

## Corporate & Governance Accountability / Transparency / Ethical Changes Since 2012:

---

1. Governance Changes:
  - Disbanded EMT
  - Council / Committee Governance Remodel: Implemented Standing Committees allowing matters to be heard before a Committee of Council prior to going to Council for full consideration.
2. Prepared and implemented a new purchasing by-law
3. Hired a purchasing officer expert
4. Changes to the Code of Conduct – including siblings, friends, associates ... etc, and undue influence, public input.
5. Board establishment by-laws require that MSB's / Local Boards must adhere to Town Policies and By-laws previously there was no set policy, practice or training.
6. Established a new position: Records Management & FOI Coordinator
7. Brought IT Services in-house (all server and electronic information is within the Town's custody & control (no longer Collus PowerStream).
8. Council / In-camera meeting presentation material is all managed by Clerk Services within the TOMRMS electronic records system. Ensure all hardcopy records from all meetings that are distributed at meetings be provided to the Clerk to be retained and filed accordingly.
9. Closed Mtg Investigator retained
10. Brought Water/Wastewater Board in house (since disbanded and now under the Development & Operations Standing Committee Portfolio (a committee of Council members))
11. Realigned positions and relationships between the Town and Collus (ie: Brian MacDonald, IT Services, server hosting, Acting CAO/Public Works Executive Director/Collus CEO)
12. Realignment of Clerk duties – **no longer responsible for:** by law enforcement, animal control, parking program & enforcement, crossing guards, insurance / risk management, non-profit housing, easements, encroachments, supervision of Townhall custodian, co-administered tax sales(only Treasurer responsible now), administered the facility key program and employee phone list (now IT/HR), all corporate communications / policies / media releases (did not have a communications officer / however maintain oversight), all tender/RFP openings, Townhall renovations/restorations/cleaning, sign permit administration, Collus PowerStream Board Director/Co-Chair, land sale/acquisitions (now Planning is responsible), delegated authority to my deputy and Coordinator to officiate weddings, a recording secretary attending all council and Committee meetings to assist with recording meetings,
13. Implemented an annual employee performance management system
14. Refined HR Policies (conflicts / gifts, amongst others)
15. Live Streaming all Council and Standing Committees
16. Changes to the Procedural By-law – verification for going in-camera to be confirmed by Clerk.

## 17. Changes from Bill 68:

Integrity Commissioner now responsible for:

- The application of the Code of Conduct for members of council and the code of conduct for members of local boards or of either of them.
- The application of any procedures, rules and policies governing the ethical behaviour of members.
- The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act.
- The conducting of, on the Commissioner's own initiative, inquiries about whether a member has contravened the Code of Conduct applicable to the member or has contravened section 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act.
- Requests from members for advice respecting their obligations under the Code of Conduct applicable to the member.
- Requests from members for advice respecting their obligations under a procedure, rule or policy governing the ethical behaviour of members.
- **Requests from members for advice respecting their obligations under the Municipal Conflict of Interest Act.**
- The provision of educational information to members, the municipality and the public about the municipality's Codes of Conduct and the Municipal Conflict of Interest Act.

Implemented an alternate County Council member

Implemented electronic meeting participation for members of Committees / Boards.

Written declarations of conflict (MCIA) and registry – posted and available on website (we implemented immediately didn't wait until 2019)

Implementing Council / Staff Relation Policy in 2019

## 18. 2015 hired a Communications Officers

## 19. Implemented and approved a Community Engagement Strategy 2015 and a Communication Protocol.

## 20. Implemented a new process for the sale of the remaining share:

- both municipal solicitors and energy solicitors involved, with staff support but was reviewed with Council throughout the entire process.
- Public was fully aware that the Town was going to issue the RFP regarding the remaining shares prior to the RFP being issued. (Staff of Collus were only advised that an RFP for a strategic partner was issued after the RFP was already released. The public wasn't even advised until the RFP closed.)
- Regular communications were provided regarding the status of the sale.
- Council provided direction publically that they were going to pursue negotiations with EPCOR
- We sold what we said we were going to sell. (The top bidder was interested in negotiating additional services, Council confirmed publically they were not selling another other services that were not part of the RFP.)
- All agreements were prepared and negotiated between both lawyers, staff and Council **before** the by-law was even passed and details reviewed with Council first.
- The by-law included that any provisions / closing adjustments that may be required be at the satisfaction of the Solicitor.

## 21. Per Staff Report in 2018, we are investigating a lobbyist registry and its implementation (staff report is currently prepared in draft since February). Council approved the hiring of an accountability officer in March and now I am preparing a job description as that individual will be responsibility for managing a lobbyist registry. We didn't have the capacity to manage a registry without the accountability officer on board.

22. We maintain an attendance and voting record database on our municipal website – increasing accountability to the public.
23. We rarely if ever authorize the execution of any agreement by-law if we do not have the final form of the agreement. If not, we include a provision that it is to the CAO's and/or Solicitors satisfaction – NEVER A POLITICIAN.
24. BMA Reports have provided an independent third party assessment of the financial health of the Town completed annually and available to the public.
25. Implemented best practices such as all communications and instruction with the lawyers go through the CAO or responsible Department Head. Politicians do not have direct access to the lawyers to provide instruction.