

The Corporation of the Township of Hornepayne

By-Law No. 2084

Being a By-Law to adopt an Accountability and Transparency Policy for the Corporation of the Township of Hornepayne

WHEREAS Section 270(1) 5 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended (the "Municipal Act") 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, c. 25, as amended states it is the role of Council to ensure the accountability and transparency of the operations of the municipality; and,

WHEREAS the Council deems it necessary to adopt an Accountability and Transparency Policy;

BE IT THEREFORE ENACTED by the Council of the Corporation of the Township of Hornepayne:

1. **THAT** Schedule "A" entitled "Accountability and Transparency Policy" attached hereto forms an integral part of this By-Law;
2. **THAT** the Mayor and CAO/Clerk are hereby authorized to sign this By-Law and to affix the corporate seal thereto;
3. **THAT** By-Law No. 1076 is hereby repealed; and,
4. **THAT** this By-Law shall come into force and take effect upon passage.

Read a first and second time this 17th day of July 2024.

Read a third time and finally passed this 17th day of July 2024.



Cheryl Fort (Jul 19, 2024 21:02 EDT)

Presiding Officer



Clerk

Schedule "A"
to By-Law No. 2084

The Corporation of the Township of Hornepayne Accountability and Transparency Policy

1. Policy Statement

The Corporation of the Township of Hornepayne (the "Township") acknowledges that it is responsible to provide good government in an accountable and transparent manner by:

- Providing for public access and participation to ensure that decision-making is responsive to the needs of its constituents and receptive to their opinions;
- Delivering quality services and information to its constituents; and,
- Promoting the efficient and effective use of public resources.

Accountability, transparency and openness are hallmarks of good government that enhance public trust. They are achieved through the Township adopting measures to ensure, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to the public. In addition, whenever possible, the municipality will engage the public throughout its decision-making process which will be open, accountable, and transparent

2. Purpose of Policy

Section 270 of the *Municipal Act, 2001* (the "Act") requires that the Township adopt and maintain a policy with respect to the way it will try to ensure that it is accountable to the public for its actions, and the manner in which the Township will try to ensure that its actions are transparent to the public.

The purpose of this Policy is to establish the manner in which the Township ensures municipal matters are approached in an accountable and transparent manner, with emphasis on openness, ethics, performance outcomes, and fiscal responsibility.

3. Application

The Policy shall apply to both the political decision-making processes, and the administrative management of the Township.

4. Definitions

"Accountability" means the principle that the Township will be responsible for decisions made and policies implemented, as well as its actions or inactions.

"Transparency" means the principle that the Township actively encourages and fosters participation and openness in its decision-making processes. Additionally, transparency means that the Township's decision-making process is open and clear to the public.

5. Policy Requirements

5.1. Financial Matters

The Township will be open, accountable, and transparent to its constituents in its financial dealings as required under the Act. Some examples of how the Township provides such accountability and transparency are as follows:

- a. Annual external audit
- b. Annual reporting/financial statements
- c. Purchasing and procurement policies
- d. Disposition and sale of land policies
- e. Annual open budget processes
- f. *Public Sector Salary Disclosure Act*
- g. Fees and Charges By-Law
- h. Council Remuneration Policy
- i. *Municipal Conflict of Interest Act*

5.2. Internal Governance

The Township's administrative practices ensure specific accountability on the part of its employees and Members of Council through the following initiatives:

- a. Council and Committee Code of Conduct
- b. Employee Code of Conduct
- c. Council-Staff Relations Policy
- d. Human Resource policies, procedures and practices including performance management
- e. Orientation efforts
- f. Professional development opportunities
- g. Workplace health and safety policies
- h. Workplace violence, harassment, and discrimination policies
- i. Records Retention By-Law
- j. Appointment of Integrity Commissioner

5.3. Public Participation and Information Sharing

The Township of Hornepayne ensures that it is open, accountable and transparent and encourages public awareness of, and participation in, its activities and decision-making processes by providing appropriate notice of when and where meetings of Council and Committees take place. These meetings will be open to the public except in the limited situations specifically authorized by the *Municipal Act, 2001*.

The Township of Hornepayne provides transparency in the conduct of its business as outlined in the Procedure By-Law, and ensures that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media and the Township’s website www.townshipofhornepayne.ca.

Wherever possible, the Township will engage stakeholders throughout the decision-making process which will be open, visible and transparent to the public.

6. Monitoring and Compliance

This Policy shall be reviewed every term of Council, ideally in the first year, or at such other time as may be deemed appropriate to ensure its effectiveness. The Clerk will be responsible for initiating the review of this Policy.

The Clerk shall be responsible for receiving complaints related to this Policy. Upon receipt of a complaint, the Clerk shall notify:

- a. In the case of staff, the Department Head responsible for the area;
- b. In the case of a closed meeting, the Closed Meeting Investigator; and
- c. In the case of Council, the Head of Council and/or the Integrity Commissioner.

Date of Adoption by Council	By-Law No.	Resolution No.	Date of Most Recent Review by Council	Date of Next Review by Council
July 17, 2024	2084	2024-262	July 17, 2024	2027