

THE CORPORATION OF THE TOWN OF THESSALON

BY-LAW NUMBER 1537

Being a By-law to establish an Accountability and Transparency Policy

WHEREAS Section 10 (2) of the Municipal Act, 2001, authorizes a municipality to pass a by-law respecting the accountability and transparency of the municipality and its operations and of its local boards and their operations;

AND WHEREAS effective January 1, 2008, Section 270 of the Municipal Act will require a municipality to adopt 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 Act to comply with Section 270;

AND WHEREAS the Council deems it necessary to set a Policy to indicate the manner in which the municipality will ensure it is accountable for its actions and that its actions are transparent;

NOW THEREFORE the Council for the Corporation of the Town of Thessalon hereby enacts as follows:

I Purpose/Application:

The Municipal Act, 2001, as amended, 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 Act.

II Definitions:

For the purposes of this by-law:

"Accountability" means the principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions;

"Transparency" means the principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes and that the municipality's decision making process is open and clear to the public.

III Policy Statement:

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

- a) encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- b) delivering high quality services to our citizens; and
- c) 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.

IV 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.

a) **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:

- i) internal/external audit
- ii) reporting/statements
- iii) long term financial planning
- iv) asset management
- v) purchasing/procurement
- vi) sale of land
- vii) budget process

b) **Internal Governance:**

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

- i) performance management and evaluation
- ii) hiring policy
- iii) orientation/continuing education
- iv) health and safety
- v) work/life balance
- vi) high standard of customer service
- vii) compensation/benefits
- viii) responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

c) **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, newsletters etc. Some examples include;

- i) procedure by-law
- ii) delegation of rules
- iii) records retention
- iv) planning processes
- V) public notice by-law

This by-law shall come into force and effect January 1, 2008.

READ a first and second time this 3rd day of December, 2007.

READ a third time and **FINALLY PASSED** this 3rd day of December, 2007.

SEAL

MAYOR

CLERK

IV Policy Requirements:

THE CORPORATION OF THE TOWN OF THESSALON