



Staff Report

Administration – Town Clerk

Report To: COW_Finance_Admin_Fire_Community_Services
Meeting Date: August 26, 2024
Report Number: FAF.24.096
Title: Follow Up to Public Meeting Re: 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.24.096 entitled “Follow Up to Public Meeting Re: Update to Accountability and Transparency of Town Actions to the Public Policy, POL.COR.07.01;”

AND THAT Council approves the “Accountability and Transparency of Town Actions to the Public Policy” as attached to this staff report and directs staff to provide a By-law to Enact the Accountability Policy to the next Council Meeting, for enactment.

B. Overview

This report seeks Council direction to repeal and replace the current “Accountability and Transparency of Town Actions to the Public Policy, POL.COR.07.01” with a new updated Policy, as attached to this staff report.

C. Background

At the June 10, 2024 Committee of the Whole meeting, Council received staff report [“FAF.24.075 Update to Accountability and Transparency of Town Actions to the Public Policy, POL.COR.07.01”](#) and provided direction to staff to proceed to a Public Meeting to receive comments on the new draft policy as attached to staff report FAF.24.075.

D. Analysis

At the July 9, 2024 Public Meeting, Council sought comments from the public and in response, one verbal comment was received.

The Accountability and Transparency of Town Actions to the Public Policy is a guiding document, and in its “Procedures” section sets out the principles and practices with respect to financial matters, internal governance, public participation and information sharing. The guiding documents and practices are referenced in each of these sections and identifies how the Town will ensure it is accountable in its actions.

Regarding public engagement, staff confirm that public engagement with Council can be in many forms, including correspondence, deputation, public comment, or a comment made in response to a Public Meeting Notice at a Council Meeting. The formal ways in which a person may engage with the public are as referenced in the Procedural By-law. Information on how to address Council, is available on the Town's [Public Engagement Webpage](#), or through the Clerk's office.

In addition, the public also has the opportunity to contact Council members outside of the formal Council Meetings, to provide their concerns regarding a matter. Further to staff report [FAF.24.085 Informal Public Engagement Opportunities](#) included on the July 8, 2024 Committee of the Whole Agenda, the Communications Department have scheduled a Community BBQ with Council, and will schedule and promote the coffee/breakfast with Council events, commencing in September, 2024.

In response to the question regarding the percentage of time Council meetings are in open session and in closed session, staff confirm that all meeting minutes include the start time of meetings, the time that Council moved into and rose from closed session, and the adjournment time of the meeting. Minutes, once adopted by Council, are posted to the Town website.

Staff confirm that the Town is compliant with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA"). The Town's [Accessibility](#) webpage provides additional information on the Town's commitment to accessibility, including how a resident may request to receive information in a different format to meet their specific needs.

With respect to communications, the Town is guided by its [Communications Strategy 2021-2025](#) that sets out how all residents and stakeholders may receive communications from the Town and how residents may communicate with the Town.

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.

F. Environmental Impacts

None

G. Financial Impacts

To date, through attendance at the Accountability and Transparency Committee meetings, doing research and assisting in the development of a draft policy, attending the Public Meeting, and preparation of the within staff report and bylaw, approximately eighteen hours have been spent by the Town 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 of Town Actions to the Public Policy enacted December 2007
2. Attachment 2 – Draft Accountability and Transparency of Town Actions to the Public Policy
3. Attachment 3 – Draft Bylaw to enact a new Accountability and Transparency of Town Actions to the Public Policy

Respectfully submitted,

Corrina Giles
Town Clerk

For more information, please contact:
Corrina Giles, Town Clerk
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Report Approval Details

Document Title:	FAF.24.096 Follow Up to Public Meeting Re Proposed Changes to Accountability and Transparency Policy.docx
Attachments:	- Attachment 1 - POL-COR-07-01-Accountability-and-Transparency-of-Town-Action- to-the-Public.pdf - Attachment 2 - Draft Accountability and Transparency Policy as approved at Committee May 9, 2024.pdf - Attachment 3 - Accountability and Transparency By-law DRAFT.docx
Final Approval Date:	Jul 23, 2024

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

Shawn Everitt - Jul 23, 2024 - 3:51 PM