



**THE CORPORATION OF THE TOWN OF GODERICH
BY-LAW NO. 25 OF 2015**

**BEING A BY-LAW TO ADOPT AN ACCOUNTABILITY AND
TRANSPARENCY POLICY FOR THE
CORPORATION OF THE TOWN OF GODERICH**

WHEREAS 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, the Municipality will engage its stakeholders by ensuring its decision-making process is open, visible, transparent, and accessible to the public.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, requires that a municipality adopt and maintain a policy with respect to the manner in which the municipality will seek 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;

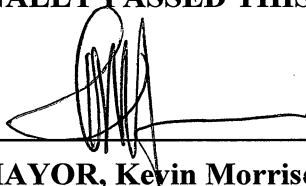
AND WHEREAS Section 224 (d.1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, requires that Council ensure the accountability and transparency of the operations of the municipality, and its senior management;

AND WHEREAS in compliance with those obligations Council adopts this an Accountability and Transparency Policy;

NOW THEREFORE the Council of the Corporation of the Town of Goderich enacts as follows:

1. That the Accountability and Transparency Policy attached hereto as Schedule "A" and forming part of this By-Law be hereby adopted.
2. That By-Law 127 of 2007 be hereby repealed.
3. That this By-Law shall come into full force and effect on the 2nd day of February, 2015.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 2nd
DAY OF February, 2015.**



MAYOR, Kevin Morrison



CLERK, Dwayne Evans

THE CORPORATION OF THE TOWN OF GODERICH

SCHEDULE 'A' TO BY-LAW 25 OF 2015

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 Town of Goderich;

“Committees” are committees, municipal service boards and local boards, excluding the Goderich Police Services Board, appointed by the Council for the Town of Goderich;

“Employees” are employees of the Municipality of the Town of Goderich excluding the Goderich Police Services Board, and includes officers and agents of the Municipality;

“Municipality” is the Corporation of the Town of Goderich;

“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. 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.

3. APPLICATION

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

4. POLICY STATEMENT

The Municipality in its commitment to the fundamental principles of accountability and transparency as an element 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;
- Members of Council will conduct themselves in accordance with the Town’s Council Code of Conduct Policy;
- Financial resources and physical infrastructure will be managed in an efficient and effective manner;
- Municipal information will be accessible and consistent with legislative requirements;

- Inquiries, concerns and complaints will have response in a timely manner;
- Financial management, services standards, performance reporting and all other accountability documents will be made available and accessible for public scrutiny and awareness of municipal operations;

5. POLICY REQUIREMENTS

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

a. FINANCIAL MATTERS

- External audit
- Financial statements
- Long term financial planning
- Asset management, including Tangible Capital Assets Policy and an Asset Management Plan
- Municipal Performance Measures Program (MPMP)
- Performance management through Public Service Accounting Board (PSAB) 3150 standards
- Budget process
- Purchasing and Procurement policy
- Sale of Land policy
- Property Tax Collection policy
- Investment Policy
- Guidelines for grant applications and financial requests of Council
- Development Charges by-law
- Fee by-law

b. INTERNAL GOVERNANCE

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

- Terms of Employment
- Union Contracts
- Code of Conduct for Chief Building Official and Building Inspectors
- Municipal Child Care Centre Policies and Procedures
- Cellular Phone Policy
- Drug and Alcohol Policy
- Workplace Violence and Harassment policy
- Health and Safety policy
- Operational Guidelines-Goderich Fire Department
- Energy Efficient Procurement Policy
- Return To Work Program
- Discipline policy and procedures
- Hiring policy
- Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency, as delegated to the Chief Administrative Officer and or Clerk
- Minimum Maintenance Standards (MMMS)
- Emergency Management Program

6. 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 attend as delegations or submit 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, website, etc. Some specific examples include:

- Procedures by-law for Council and Committees
- Public Notice by-law
- Closed meeting investigator by-law
- Accountability and transparency policy
- Records retention by-law
- Planning processes
- Council agendas and minutes on the Municipal website
- Committee agendas and minutes on the Municipal website
- Publication of commonly referenced by-laws on the Municipal website
- Publication of municipal information on the Municipal website
- Accessibility Legislation

7. 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, 1990
- Municipal Conflict of Interest Act
- Occupational Health and Safety Act, 1990
- Planning Act
- Municipal Freedom of Information and Protection of Privacy Act
- Public Salary Disclosure Act
- Safe Drinking Water Act
- Provincial Offences Act
- Minimum Maintenance Standards Act
- Accessibility for Ontarians with Disabilities Act, 2005

Although the list of policies, practices, procedures, by-laws and referenced legislation in this Policy is not exhaustive, Council is committed to being accountable and transparent to its stakeholders in every aspect of its operations and Members of Council will conduct themselves in accordance with the Town's Council Code of Conduct Policy.

8. 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:

- a. In the case of an employee, the Department Head responsible for the department of the employee and the Chief Administrative Officer;
- b. In the case of a closed meeting, the Closed Meeting Investigator if the individual requests an investigation;
- c. In the case of the Chief Administrative Officer, the Council;
- d. In the case of Council, the Mayor;
- e. In the case of the Mayor, Council.

9. POLICY REVIEW

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

10. ENQUIRIES

The Corporation of the Town of Goderich
Municipal Clerk
57 West Street
Goderich, Ontario
N7A 2K5

Telephone: 519-524-8344