



# Staff Report

## Administration – Chief Administrative Officer

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**Report To:** COW-Finance, Admin, Fire, Legal, Community Services  
**Meeting Date:** February 27, 2023  
**Report Number:** FAF.23.020  
**Title:** Options for Establishing a Transparency and Accountability Committee or Task Force for 2022-2026 Term of Council  
**Prepared by:** Shawn Everitt, Chief Administrative Officer

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### A. Recommendations

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THAT Council receive Staff Report FAF.23.020, entitled “Options for Establishing a Transparency and Accountability Committee or Task Force for 2022-2026 Term of Council”;

AND THAT Council establish a working group of Council members to consider options for the establishment of a Transparency and Accountability Committee for the 2022-2026 Term of Council by appointing \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as the working group members;

AND THAT Council endorse the Clerk’s Division being the lead staff resource available to the working group.

### B. Overview

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The purpose of this report is to provide Council with options for the preferred next steps in the development of a Transparency and Accountability Committee or Task Force.

### C. Background

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[Staff Report FAF.23.007](#) brought forward options for Council to consider regarding how to proceed with the establishment of Committees for this Term of Council. Through the discussion, Council identified the desire to establish a Transparency and Accountability Committee during this Term of Council.

While developing this report and considering the Terms of Reference for this Committee, staff considered how best to move this potential Committee forward. With the benefit of learning more about this Council through the numerous discussions and dialogue thus far, staff believe a preferred option would be to create a working group of Council members to advise Council on the structure and Terms of Reference for this Committee. The maximum number of Council members in the working group would be three (3) to ensure a quorum of Council is not achieved. Staff suggest that the working group would work collaboratively with the Clerk’s

Division and focus its activity on determining the Committee structure and drafting a Terms of Reference to be brought to Council for endorsement.

## **D. Analysis**

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Staff suggest that a working group of Council members be established that is comprised of three (3) Council members that will work directly with the Town Clerk as the lead staff resource. Communications staff resources would also be made available to the working group as needed.

Staff consulted with the Town's Integrity Commissioner, Ms. Suzanne Craig, while drafting this report. Ms. Craig suggested that it may be beneficial to reach out to the City of Vaughan and consider their recent Terms of Reference as a reference document. The City Clerk for the City of Vaughan provided CAO Everitt with the 2019 Effective Government Oversight Task Force Terms of Reference which has been included in Attachment 1 of this report.

Staff believe there is a close connection between a Transparency and Accountability Committee and the development of the proposed Lobbyist Registry Program that the Town Clerk will lead. In addition, similar to the City of Vaughan Terms of Reference, the Office of the City Clerk is the lead staff resource along with identifying Communications staff as supporting staff resources.

Staff suggest that there is benefit to establishing a working group of Council members to develop the initial Terms of Reference to ensure that Council's preferred Committee structure, composition, mandate, and strategic communication plan can be implemented to ensure the Committee's success.

However, Council may choose to establish the Committee without establishing a working group, and have the Committee's initial mandate be to create a draft Terms of Reference. If this is the direction chosen, staff have provided the following motion for consideration:

AND THAT Council establish a Transparency and Accountability Advisory Committee for the 2022 – 2026 Term of Council and does appoint \_\_\_\_\_, and \_\_\_\_\_ as Committee members with one of these members being appointed as Committee Chair at a future date.

## **E. Strategic Priorities**

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### **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.

## **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

## **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **F. Environmental Impacts**

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None.

## **G. Financial Impacts**

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Staff time to provide the necessary resources.

## **H. In Consultation With**

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Senior Management Team

Corrina Giles, Town Clerk

Ms. Suzanne Craig, Town's Integrity Commissioner

City of Vaughan

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, Chief Administrative Officer [cao@thebluemountains.ca](mailto:cao@thebluemountains.ca).

## **J. Attached**

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1. City of Vaughan's Effective Government Oversight Task Force Terms of Reference

Respectfully submitted,

Shawn Everitt  
Chief Administrative Officer

For more information, please contact:  
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### Report Approval Details

Document Title:	FAF.23.020 Options for Establishing a Transparency and Accountability Committee or Task Force for 2022-2026 Term of Council.docx
Attachments:	- Attachment-1-City-of-Vaughans-Effective-Government-Oversight-Task-Force-Terms-of-Reference.pdf
Final Approval Date:	Feb 7, 2023

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

**Shawn Everitt - Feb 7, 2023 - 7:46 PM**