

The Corporation of the Township of North Kawartha

By-law 2021-0116

Being a by-law of the Corporation of the Township of North Kawartha to establish a policy with respect to Accountability and Transparency and to repeal By-Law 2007-0121.

Whereas Section 270 (1) (5) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, makes a provision in which the Municipality shall adopt and maintain a policy for Accountability and Transparency;

Now Therefore the Council of the Corporation of the Township of North Kawartha enacts as follows:

Definitions

In this By-Law:

- a) "Accountability" means that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
- b) "Transparency" means that the municipality actively encourages and fosters stakeholder participation and openness in its decision making process. Additionally, transparency means that the municipality's decision making process is open and clear to the public.

1. Purpose

The Township of North Kawartha Council and staff are committed to being accountable and transparent in their actions on behalf of the community. This Policy is a primary Accountability and Transparency framework with which the Township of North Kawartha operates.

2. Policy Principles

To maintain public confidence, Council and staff must act and appear to act openly, honestly, ethically, professionally, impartially and with the best interests of the municipality.

- a) Decisions will be made in keeping with all legislated requirements;
- b) Serving the public interest is essential;
- c) Roles and responsibilities will be clearly defined and understood;
- d) Clear and timely reporting on actions as required to Council, staff and the public;
- e) Financial stewardship that aims to achieve a balance between a prudent use of resources and the provision of quality services to the public and that considers both short and long term implications;
- f) Open access to information regarding municipal policies, practices, reports, and decision making processes in keeping with the Municipal Freedom of Information and Protection of Privacy Act and other relevant legislation and regulations;
- g) Regular communication of actions and decisions of the municipality to the public.

- h) The Township of North Kawartha demonstrates its commitment to Accountability and Transparency by providing a sound governance framework comprised of a system of policies, procedures and practices which are categorized as:

1. Legislated Requirements
2. Financial Matters
3. Internal Governance
4. Open Government and Public Participation

1. Legislated Requirements

The Township of North Kawartha operates in an accountable and transparent manner by following all legislated requirements. Legislation that applies to the municipality includes, but, is not limited to the following:

- a) Municipal Act
- b) Municipal Conflict of Interest Act
- c) Municipal Freedom of Information and Protection of Privacy Act
- d) Municipal Elections Act
- e) Public Sector Salary Disclosure Act
- f) Planning Act
- g) Development Charges Act
- h) Building Code Act
- i) Accessibility for Ontarians with Disabilities Act
- j) Employment Standards Act
- k) Occupational Health and Safety Act
- l) Ombudsman Act

2. Financial Matters

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. The following are examples of policies, procedures and practices the municipality has in place to ensure our financial matters are handled in an accountable and transparent manner;

- a) Budget process
- b) Internal/external audit
- c) Strategic Plan
- d) Purchase/Procurement
- e) Grants Strategy
- f) Asset Management
- g) Reporting/statements
- h) Sale of land
- i) Internal financial procedures

3. Internal Governance

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

- a) Code of Conduct for Staff
- b) Performance management and evaluation
- c) Hiring Policy
- d) Orientation/Continuing Education
- e) Health and Safety
- f) Work/Life Balance
- g) Compensation/Benefit
- h) Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency.

4. Open Government and Public Participation

The municipality ensures that it is accountable and transparent to its stakeholders through implementing processes outlining how, when and under what rules meetings take place. The municipality's meetings will be open to the public when and as required under legislated requirements. The following are policies, procedures and practices that ensure that the municipality is transparent in its actions and opportunities to participate are encouraged:

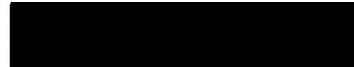
- a) Council Code of Conduct
- b) Appointment of an Integrity Commissioner
- c) Appointment of a Closed Meeting Investigator
- d) Procedure By-Law
- e) Public Notice By-Law
- f) Records Retention Policy
- g) Accessibility Policy and Procedures
- h) Use of Corporate Resources Policy
- i) Application to Appear as a Delegation Form
- j) Public Posting of Council and Committee Agendas and Minutes
- k) Strategic Plan

5. Repeal of Existing By-Law

- a) That By-Law 2007-0121 and any other by-laws contrary to this by-law be repealed.

This by-law shall come into effect on the 21st day of December, 2021.

Read and Adopted in open Council on the 21st day of December, 2021.


Signed by Carolyn Amyotte (2021/12/22)
Verify with verifio.com or Adobe Reader.



Carolyn Amyotte, Mayor

Connie Parent
Signed with ConsignO Cloud (2021/12/22)
Verify with verifio.com or Adobe Reader.



Connie Parent, Clerk