



Minutes

The Blue Mountains, Accountability and Transparency Committee

Date: Thursday, April 11, 2024
Time: 9:30 a.m.
Location: Virtual Meeting, Teams
Prepared By:
Carrie Fairley, Executive Assistant Committees of Council

Members Present: June Porter, Paula Hope, Gail Ardiel, Robert Turner
Members Absent: Connie Craddock
Staff Present: Corrina Giles, Town Clerk

A. Call to Order

A.1 Traditional Territory Acknowledgement and Moment of Reflection

We would like to begin our meeting by recognizing the First Nations, Metis, and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

A.2 Committee Member Attendance

All members of the Committee were present, virtually, save and except for Connie Craddock, who sent her regrets.

A.3 Approval of Agenda

Moved By: Gail Ardiel
Seconded By: Paula Hope

THAT the Agenda of April 11, 2024, be approved as circulated, including an addition at agenda item D.1.1.

Yay (4): June Porter, Paula Hope, Gail Ardiel, and Robert Turner

Absent (1): Connie Craddock

The motion is Carried (4 to 0)

A.4 Declaration of Pecuniary Interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2023-62, Council or Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None.

A.5 Previous Minutes

Moved By: Robert Turner

Seconded By: Paula Hope

THAT the Accountability and Transparency Committee minutes of March 4, 2024, be adopted as circulated, including any revisions to be made.

Yay (4): June Porter, Paula Hope, Gail Ardiel, and Robert Turner

Absent (1): Connie Craddock

The motion is Carried (4 to 0)

B. Staff Reports and Deputation

None

C. Public Comment Period

None

D. Matters for Discussion

D.1 Amendment to the Accountability and Transparency Committee Terms of Reference

The Committee discussed the mandate as noted in the approved Terms of Reference. The Members provided feedback regarding bullet points one and three of the mandate. Specifically, the Committee Members noted that “educating” as noted in the first bullet point is an action word that the Committee felt should not be in the purview of the Committee. The Committee Members suggested it would be more appropriate for this Committee to provide support and recommend strategies to assist with the education of the Town’s activities, directions, and strategic plan.

The Committee discussed the best way to bring forward the suggested revisions to Council for their consideration.

Moved By: Paula Hope

Seconded By: Robert Turner

That the Accountability and Transparency Committee direct the Chair to request Council consider the following change to the Terms of Reference, Mandate’s bullet points one and three to be combined by means of the following wording: *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.

Yay (4): June Porter, Paula Hope, Gail Ardiel, and Robert Turner

Absent (1): Connie Craddock

The motion is Carried (4 to 0)

***D.1.1 Strategic Plan**

Councillor Ardiel began the discussion regarding the strategic plan noting that she had mentioned the topic at a past COW meeting. Councillor Ardiel spoke regarding the importance of the strategic plan and noted staff have been busy and have not provided regular reporting. Chair Porter noted that the CAO is bringing forward an update on the strategic plan before the summer and confirmed that the new strategy plan was scheduled for the 2025 workplan. Member Turner respectfully suggested that the current strategic plan, the four priorities and objectives seem to be is daunting and in that a number of the bullets are not able to be measured clearly.

The Committee discussed the focus moving forward and Member Turner suggested as a committee it would be beneficial if we are able to understand the status of the outcomes in the current strategic plan. Our focus as a committee needs to be future orientated. As such, it would be beneficial if the Committee could understand the process to be used for the creation of the going forward strategic plan and that to the extent possible, it could participate in the RFP process.

Member Hope noted that Saugeen Shores' Strategic Plan has percentages showing the progress on their priorities and objectives and Member Hope suggested that be implemented into the Town's strategic plan. Member Hope noted that staff have identified that work will begin on the strategic plan update soon and trying to push the start of the strategic plan review now, may not be feasible with staffs' current workload.

Town Clerk, Corrina noted that there are other actions that the Committee can move forward with to meet the mandate of this Committee. Corrina further noted that Council has provided this Committee direction to work on the Lobbyist Registry and suggested that would be a good place for the Committee to start.

Chair Porter supported the completion of the Lobbyist Registry currently in progress and could be completed in the very near future and would be a better use of the Committee's time right now.

The committee explored options for expediting the CAO's Strategic Plan update and given the process, it may not advance it much before the anticipated timeframe. The Town Clerk advised that Council at the time of receiving the updated Strategic Plan may advance the current timing of the review of the Strategy Plan in 2025.

D.2 Development of a work plan for the Accountability and Transparency Committee

The Committee discussed the work plan for this committee identifying scope of work and associated timelines. The items identified the committee will work on are:

- Updating Accountability and Transparency Policy
- The Lobbyist Registry
- Communications
- Code of Conduct
- Staff Report Template
- Strategic Plan: Modify template to include recommending
Staff modify the Staff Report template to include a section outlining impacts of recommendations
- Report template Update

The Committee discussed having a column in the workplan that notes the percentage of work complete. Chair Porter noted that she will ensure there is a column for percentages.

The Committee discussed having a standing agenda item for the Work Plan and ensuring it is updated after each meeting, to reflect the work completed. Executive Assistant Carrie Fairley noted that it will be on the next agenda as will the Work Plan.

Moved By: Paula Hope

Seconded By: Robert Turner

THAT the Accountability and Transparency Committee accepts the Work Plan of the Accountability and Transparency Committee dated April 11, 2024, as revised.

Yay (4): June Porter, Paula Hope, Gail Ardiel, and Robert Turner

Absent (1): Connie Craddock

The motion is Carried (4 to 0)

D.3 Communications Department to attend a future Accountability and Transparency Committee

Chair Porter spoke to Council's approval to have the Communications Department attend a future meeting. Which lead into discussion about when it would be best to have Tim Hendry, Manager of Communications and Economic Development attend a committee meeting.

The Committee noted that it might be best to have Tim attend when the committee meets in person.

D.4 Review of Corporate Policy POL.COR.07.01 Accountability and Transparency of Town Actions to the Public

The Committee discussed the Accountability and Transparency policies received from other municipalities noting that a review of those has not been completed yet. The Committee discussed reviewing the definitions in these various policies in key. They further discussed reviewing the best practices and ensuring the revised policy of the Town notes any strategies to educate the public, including how they can participate.

The Town Clerk noted that she had reviewed the policies received and has highlighted a couple that she felt would be helpful to the Committee. Chair Porter noted she also has reviewed all the policies received and she requested that the Committee review and identify definitions, or statements that they feel should be incorporated into the Town's updated policy. Chair Porter noted that she would provide the Committee with a template to organize their recommendations. The Committee discussed and agreed that before the next meeting the Committee review the following policies:

- Town of Ajax
- Bracebridge
- Huron County
- Kitchener
- Oakville
- City of Peterborough
- Port Hope
- Prince Edward County
- Severn
- Trent Lakes
- Whitestone

The Town Clerk noted if direction is provided to her on what the Committee would like to see in the policy, she will draft a policy to bring forward to a future meeting.

Moved By: Robert Turner

Seconded By: Gail Ardiel

THAT the Accountability and Transparency Committee requests Executive Assistant Carrie Fairley to provide the municipal policies received and format to the Committee for review as soon as possible.

AND THAT the Committee Members provide their comments regarding the policies received to Executive Assistant Carrie Fairley, by 9:00 a.m. on April 24, 2024, to be available for discussion at the May 9, 2024, Accountability and Transparency Committee Meeting.

Yay (4): June Porter, Paula Hope, Gail Ardiel, and Robert Turner

Absent (1): Connie Craddock

The motion is Carried (4 to 0)

D.5 Meeting Formats

Chair Porter noted Council's support was received from Council to hold a Special in-person meeting.

The Committee discussed when the best time to hold an in-person meeting would be. The Committee suggested that since Member Craddock is absent from this meeting that the June meeting may be more appropriate and if that date did not work for Member Craddock, another date will be chosen that works for all members.

Moved By: Paula Hope

Seconded By: Robert Turner

THAT the Accountability and Transparency Committee would like to hold the June 13, 2024, Accountability and Transparency Committee meeting in-person, at Council Chambers, providing all Members and Staff are available on this date.

Yay (4): June Porter, Paula Hope, Gail Ardiel, and Robert Turner

Absent (1): Connie Craddock

The motion is Carried (4 to 0)

E. Correspondence

None

F. New and Unfinished Business

F.1 Additions to Agenda

*Noted at Agenda Item D.1.1.

F.2 Items Identified for Discussion at the Next Meeting

None

G. Notice of Meeting Dates

Accountability and Transparency Committee, May 9, 2024, Virtual

Accountability and Transparency Committee, June 13, 2024, Virtual

H. Adjournment

Moved By: Gail Ardiel

Seconded By: Paula Hope

THAT this Accountability and Transparency Committee Meeting does now adjourn at 11:26 a.m. to meet again May 9, 2024, Virtually, or at the call of the Chair.

Yay (4): June Porter, Paula Hope, Gail Ardiel, and Robert Turner

Absent (1): Connie Craddock

The motion is Carried (4 to 0)