

**THE CORPORATION
OF THE
MUNICIPALITY OF HURON EAST
BY-LAW NO. 59 FOR 2014**

Being a by-law to adopt an Accountability and
Transparency Policy.

WHEREAS Section 270.(1) 5 of the Municipal Act, S.O. 2001, as amended, states that a municipality shall adopt and maintain a policy with respect to 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;

AND WHEREAS Section 224.(d.1) of the Municipal Act, S.O. 2001, as amended, states it is the role of Council to ensure the accountability and transparency of the operations of the municipality, including the activities of senior management of the municipality;

AND WHEREAS the Council of the Corporation of the Municipality of Huron East is desirous of adopting an Accountability and Transparency Policy;

NOW THEREFORE the Council of the Corporation of the Municipality of Huron East
ENACTS AS FOLLOWS:

1. That the Accountability and Transparency Policy attached hereto as Schedule "A" and forming part of this bylaw be approved.

2. That this by-law shall come into force and take effect on the date of final passing thereof.

Read a first and second time this 18th day of September, 2014.

Read a third time and finally passed this 18th day of September, 2014.

Bernie MacLellan, Mayor

Brad Knight, CAO/Clerk

CORPORATION OF THE MUNICIPALITY OF HURON EAST

SCHEDULE “A”

BY-LAW NO. 59-2014

ACCOUNTABILITY AND TRANSPARENCY POLICY

1. DEFINITIONS

“**Accountability**” - the principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as actions or inactions;

“**Act**” is the Municipal Act, 2001, S.O. 2001, as amended, and its regulations;

“**Council**” is the Council for the Corporation of the Municipality of Huron East;

“**Committees**” are committees, commissions, municipal service boards and local boards, appointed by the Council for the Municipality of Huron East;

“**Employees**” are employees of the Municipality of Huron East, excluding the police services board, and includes officers and agents of the Municipality;

“**Municipality**” is the Corporation of the Municipality of Huron East;

“**Transparency**” – the principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the municipality’s decision making process is open and clear to the public.

2. LEGISLATIVE AUTHORITY

Section 270.(1)5 of the Act, 2001 requires a municipality to adopt and maintain a policy with respect to the manner in which a 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.

Section 224(d.1) of the Act also states it is the role of Council to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the Municipality.

3. PURPOSE

The purpose of this policy is to provide guidance for the delivery of the Municipality’s services and activities in accordance with the principles outlined herein. This policy has been developed in accordance with the Act in order to comply with Section 270.

4. APPLICATION

This Policy applies to Council, Committees of Council and employees of the Municipality.

5. POLICY STATEMENT

The Municipality is committed to the fundamental principles of accountability and transparency as a matter of good governance and will be guided by the following principles:

- Decision-making will be open and transparent by conducting Council and Committee meetings in the open, when and as required under applicable legislation, to ensure that citizens have access to and awareness of business being discussed and decided;
- Municipal operations will be conducted in an ethical and accountable manner;
- Financial resources and physical infrastructure will be managed in an efficient and effective manner;

- Municipal information will be accessible so that it is consistent with legislative requirements;
- Inquiries, concerns and complaints will be responded to in a timely manner;
- Financial management, service standards and performance reporting and all other accountability documents will be made available and accessible for public scrutiny and awareness of municipal operations;

Accountability and transparency are standards of good government that enhance public trust. They are achieved through the Municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. In addition, wherever possible, the Municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

6. POLICY REQUIREMENTS

The Municipality demonstrates its commitment to accountability and transparency by providing a framework of policies, practices, procedures and bylaws that create sound governance and sustainability categorized as follows:

A. FINANCIAL MATTERS

The Municipality is open, accountable and transparent to its stakeholders in its financial dealings as required under legislation. Below is a cursory list of the policies, practices, procedures and bylaws that hold the Municipality accountable and transparent:

- External audit
- Financial statements
- Long term financial planning
- Asset management, including Tangible Capital Assets policy
- Municipal Performance Measures Program (MPMP)
- Performance management through Public Service Accounting Board (PSAB) 3150 standards
- Budget process
- Purchasing and procurement policy
- Sale of real property policy
- Parkland reserve expenditure policy
- Grant policy for local fundraising groups
- Tender opening policy
- Insurance settlement policy

B. INTERNAL GOVERNANCE

The Municipality's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

- Employee Handbook
- Council Remuneration & Convention Policy
- Workplace Violence & Harassment Policy
- Health & Safety Policy

C. PUBLIC PARTICIPATION AND INFORMATION SHARING

The Council of the Municipality of Huron East will ensure that Council and Committees established by Council, will be accountable and transparent to taxpayers by providing governance in an open manner by means of notice, communication and consultation. The Municipality will continually strive to make improvements to its procedures to engage and inform members of the public of the activities of Council and Committees. The following are current policies, procedures and practices that ensure the Municipality is transparent in its operations and residents are aware of how decisions are made.

- Procedure bylaw
- Notice policies for budget adoption
- Notice policies for the sale and disposition of land
- Accountability and transparency policy
- Records retention by-law
- Planning processes
- Publication of Council agenda packages and minutes on the Municipal website

- Publication of by-laws on the Municipal website
- Publication of committees agendas on the Municipal website
- Publication of municipal information the Municipal website

D. LEGISLATIVE REQUIREMENTS

The Municipality is accountable and transparent to its stakeholders by fulfilling various legislated responsibilities and through disclosure of information. The following are some of the provincial statutes that govern how the Municipality conducts its business in a public, accountable and transparent manner:

- Municipal Act, 2001
- Building Code Act
- Cemeteries Act
- Fire Prevention and Protection Act
- Municipal Elections Act
- Emergency Management and Civil Protection Act
- Municipal Conflict of Interest Act
- Occupational Health and Safety Act
- Planning Act
- Municipal Freedom of Information and Protection of Privacy Act
- Public Salary Disclosure Act
- Safe Drinking Water Act

Although the list of policies, practices, procedures, bylaws and referenced legislation in this Policy are not complete Council is committed to being accountable and transparent to its stakeholders in every aspect of its operations.

7. MONITORING/CONTRAVENTIONS

The CAO/Clerk shall be responsible for receiving complaints and/or concerns related to this Policy. Upon receipt of a written complaint and/or concern, the Municipal Clerk shall notify:

1. In the case of an employee, the Department Head responsible for the department;
2. In the case of a closed meeting, the Provincial Ombudsman;
3. In the case of Council, the Mayor.

8. POLICY REVIEW

This Policy shall be reviewed by the CAO/Clerk once per term of Council.