



Accountability and Transparency Committee

TERMS OF REFERENCE

1. PURPOSE

The Accountability and Transparency Committee is endorsed by Council for the purposes of growing trust in all aspects of the decision making of the Town in order to enhance the well-being of all residents and those who visit.

2. MANDATE

The Mandate of the Accountability and Transparency Committee is to create and implement a plan to grow trust between the community and the Town, by reviewing, modernizing, and designing the corporate strategic plan to create a responsive and democratic governance structure within the Town. This outcome will be achieved by recommending to Council to support the following actions:

- Recommending strategies that will ensure staff, Council, residents, stakeholders and visitors continue to be educated on all Town directions and activities, including a shared understanding and meaning about the Town's corporate strategic plan, while also building a culture of learning and providing evidence for change.
- Updating the "Accountability and Transparency of Town Actions to the Public Policy, POL.COR.07.01"
- Reviewing of the Staff Report template to ensure that corporate strategic objectives are aligned with the established policies of the Town, Grey County, the Province, and the Federal Government
- Decision making of staff and Council is supportive of the corporate strategic objectives
- Collaborating with Communications staff to ensure all elements of accountability and transparency are engrained into every Town communication vehicle including surveys.

- Reviewing and providing recommendations regarding the Code of Conduct
- Providing recommendations on the establishment of the Lobbyist Registry and its ongoing effectiveness
- Reviewing and, where appropriate making recommendations on any other matter that comes forward during Committee discussions through the lens of accountability and transparency or as requested by Council
- The mandate will be supported by measurable action items and timing
- Ongoing and continuous monitoring of accountability and transparency of trends and issues

3. MEMBERSHIP/VOTING

The Accountability and Transparency Committee will be comprised of three (3) representatives of Council along with up to two (2) members of the public, each with an 15-month term.

Composition is noted below:

Members:

- Three (3) Members of Council with one (1) member of Council being the Chair and one (1) the Vice Chair
- Two (2) Public voting Members appointed by Council

Non Voting Staff Resource(s):

- One (1) Lead Town Staff Resource (Town Clerk)
- One (1) additional Town Staff (Chief Administrative Officer)
- One (1) additional Staff Resource (Executive Assistant to Committees of Council) for Administrative duties, notetaking, and the scheduling of meetings.

Members will:

Members of the Committee are expected to know and abide by relevant conduct policies of the Town listed in this Terms of Reference. In addition, the following guidelines shall be understood by members of the Accountability and Transparency Committee:

- a) members shall not direct or release any messaging without the approval of the Committee;

- b) All members play an important and equal role in ensuring that a functional relationship with high integrity exists within the Accountability and Transparency Committee;
- c) Constructive and informative debate and opinion sharing can be a constructive part of the group decision-making process. However, when the debate becomes ongoing, inappropriate, unconstructive, or offensive, and before becoming a conflict, each member shares an equal responsibility and may need to intervene with an appropriate dispute resolution mechanism.

It is the responsibility of the member to declare any affiliations and/or inclusion on the Town's Lobbyist Registry to the Town Clerk as soon as possible in writing.

4. QUORUM

An Committee is required to follow the Town's Procedural By law, therefore there are requirements relating to Quorum as per the standards of the *Municipal Act, 2001*. A meeting of the Committee shall have at least three (3) of the Committee members and shall include at least one (1) member of Council that is the Chair or Vice Chair, one (1) member of the public, one (1) member of Town staff and one (1) staff resource for notetaking for the Committee present.

5. REMUNERATION

No compensation shall be provided to non-Town staff members members of the Committee for their participation.

6. MEETINGS

The Committee will meet up to nine (9) times in a calendar year. The Term of the Committee will end six (6) months prior to the Election. Meetings shall have a duration of no longer than two (2) hours in length.

Formal minutes will be taken through the staff resources provided by the Town. Notes taken will be in the form of action items that highlight agreed upon next steps and identify those individuals who are responsible for the completion of specific tasks.

If the Committee believes that the continuation of the Committee is necessary, Town staff may provide a recommendation, via a formal staff report to Council, to request an extension. Rationale and justification for the continuation shall be provided for Council consideration that clearly demonstrates that the original scope and focus have been maintained by the Committee and that it can be demonstrated that additional time is needed to complete the work.

7. AGENDA, MINUTES & PROCEDURE

Agenda items will be set through the Chair of the Accountability and Transparency Committee.

8. RELATED POLICIES & TRAINING REQUIREMENTS

POL.COR.07.07 Code of Conduct for Members of Council

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)

NOTE: This Committee requires an application form that would incorporate an interview process, with the Committee.