

January 21, 2020

REPORT TO: Mayor & Council
FROM: Elizabeth (Lisa) Slomke, Town Clerk
SUBJECT: Accountability & Transparency Policy

BACKGROUND

The Municipal Act, section 270 requires that municipalities adopt and maintain a number of policies with respect to several matters. One of those being (5) *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 legislation is silent respecting the content of such a policy, which provides each municipality the ability to create one that best suits its needs. I have reviewed a number of similar size municipal policies and have crafted the attached draft for your consideration.

RECOMMENDATIONS

The Administration & Finance Executive Committee review and recommend that the 'Accountability and Transparency Policy' be adopted.

Approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to adopt the policy as presented.
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THE TOWN OF FORT FRANCES

Section: Administration & Finance

Policy: Accountability and Transparency

Creation Date: January 2020

Revised Date:

Resolution Number:

Supersedes Resolution Number:

Policy Number: x.x

1. POLICY PURPOSE

To provide measures where the Town of Fort Frances will try to ensure that it is accountable to the public for its actions, and it will try to ensure that its actions are transparent to the public to meet current legislation.

2. DEFINITIONS

Accountability – The principle that the municipality will be responsible to its constituents for decisions made and policies implemented.

Transparency – The principle that a municipality actively encourages and fosters constituent 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.

3. POLICY STATEMENT

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 constituents. In addition, wherever possible, the municipality will engage its constituents throughout its decision-making process which will be open, visible and transparent to the public.

4. POLICY REQUIREMENTS

The Town of Fort Frances demonstrates commitment to open government by applying the principles of accountability and transparency equally to the political process and decision making and to the administrative management of the municipality through various policies, procedures and practices that have been divided as follows:

Financial Matters

- External audit
- Financial reporting/statements
- Asset management plan
- Purchasing/procurement policy
- Sale of land policy
- Budget process
- User Fee by-law

Internal and Ethical Governance Standards

- Hiring policy
- Health and safety policy (ies)
- Benefit programs
- Accessibility standards
- Records and information management

Public Participation and Information Sharing

- Procedural by-law
- Council code of conduct
- Council / Staff Relations policy
- Strategic planning
- Notice policy
- Public meetings
- Municipal website / portal
- Closed meeting investigator
- Planning processes (Official Plan & Zoning By-law)
- Boards & Committees By-law

5. REVIEW PERIOD

This policy shall be reviewed once every term of Council.