



Committee Report

The Blue Mountains

Accountability and Transparency Committee

Date: Thursday, September 11, 2025
Time: 9:30 a.m.
Location: Virtual Meeting, Teams
Prepared By:
Susan Cameron, Legislative Coordinator

Accountability and Transparency Committee Recommendations

Note: The following are recommendations from the Accountability and Transparency Committee to be considered for adoption by Council:

D. Matters for Discussion

D.1 Staff Council Relationship Policy Note: Verbal update only

THAT Council of the Town of the Blue Mountains receives for information, the following recommendation from the Accountability and Transparency Committee dated September 11, 2025:

THAT the Accountability and Transparency Committee receives for information the verbal update regarding the Staff Council Relationship Policy as provided by Town Clerk Corrina Giles **CARRIED**

D.2 Council Code of Conduct Note: Verbal update only- Re: Staff report ADM.25.059 "Council Code of Conduct Update" is being provided for information and discussion purposes only. This report was discussed at the August 25, 2025 Committee of the Whole Meeting.

THAT Council of the Town of the Blue Mountains receives for information, the following recommendation from the Accountability and Transparency Committee dated September 11, 2025:

THAT the Accountability and Transparency Committee receives for information the verbal update regarding the Council Code of Conduct as provided by Town Clerk Corrina Giles **CARRIED**

D.3 Procedural By-Law Note: Verbal update only

THAT Council of the Town of the Blue Mountains receives for information, the following recommendation from the Accountability and Transparency Committee dated September 11, 2025:

THAT the Accountability and Transparency Committee receives for information the verbal update regarding the Procedural By-Law as provided by Town Clerk Corrina Giles **CARRIED**

D.4 Strategic Plan

THAT Council of the Town of the Blue Mountains receives for information, the following recommendation from the Accountability and Transparency Committee dated September 11, 2025:

THAT the Accountability and Transparency Committee receives for information the verbal update regarding the Strategic Plan Council workshops that occurred on July 17, 2025 and September 9, 2025 as provided by Chair Porter. **CARRIED**

D.5 Staff Report Templates

THAT Council of the Town of the Blue Mountains receives for information and consideration, the following recommendation from the Accountability and Transparency Committee dated September 11, 2025:

THAT the Accountability and Transparency Committee receives for information the draft Staff Report Template;

AND THAT the Committee requests Council to direct staff to provide the draft Staff Report template presented at this meeting to the CAO for information and consideration in concert with the templates obtained from other Municipalities with an understanding that the final format recommended for The Town of the Blue Mountains Staff reports be presented to Council for discussion and approval. **CARRIED**

D.6 Follow-up Direction from Council- Allan Gibbons, Manager of Communications and Customer Service Re: Improving and enhancing public participation and interaction with Council and Staff, with focus on the Town's website

THAT Council of the Town of the Blue Mountains receives for information and consideration, the following recommendation from the Accountability and Transparency Committee dated September 11, 2025:

THAT the Accountability and Transparency Committee receives for information the verbal update from Allan Gibbons, Manager of Communications and Customer Service regarding improving and enhancing public participation and interaction with Council and Staff, with focus on the Town's website

AND THAT the Committee requests Council to direct staff to update the website, including navigation, infographics and design. **CARRIED**