

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BY-LAW NO. 2009-40

Being a By-Law to adopt the Accountability and Transparency policy.

WHEREAS Section 270 (1) 5 of the Municipal Act Ontario provides that every municipality shall adopt and maintain policies with respect to accountability and transparency.

NOW THEREFORE the Council of the Corporation of the Municipality of Powassan hereby enacts as follows:

1. That the Policy for Accountability and Transparency, attached hereto and forming part of this by-law be adopted.
- 2 . That this by-law shall come into force upon adoption at this meeting.

ADOPTED July 21, 2009.

MAYOR

CAO-CLERK

PURPOSE

The purpose of this policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with the Municipal Act of Ontario to comply with section 270 (1) 5.

This policy outlines the manner in which the Municipality will ensure that it is accountable to the public for its actions, and the manner in which the municipality will ensure that its actions are transparent to the public.

DEFINITIONS

- Accountability:
- the principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions
 - how Council members and staff are held to account for their actions
 - how actions are explained and justified in terms of appropriate criteria and in sufficient detail
 - to ensure the right work is done
- Transparency:
- the principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes
 - transparency means that the municipality's decision making process is open and clear to the public
 - the ability of outside parties to observe how decisions are made and implemented

POLICY STATEMENT

The Council of the Corporation of the Municipality of Powassan acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- o Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- o Delivering high quality services to our citizens; and
- o Promoting the efficient use of public resources.

Accountability, transparency and openness 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 decisions making process which will be open, visible and transparent to the public.

POLICY REQUIREMENTS

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality.

Some examples of how the Council and Staff of the Municipality of Powassan provides such accountability and transparency are as follows:

1. Financial Information Returns filed annually with the Ministry of Municipal Affairs and Housing. The returns are also received/adopted by Council. Notice of their availability is given to the public.
2. External Audits are completed on an annual basis. These audits are completed by independent accredited Chartered Accountants.
3. Codes of Conduct Policies.
4. Purchasing By-law. Posting of tenders and RFP documents.
5. Policies for Disposal of Real Property By-law.
6. Public Budget Process. Periodic Financial Reports.
7. User Fees By-law.
8. Hiring Policy By-law .
9. Travelling Policy By-law.
10. Health and Safety Policy Program.
11. Progressive Discipline Policy.
12. Administrative Policies and Procedures.
13. Occurrences Policy.
14. Council Meeting Procedural By-Law.
15. Monetary Interest Declaration on Council, committee and board agendas.
16. Accessibility to meetings and documents such as minutes and agendas.
17. Appointment of the Ontario Ombudsman as the closed meeting investigator.
18. Processes under the Municipal Freedom of Information and Protection of Privacy Act.
19. Records Retention By-law.
20. By-law for giving public notice for certain municipal matters.
21. Posting of volunteer opportunities to serve on standing committees of Council.
22. Planning Processes – compliance with the Provincial *Planning Act* and regulations.
23. Publication of Council agendas available Friday prior to meeting date and available on website at www.powassan.net
24. Posting of all municipal by-laws, council agendas and minutes on municipal website.
25. Posting of announcements, public participation opportunities and activities on Municipal website.
26. Posting of brochure on How to Work with Council on Municipal Website.
27. Municipal newsletters with tax billing.
28. Municipal Elections every 4 years.
29. Adoption of Strategic Plan.
30. Adoption of Council's Statement of Priorities and Directions for the term of office. The statement is posted in the Council Chambers for ongoing public viewing and input.
31. Annual performance evaluations of municipal employees.
32. Marketing the Municipality through the committee of economic development and the recreation committee for retention in addition to attraction of residents.
33. Detailed list of accounts payable adopted by Council at each regular meeting.

