



**Corporation of the Town of Ingersoll
By-Law 16-4860**

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

WHEREAS Section 270.1 of the Municipal Act, 2001, requires all municipalities to adopt and maintain a policy on 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 is reviewed during every term of Council;

AND WHEREAS the Council of the Town of Ingersoll deems it desirable to adopt the updated Accountability and Transparency policy;

NOW THEREFORE, the Council of the Corporation of the Town of Ingersoll enacts as follows:

- 1) **THAT** the Accountability and Transparency of the Town of Ingersoll shall be governed by the provision and regulations contained in this by-law and as attached, as Schedule 'A';
- 2) **THAT** Schedule 'A' attached hereto, in substantially the same form, shall form part of this By-Law. This by-law may be cited and referred to as the "Ingersoll Accountability and Transparency By-law";
- 3) **THAT** this by-law shall come into force and be effective on the date of the third and final reading thereof.
- 4) **AND THAT** By-Law 11-4647 or any by-law inconsistent with this by-law be hereby repealed.

READ a first and second time in Open Council this 11th day of January 2016.

READ a third time in Open Council and passed this 11th day of January 2016.

Edward (Ted) Comiskey, Mayor

Michael Graves, Clerk

TOWN OF INGERSOLL
POLICIES AND PROCEDURES

Policy: **Accountability and Transparency**

Approval Date: January 11, 2016

Effective Date: January 11, 2016

INTRODUCTION

The Town of Ingersoll is committed to ensuring accountability and transparency of the activities of the municipality including the activities of Council, committees, appointed boards, sub-committees and the administration. To demonstrate accountability and transparency in the municipal decision-making process, Council and staff shall comply with the relevant legislation, by-laws and requirements of municipal policies.

As required by Section 270 (1) of the Municipal Act, 2001, (the Act) all municipalities must adopt and maintain a policy for the manner in which the municipality will try to ensure that it is accountable to the public for its actions and that such actions are transparent to the public.

PURPOSE

To 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. This policy has been developed in accordance with Section 270, of the Municipal Act, 2001.

POLICY

1. Definitions

“Accountability” shall mean the responsibility of the Town of Ingersoll for decisions made and policies implemented.

“Town” shall mean the Corporation of the Town of Ingersoll.

“Transparency” shall mean the ability of outside parties to observe how decisions are made and implemented.

2. Principles

Council for the Town of Ingersoll acknowledges that it is responsible to provide good governance for its stakeholders, including its citizens and other levels of government.

Therefore, the Town is an accountable and transparent organization that is committed to the following principles:

- Openness and fairness when transacting Town business;
- Efficient and effective financial management;
- An open, responsive meeting process that ensures citizens have access to and an awareness of the Council and/or Committee business being discussed;
- Providing access to public information consistent with the legislative requirements;
- Ensuring staff conduct themselves in accordance with this policy;
- Delivering high quality services to our citizens; and,
- Promoting the efficient use of public resources.

Accountability and transparency are standards of good environment that enhance public trust. These principles 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. Wherever possible, the Town will engage its stakeholders throughout its decision-making processes, which will be open and transparent to the public.

3. Requirements

The principles of accountability and transparency shall apply equally to the political process and decisions as well as to the administrative management of the municipality.

4. Financial Matters

The municipality will strive to be accountable and transparent to its citizens and stakeholders in its financial business, particularly with respect to:

a. Internal/external audit;

The Internal Auditor shall conduct internal audits to enhance business processes and to undertake an organizational risk assessment. The external auditor shall annually audit the accounts and transactions of the municipality and its local boards and express an opinion on the financial statements of these bodies based on the audit. Both the internal and external auditor shall assist Council in holding itself and its administrators accountable for the quality of stewardship over public funds and for achievement of value for money in municipal operations. The Town shall publish its annual audited financial statements.

b. Reporting/financial statements;

Council shall be provided with quarterly reports on the financial status and program outcomes for the Corporation.

c. Long-term financial planning;

A review and update of the 10 year financial forecast shall be undertaken annually.

d. Public Sector Accounting Board (PSAB);

Financial records and statements shall be prepared in accordance with the Public Sector Accounting Board regulations.

e. Purchasing/procurement

The Purchasing By-law shall establish the regulations for the procurement of goods and services and shall protect the interests of the town, public, and persons participating in the procurement process by providing a clear statement of how goods and services are to be acquired. The town is committed to the goal that staff be held accountable to purchase the best possible quality of goods and services at the best possible cost while maintaining accountability, fairness, objectivity, efficiency, effectiveness and transparency.

f. Fees and charges;

Fees and Charges will be reviewed every term of Council

g. Sale of land

Acquisition or disposal of real property shall be addressed in accordance with the provisions of adopted policies and procedures.

h. Budget process

Council shall establish and ensure publication of the town's operating and capital budgets in accordance with legislative requirements. Budget committee meetings shall be open to the public and public input shall be encouraged.

i. Municipal performance measurement (MPMP)

Information as required shall be provided on an annual basis to the Province of Ontario under its Municipal Performance Measurement Program which seeks to better measure the cost and quality of public services. An assessment of the town's performance under the MPMP shall be conducted annually to ascertain opportunities to enhance performance

5. Governance

The Town's administrative practices will ensure accountability through the following initiatives;

a. Employee performance management and evaluation

Management will utilize an employee performance management and evaluation process in order to ensure employees are adhering to the standards of accountability and transparency as well as ensuring employees are achieving the goals set by Council.

b. A hiring policy, continuing education, compensation and benefits

The town shall provide policies and practices for the recruitment, management and development of its employees and shall ensure that legislative requirements and principles are met.

c. An orientation session

At the beginning of the term of Council, staff will conduct an orientation session that will bring Council up to date on the status of the municipality.

d. Code of conduct

Members of Council, local board appointees and staff shall abide by and uphold the Corporation Code's of Conduct. The Code's of Conduct shall provide Members of Council, board appointees and staff with guidelines for appropriate behaviour and conduct that meet the highest ideals of public service. The objective of these measures is to establish rules of conduct respecting conflict of interest and to minimize the possibility of conflicts arising between private interests and public service duties of public servants.

e. Health and safety

Health and safety programs shall be provided to ensure the continued well being of staff, Council and the public accessing municipal facilities, programs and services. Workplace safety inspections shall be conducted annually.

6. Public Participation and Information Sharing

The municipality will ensure that it is open and accountable to its citizens and stakeholders through implementing processes, which outline how, when and under what circumstances and rules meetings will take place. The meetings of the Town will be open to the public when 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. Council will also ensure that it is reporting out of closed session when it is possible to do so.

The Town will adhere to following processes, which ensure meaningful and effective participation, as well as the timely disclosure of information:

a. Procedure by-law

Council will uphold the provisions of its Procedure By-law governing the calling, place and proceedings of meetings. The Procedure By-law provides for public notice of Council and Committee meetings to ensure the public has knowledge of its ability to participate in the decision making process.

b. Strategic plan for the Town;

The town's strategic plan will establish the framework for the term of Council and will be reviewed every term of Council.

c. Planning processes governed under the Planning Act

The town shall provide for and follow adopted planning processes in accordance with relevant legislation to ensure public participation and inclusiveness.

d. Notice by-law

The municipality shall keep its citizens informed through legislated public notice requirements and its Notice by-law requirement and related procedures. Public notice of meetings and specified municipal government actions, decisions or proposals shall be provided in accordance with policy and legislative requirements.

e. Access to Records and Information

The town shall provide reasonable access to records and information within legal limitations and shall actively seek to ensure that such records and information are available on the town web site. In providing access to such information, the town shall also ensure the protection of individual privacy is upheld. Where public accessibility to such documentation is unclear, the town shall abide by the provisions of the Municipal Freedom of Information and Protection of Privacy Act, under which any individual may submit requests for information in the possession of the Corporation.

f. Public Information centres, Town Hall meetings and open houses

Were information is needed to be provided to the public Council will consider using public information centres, Town Hall meetings and open houses.

g. Agendas and minutes

Council agendas, reports and minutes are available to citizens on town website.

h. Website, Media releases, and Ealerts

In order to assist in providing the public with information Council and staff shall employ the use of the website, media releases and ealerts.

7. General Provisions

This policy shall be applicable to Members of Council and staff of the Town of Ingersoll.

This policy shall be reviewed once every term of Council or upon a change in legislations. Notice for this review shall be given in accordance with the Town of Ingersoll Procedure by-law.

The Clerk shall be responsible for collecting concerns or complaints related to this policy. Upon receipt of a concern or complaint, the Clerk shall notify:

- a. In the case of staff, the Department Head responsible for the area and the Chief Administrative Officer;
- b. In the case of closed meetings, the meeting investigator appointed by the municipality and the Clerk, or
- c. In the case of Council, the Mayor and Chief Administrative Officer.