

**THE CORPORATION OF THE
TOWNSHIP OF EDWARDSBURGH CARDINAL**

BY-LAW NO. 2019-57

**“A BY-LAW TO ESTABLISH AN ACCOUNTABILITY AND TRANSPARENCY
POLICY FOR THE CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH
CARDINAL”**

WHEREAS Section 270(1) of the Municipal Act, Chapter C.25, RSO 2001, as amended, states that a 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 a 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, Chapter C.25, RSO 2001, as amended, states that it is the role of Council to ensure the accountability and transparency of the operations of the municipality; and

WHEREAS the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt an Accountability and Transparency Policy for the Corporation of the Township of Edwardsburgh Cardinal.

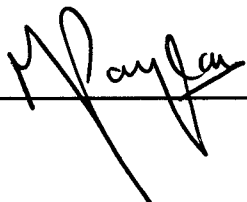
NOW THEREFORE the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. The Accountability and Transparency Policy, as described in Schedule “A” attached hereto and forming part of this by-law, is hereby adopted.
2. That By-law 2008-05, as amended, and all other by-laws previously passed that are inconsistent with the provisions of this by-law are hereby repealed.
3. That this by-law shall come into force and take effect on the date of passing.

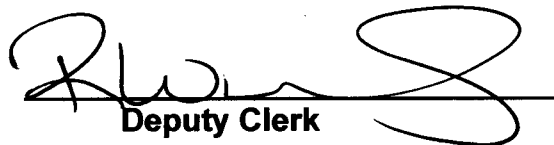
Read a first and second time in open Council this 23rd day of September, 2019.

Read a third and final time, passed, signed and sealed in open Council this 23rd day of September, 2019.

Mayor



Deputy Clerk



**SCHEDULE A
TO BY-LAW 2019-57
ACCOUNTABILITY & TRANSPARENCY POLICY**

1. 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 principles as outlined herein. This policy has been developed in accordance with the Act in order to comply with Section 270.

2. 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.

“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.

3. Policy Statement

The Council of the Township of Edwardsburgh/Cardinal 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.

4. 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) Conducting and publishing internal/external audits
- ii) Reporting of Annual Financial Statements
- iii) Adherence to Public Sector Accounting Board (PSAB) standards

- iv) Attention to and reporting of long-term financial planning
- v) Creation and adjustment of asset management plans
- vi) Creation and publication of purchasing and procurement policies and procedures
- vii) Creation and publication of policies regarding the sale and disposition of municipally-owned land
- viii) Advertising of all meetings regarding the annual budget process
- ix) Adoption and publication of fees and charges bylaws for various services offered by the municipality
- x) Creation and sharing of municipal performance measures

b) Internal Governance

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

- i) Code of Conduct for Staff
- ii) Performance management and evaluation
- iii) Hiring Policy
- iv) Orientation and continuing education
- v) Health and safety
- vi) Work/life balance
- vii) Compensation and benefits
- viii) Council-Staff Relations policy
- ix) Delegation of Authority Policy
- x) Workplace Violence and Harassment Policy
- xi) Collective Bargaining Agreement
- xii) Appointment by-laws
- xiii) Municipal Election Procedures
- xiv) 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 citizens and 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 Municipal Act and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. Council will also ensure that it is reporting out of closed session meetings when it is possible to do so. 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:

- i) Procedural by-law
- ii) Rules for delegations/deputations
- iii) Code of Conduct for Councillors
- iv) Council-Staff Relations Policy
- v) Workplace Violence and Harassment Policy
- vi) Public Notice Policy
- vii) Distribution of Committee/Council agenda's, meeting documents, and minutes
- viii) Access to Committee of the Whole & Council meeting Youtube videos
- ix) Integrity Commissioner Appointment
- x) Complaint processes
- xi) Planning processes
- xii) Access to public records and information

5. General Provisions

This policy is applicable to members of Council and Township employees. This policy shall be reviewed once every term of Council or upon a change in legislation.