Board meeting agenda item C4 Meeting Format and Recordings was deferred to the January 2022 Board meeting.

C. Analysis

The Executive Director conducted a review of prior reports, current bylaws, policies, and practices related to meeting procedures. The Executive Director will lead the Board in a discussion to explore whether changes are needed to current practice in order to strike a balance between allowing for public participation and input and ensuring the Board can effectively engage and conduct business. The feedback will be used in drafting a final Meeting Procedures policy for Board approval.

D. Financial Impact

None