



# Minutes

## 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

**Members Present:** June Porter, Paula Hope, Gail Ardiel, Connie Craddock, Robert Turner  
**Staff Present:** Town Clerk, Corrina Giles, Manager of Communications and Customer Service, Allan Gibbons

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#### **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**

Chair Porter called the meeting to order at 9:32am and Legislative Coordinator Susan Cameron confirmed that all members of the committee were present virtually.

##### **A.3 Approval of Agenda**

Moved By: Robert Turner  
Seconded By: Paula Hope

THAT the Agenda of September 11, 2025 be approved as circulated, including any items added to the Agenda;

- Agenda item D.6 will be heard following agenda item D.1

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 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 June 12, 2025 be adopted as circulated, including any revisions to be made.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**B. Staff Reports and Deputation**

None

**C. Public Comment Period**

None

**D. Matters for Discussion**

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

Moved By: Paula Hope

Seconded By: Gail Ardiel

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

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**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.**

Moved By: Connie Craddock

Seconded By: Gail Ardiel

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

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

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

Moved By: Gail Ardiel

Seconded By: Connie Craddock

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

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**D.4 Strategic Plan**

Moved By: Paula Hope

Seconded By: Gail Ardiel

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.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**D.5 Staff Report Templates**

Moved By: Robert Turner

Seconded By: Paula Hope

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.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**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**

Moved By: Paula Hope  
Seconded By: Gail Ardiel

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.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**E. Correspondence**

None

**F. Work Plan**

**G. On-going and Continuous Monitoring of Accountability and Transparency Trends and Issues**

**H. New and Unfinished Business**

**H.1 Additions to Agenda**

Moved By: Connie Craddock  
Seconded By: Gail Ardiel

THAT the Accountability and Transparency Committee request that the annual response rate compliance reporting for FOI's be updated to include the 2024 data.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**

**H.2 Items Identified for Discussion at the Next Meeting**

**I. Notice of Meeting Dates**

Accountability and Transparency Committee, October 9, 2025, Virtual

Accountability and Transparency Committee, November 13, 2025, Virtual

## **J. Adjournment**

Moved By: Gail Ardiel

Seconded By: Robert Turner

THAT this Accountability and Transparency Committee Meeting does now adjourn at 11:33 a.m. to meet again October 9, 2025 Virtually, or at the call of the Chair.

Yay (5): June Porter, Paula Hope, Gail Ardiel, Connie Craddock, and Robert Turner

**The motion is Carried (5 to 0)**