



PURPOSE

Section 270 of the *Municipal Act, 2001*, as amended (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. This policy has been developed in accordance with the Act to comply with section 270.

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.

POLICY STATEMENT

The Council of The Corporation of the Municipality of Temagami 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.

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.

i) 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:

1. Financial Information Returns — filed annually with the Ministry of Municipal Affairs and Housing.
2. External Audits — completed on an annual basis. These audits are completed by independent accredited Chartered Accountants. Audited financial statements will be presented to Council at the completion of the audit for approval. These statements, once approved, will be published to the Municipal Website as well as be made available, on request, from the Municipal Office.
3. Reporting and Statements – apart from the statements required by legislation, once the annual budget has been approved, monthly budget variance reports will be included on the agenda for Regular Council Meetings.
4. Long Term Financial Plan — including a multi-year capital plan contained in the Asset Management Plan and an operating budget of up to five years.
5. Asset Management Plan – prepared following the principals contained on O.Reg 588/17 and adopted by Council on a regular basis
6. Purchasing Policy adopted by by-law
7. Policies for Sale of Land — included in the Municipality's Real Property Disposal By-law
8. Public Budget Process — annually, through Council meetings held in public and communication to the Public through our database.

ii) Internal Governance

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

1. Standards of Conduct – outlined in section 4 of the Human Resources Policy adopted by bylaw.
2. Our Human Resources Policy also contains Administrative Policies and Procedures, including the following:
 - (a) Vacation Policy — Permanent Full Time Employee Group
 - (b) Overtime / Lieu Time Policy
 - (c) Workplace Health and Safety Policy
 - (d) Training & Development Policy
 - (e) Discrimination & Harassment Policy
 - (f) Employee Discipline Policy
3. Specific Workplace Harassment and Workplace Violence Policies adopted by bylaw.

iii) 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 except when authorized by Section 239 of the Municipal Act 2001, as amended. Members of the public 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, etc. Some specific examples include:

1. Procedure By-Law.
2. Code of Conduct for Members of Council.
3. Delegation Rules, included in the Municipality's Procedure By-law.
4. Records Retention By-law
5. Planning Processes — compliance with the Provincial Planning Act and regulations.
6. Public Notice requirements of various By-Laws and Legislation
7. The Municipality's website: www.temagami.ca
8. Publication of the Council agendas, including supporting documents, on the Mondays before meeting dates at the Municipal Office and on the Municipal Website
9. Posting of Municipal by-laws on the Municipality's website as appropriate
10. Posting of minutes from Council Meetings on the Municipality's website for the current term of Council.
11. Posting of bulletins and new releases on the Municipality's website.
12. Posting of municipal employment opportunities on the Municipality's website.
13. Posting of volunteer opportunities on the Municipality's website.
14. Posting of tenders and requests for proposals on the Municipality's website.
15. Posting of a list of Municipality services on the Municipality's website.
16. Periodic communication to subscribers through communicate@temagami.ca including meeting summaries and items for public consultation

Approval Date:	August 26, 2010	Resolution #:	10-447
Amendment Date:	July 13, 2022	Resolution #:	By-Law 23-1676
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**SCHEDULE A – LIST OF CURRENT BYLAWS
REFERRED TO IN ACCOUNTABILITY & TRANSPARENCY
POLICY**

TITLE OF BYLAW	BY-LAW
Human Resources Policy	09-887
Procedure By-law	23-1659
Purchasing By-law	14-1170
Real Property Disposal By-law	14-1171
Records Retention By-law	20-1527
Workplace Harassment Policy	10-932
Workplace Violence Policy	10-933