

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 10-939

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

WHEREAS section 270 (1)(5) of the *Municipal Act, 2001*, as amended, provides that every municipality shall adopt and maintain policies 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 the Accountability and Transparency Policy attached as Schedule “A” hereto sets out the manner and form in which the Municipality of Temagami will try to ensure that its actions are transparent and accountable;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI HEREBY ENACTS AS FOLLOWS:

1. That the Accountability and Transparency Policy attached as Schedule “A” hereto is hereby adopted.
2. This by-law shall take force and effect upon being passed.

TAKEN AS READ A FIRST time on this 22nd day of July 2010.

READ A SECOND AND THIRD time and finally passed this 26th day of August 2010.

MAYOR

CAO/Clerk

The Corporation of the Municipality of Temagami
SCHEDULE “A” TO BY-LAW 10-938

ACCOUNTABILITY AND TRANSPARENCY POLICY

PURPOSE

Section 270 of the *Municipal Act, 2001*, as amended (the “Act”) requires that all municipalities 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.

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 Act to comply with section 270.

DEFINITIONS

- i) “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.
- ii) “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.

POLICY STATEMENT

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

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

i) Financial Matters

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the municipality 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 by Council. Notice of their availability is given to the public. The current year's information will also be available on the Municipality's website.
2. External Audits — completed on an annual basis. These audits are completed by independent accredited Chartered Accountants.
3. Reporting and Statements.
4. Long Term Financial Plan — the Municipality has commenced a 10-year Capital Planning process which will be adopted by Council and reviewed at the beginning of each year.
5. Asset Management
6. Purchasing Policy adopted by by-law
7. Policies for Sale of Land — included in the Municipality's Real Property Disposal By-law
8. Public Budget Process — annually, through a series of public meetings.

ii) Internal Governance

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

1. Standards of Conduct – outlined in section 4 of the Human Resources Policy adopted by bylaw.
2. Our Human Resources Policy also contains Administrative Policies and Procedures, including the following:
 - (a) Vacation Policy — Permanent Full Time Employee Group
 - (b) Overtime / Lieu Time Policy
 - (c) Workplace Health and Safety Policy
 - (d) Training & Development Policy
 - (e) Discrimination & Harassment Policy
 - (f) Employee Discipline Policy
3. Specific Workplace Harassment and Workplace Violence Policies adopted by bylaw.

iii) 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 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:

1. Procedure By-Law.
2. Code of Conduct for Members of Council.
3. Delegation Rules, included in the Municipality's Procedure By-law.
4. Records Retention By-law
5. Planning Processes — compliance with the Provincial Planning Act and regulations.
6. Public Notice By-law No.
7. The Municipality's website: www.temagami.ca
8. Publication of the Council agendas on the Mondays before meeting dates at the Municipal Office and the publication of supporting documents on the day prior to the Council meeting.
9. Posting of Municipal by-laws on the Municipality's website – for 2009 and later, all bylaws are posted, for 2008 and previous all enforceable bylaws currently in force.
10. Posting of minutes from Council Meetings on the Municipality's website for the most current 5 years.
11. Posting of bulletins and new releases on the Municipality's website.
12. Posting of municipal employment opportunities on the Municipality's website.
13. Posting of volunteer opportunities on the Municipality's website.
14. Posting of tenders and requests for proposals on the Municipality's website.
15. Posting of a list of Municipality services on the Municipality's website.

Schedule A to Bylaw 10-939

List of Current Bylaws Referred to in Accountability and Transparency Policy.

Human Resources Policy Bylaw 09-887

Procedure By-Law No. 09-845.

Public Notice By-law No. 03-540

Purchasing By-law No. 09-865

Real Property Disposal By-law 03-549.

Records Retention By-law No. 93-303

Workplace Harassment Policy Bylaw 10-932

Workplace Violence Policy Bylaw 10-933