



Staff Report

Administration – Town Clerk

Report To: COW_Finance_Admin_Fire_Community_Services
Meeting Date: June 10, 2024
Report Number: FAF.24.075
Title: Update to the “Accountability and Transparency of Town Actions to the Public Policy, POL.COR.07.01”
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.24.075 entitled “Update to the Accountability and Transparency of Town Actions to the Public Policy, POL.COR.07.01;”

AND THAT Council direct staff to schedule a Public Meeting to receive comments on the draft corporate policy, “Accountability and Transparency of Town Actions to the Public Policy” as attached to this staff report.

B. Overview

This report seeks Council direction to proceed to a public meeting to receive comments on the attached draft policy “Accountability and Transparency of Town Actions to the Public Policy” that will, once enacted, repeal and replace the current policy.

C. Background

This current term of Council struck a new Committee of Council, being the “Accountability and Transparency Committee”. The Committee meets monthly, and to date, has met three times. Prior to the inception of the Committee, Council created a Terms of Reference for the Committee that set out their mandate. At its first Committee meeting, the Committee reviewed the Terms of Reference and requested that Council consider revising the Terms of Reference. Attachment 1 to this report is the revised Terms of Reference, as approved by Council at the May 13, 2024 Council Meeting.

Under section 270 of the *Municipal Act*, the municipality is required to enact the policies as listed below. This includes the adoption of a policy that sets out the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public:

Adoption of policies

270 (1) A municipality shall adopt and maintain policies with respect to the following matters:

1. Its sale and other disposition of land.
2. Its hiring of employees.
- 2.1 The relationship between members of council and the officers and employees of the municipality.
3. Its procurement of goods and services.
4. The circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.
5. The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.
6. The delegation of its powers and duties.
7. The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.
8. Pregnancy leaves and parental leaves of members of council.

The Town's current "Accountability and Transparency of Town Actions to the Public Policy" as revised, was enacted in December, 2007.

In accordance with its Terms of Reference, the Committee was tasked with providing Council with recommended revisions to the current "Accountability and Transparency of Town Actions to the Public Policy".

D. Analysis

At the May 9, 2024 Accountability and Transparency Committee meeting, the Committee reviewed recently updated Accountability and Transparency Policies. Following this review, the Committee developed the attached draft policy and are recommending that Council direct staff to proceed to a Public Meeting to receive comments on the policy.

The attached draft policy is provided to Council for review and consideration. In accordance with the Town's "Provision of Notice and Manner of Providing Notice to the Public Policy, POL.COR.07.03", consulting with the public on the development of new or amending Council policies under the *Municipal Act* requires a public meeting to be scheduled to receive comments on the proposed new policy.

Following the Public Meeting, staff will provide Council with a staff report that summarizes the comments received and will provide a recommendation on the enactment of a new policy that will repeal and replace the current "Accountability and Transparency of Town Actions to the Public Policy enacted December 2007".

E. Strategic Priorities

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

None

G. Financial Impacts

The Town Clerk is the Lead Town Staff Resource for the Committee. The Town Clerk attends the Committee Meetings and provides support and recommendations to the Committee to aid in meeting the terms of their mandate. To date, through attendance at the Committee meetings, doing research and assisting in the development of a draft policy, approximately fourteen hours have been spent by the Clerk.

H. In Consultation With

Accountability and Transparency Committee

Senior Management Team

I. Public Engagement

The topic of this Staff Report will be the subject of a Public Meeting in accordance with the following schedule:

- June 10, 2024 Committee of the Whole – Initial staff report with recommendation to proceed to public consultation;

- June 17, 2024 Public Meeting Notice will be posted to the website posted before June 17, 2024 to provide 21 days notice;
- June 24, 2024 Council – recommendation from Committee of the Whole considered by Council
- July 9, 2024 Public Meeting
- August 26, 2024 Committee of the Whole – Followup report to the Public Meeting, attaching comments received in response to the Public Meeting;
- September 9, 2024 Council – recommendation from Committee of the Whole considered by Council, and related By-law, if any

Any comments regarding this report should be submitted to Corrina Giles, Town Clerk, townclerk@thebluemountains.ca.

J. Attached

1. Attachment 1 –Accountability and Transparency Committee Terms of Reference approved May 13, 2024
2. Attachment 2 – Accountability and Transparency of Town Actions to the Public Policy enacted December 2007
3. Attachment 3 – Draft Accountability and Transparency of Town Actions to the Public Policy

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:
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Report Approval Details

Document Title:	FAF.24.075 Update to the Accountability and Transparency of Town Actions to the Public Policy, POL.COR.07.01.docx
Attachments:	<ul style="list-style-type: none">- Amended Accountability and Transparency Committee Terms of Reference.pdf- POL-COR-07-01-Accountability-and-Transparency-of-Town-Action- to-the-Public.pdf- Draft Accountability and Transparency Policy as approved at Committee May 9, 2024.pdf
Final Approval Date:	Jun 4, 2024

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

Shawn Everitt - Jun 4, 2024 - 2:33 PM