

**CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC**

**BYLAW NO. 20-09**

**A BYLAW TO ADOPT AN ACCOUNTABILITY AND TRANSPARENCY POLICY**

**WHEREAS** Section 270.(1) 5 of the Municipal Act, 2001, 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, 2001, 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 Strathroy-Caradoc deems it necessary to adopt an Accountability and Transparency Policy;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC 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 bylaw shall come into force and affect on the date of its final passage in Open Council.

This Bylaw shall be referred to as the “Accountability and Transparency Policy Bylaw”.

**Read a FIRST, SECOND AND THIRD TIME and FINALLY PASSED IN OPEN COUNCIL this 20<sup>th</sup> day of April, 2009.**

Original signed by Mel Veale  
  
\_\_\_\_\_  
Mayor

Original signed by Angela Toth  
  
\_\_\_\_\_  
Clerk

# CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC

## SCHEDULE “A” TO BYLAW NO. 20-09

### 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 Strathroy-Caradoc;

“**Committees**” are committees, commissions, municipal service boards and local boards, excluding the police services board, appointed by the Council for the Municipality of Strathroy-Caradoc;

“**Employees**” are employees of the Municipality of Strathroy-Caradoc, excluding the police services board, and includes officers and agents of the Municipality;

“**Municipality**” is the Corporation of the Municipality of Strathroy-Caradoc;

“**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:

## **1. 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
- Financial requests policy
- Investment policy
- Development Charges Study and Bylaw
- Fees and charges approvals by bylaw or resolution

## **2. INTERNAL GOVERNANCE**

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

- Administration policy for non-union employees
- Union contracts
- Cellular phone policy
- Computer, internet, email, telephone and facsimile use policy
- Convention policies for Council, staff and volunteer firefighters
- Delegation of powers and duties of council policy
- Harassment policy
- Health and safety policy
- Hiring of relatives policy
- Hiring procedure policy
- Notice of job vacancy policy
- Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency, as delegated to the Chief Administrative Officer

## **3. PUBLIC PARTICIPATION AND INFORMATION SHARING**

The Municipality ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules its council and committee meetings will take place. The Municipality's meetings will be open to the public when and as required under the Act, and members of the public will have an

opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the Municipality has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, websites, etc. Some specific examples include:

- Procedure bylaw for council and committees
- Public notice policy
- Closed meeting investigations policy and procedure bylaw
- Appointment of a closed meeting investigator
- Proclamation policy
- Accountability and transparency policy
- Delegation of powers and duties of council policy
- Records retention bylaw
- Planning processes
- Public of Council agendas and minutes on the Municipal website
- Publication of commonly referenced bylaws on the Municipal website
- Publication of municipal information on the Municipal website

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

1. In the case of an employee, the Director responsible for the department of the employee and the Chief Administrative Officer;
2. In the case of a closed meeting, the Closed Meeting Investigator;
3. In the case of Council, the Mayor.

**8. POLICY REVIEW**

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

**9. ENQUIRIES**

Municipal Clerk  
Corporate Services Department  
Municipality of Strathroy-Caradoc  
52 Frank Street  
Strathroy ON N7G 2R4

Telephone: 519-245-1105 x224