

The Corporation of the City of Pembroke

By-law Number 2017-18

A By-law to adopt an Accountability and Transparency Policy for the Corporation of the City of Pembroke

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 o the operations of the municipality;

And Whereas Council of the City of Pembroke deems it necessary to adopt an Accountability and Transparency Policy

Now Therefore the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That the Accountability and Transparency Policy attached hereto and marked as Appendix “A” to this by-law, be hereby adopted.
2. That this by-law shall come into force and take effect upon the date of the final passing thereof.

**Passed and Enacted
This 21st Day of February 2017**

Michael LeMay
Mayor

Terry Lapierre
Chief Administrative Officer/Clerk

Accountability and Transparency Policy

By-law 2017-18 – Schedule “A”

1. Policy Statement

The Municipal Act, 2001 (the Act) 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.

2. Scope

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

- 2.1 Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- 2.2 Delivering high quality services to our citizens; and
- 2.3 Promoting the efficient use of public resources.

3. Procedure

3.1 Definitions

For the purpose of this policy:

“Accountability” is 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” is 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.

3.2 Accountability Framework

- 3.2.1 Accountability, transparency and openness are standards of good government that enhance public trust. They can be achieved in part 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.

3.2.1 The principles of accountability and transparency shall apply equally to the political process and decision-making and, with necessary modification, to the administrative management of the municipality.

3.3 General Provision

3.3.1 Financial Matters

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. The City of Pembroke demonstrates such accountability and transparency through the following polices/procedures:

- i. Internal/External Audit
- ii. Financial Reporting/Statements
- iii. Long Range Financial Planning
- iv. Annual Financial Statements
- v. Asset Management
- vi. Purchasing/Procurement Policy
- vii. Sale of Land and Other Assets
- viii. Budget Process
- ix. Signing Authority By-law
- x. Fees and Charges By-law

3.3.2 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 City Employees
- ii. Code of Conduct for Advisory Committee Members
- iii. Confidentiality Statement
- iv. Performance Management and Evaluation
- v. Hiring Policy
- vi. Orientation/Continuing Education
- vii. Health and Safety
- viii. Harassment in the Workplace Policy
- ix. Violence in the Workplace Policy
- x. Compensation/Benefit

3.3.3 Public Participation and Information Sharing

The City of Pembroke ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place (Procedural By-law). 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 verbally or in writing on specific items at these meetings provided that established protocols are followed. 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:

- i. Procedural By-law
- ii. Public Distribution of Council and Committee Agenda and Meeting Documentation
- iii. Code of Conduct for Councillors
- iv. Strategic Plan
- v. Public Notice By-law
- vi. Delegation of Authority By-law
- vii. Planning Processes Pursuant to the Planning Act
- viii. Complaint Process
- ix. Delegation Rules
- x. Records Retention By-law
- xi. Freedom of Information Process
- xii. Investigator/Ombudsman Appointed
- xiii. Auditor entitled to attend any meeting of Council, Committee, or Local Board

4. Responsibility

The Council and Chief Administrative Officer/Clerk shall be responsible for ensuring compliance with this policy.