



# Staff Report

## Administration – Chief Administrative Officer

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**Report To:** COW-Finance, Admin, Fire, Community Services  
**Meeting Date:** October 16, 2023  
**Report Number:** FAF.23.115  
**Title:** Proposed Accountability and Transparency Committee Terms of Reference  
**Prepared by:** Shawn Everitt, Chief Administrative Officer

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### A. Recommendations

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THAT Council receive Staff Report FAF.23.115, entitled “Proposed Accountability and Transparency Committee Terms of Reference”;

AND THAT Council approve the Accountability and Transparency Terms of Reference as presented in this report;

AND THAT Council appoint \_\_\_\_\_ as the Chair of the Accountability and Transparency Committee, \_\_\_\_\_ as the Vice Chair of the Accountability and Transparency Committee, \_\_\_\_\_ as member(s) of the Accountability and Transparency Committee;

AND THAT Council direct staff to advertise for two (2) members of the public to be considered by Council for appointment to the Accountability and Transparency Committee as outlined in the Terms of Reference.

### B. Overview

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This report requests Council consideration of the draft Accountability and Transparency Committee Terms of Reference developed by the Accountability and Transparency Working Group as well as the appointment of Committee members.

### C. Background

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During the Council discussion regarding establishing Committees of Council, Council provided staff with direction to consider establishing an Accountability and Transparency Committee for the 2022-2026 Term of Council.

As a result of this direction, staff brought forward [Staff Report FAF.23.020](#) entitled “Options for Establishing a Transparency and Accountability Committee or Task Force for 2022-2026 Term of Council” to the February 27, 2023 Committee of the Whole Meeting.

Council, by way of the following Council Resolution, created an Accountability and Transparency Working Group and tasked it with drafting a Transparency and Accountability Committee Terms of Reference for Council consideration.

Moved by: Mayor Matrosovs

Seconded by: Councillor McKinlay

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 Councillor Porter, Councillor Hope and Councillor Ardiel as the working group members;

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

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

To date, the Accountability and Transparency Working Group has met three (3) times.

## D. Analysis

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Staff have drafted this report on behalf of the Accountability and Transparency Working Group, however, members of the Working Group will be available to provide additional insight during the presentation of this report.

### Mandate

The mandate of this proposed Advisory Committee of Council 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.”**

The mandate also identifies eleven (11) key elements for Council to consider further through this report.

### Composition and Term

The proposed Accountability and Transparency Advisory Committee will be comprised of representatives of Council along with up to two (2) members of the public, each with an 18-month term.

Composition is proposed as follows;

- 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
- 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.

### **Application Process**

It is being suggested that an application form be incorporated for members of the public who are interested in applying for this Advisory Committee and the application process would include a formal interview process with the Advisory Committee prior to the Advisory Committee making its recommendations to Council as to the preferred applicants.

## **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.

## **F. Environmental Impacts**

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None.

## **G. Financial Impacts**

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Costs regarding advertising for public membership for this Committee will be determined by Communications staff when an alternate advertising newspaper publication is secured.

## **H. In Consultation With**

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Corrina Giles, Town Clerk

Carrie Fairley, Executive Assistant to Committees of Council

Accountability and Transparency Working Group

## 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. Draft Accountability and Transparency Committee 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.23.115 Proposed Accountability and Transparency Committee Terms of Reference.docx
Attachments:	- Attachment-1-Draft-Accountability-and-Transparency-Committee-Terms-of-Reference.pdf
Final Approval Date:	Oct 3, 2023

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

**Shawn Everitt - Oct 3, 2023 - 7:40 PM**