

**THE CORPORATION OF THE
MUNICIPALITY OF WAWA**

BY-LAW NO. 2642-13

BEING A BY-LAW to adopt Policy No. GG-006: Accountability and Transparency which provides for the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and manner in which the municipality will try to ensure that its actions are transparent to the public.

WHEREAS Section 270, Municipal Act, 2001 S.O. 2001, Chapter 25, as amended, provides that a local municipality shall adopt and maintain policies 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;

NOW THEREFORE the Council of The Corporation of the Municipality of Wawa enacts the following as a By-Law:

1. **THAT** Municipality of Wawa By-Law No. 2093-08 be and is hereby repealed.
2. **THAT** Policy No. GG-006: Accountability and Transparency Policy herein attached as Schedule "A" to this By-Law and forming an integral part of this By-Law, be adopted.
3. **THAT** the Mayor and Deputy Clerk be and they are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
4. **THAT** this By-Law is enacted upon the third and final reading hereof.

READ a first, second and third time and be finally passed this 5th day of March, 2013.

LINDA NOWICKI, MAYOR

CATHY CYR, DEPUTY CLERK



The Corporation of the Municipality of Wawa

Policy Manual

POLICY TITLE: Accountability and Transparency	SUBJECT: Accountability and Transparency
Policy Section: General Government	Policy No. GG-006
Effective Date: March 5, 2013	Enacted By: By-Law No. 2642-13

Section A

Preamble

- 1.0.0 The *Municipal Act, 2001*, 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.
- 2.0.0 The purpose of the 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 *Municipal Act* to comply with Section 270.

Section B

Policy Statement

- 2.0.0 The Council of the Municipality of Wawa acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:
- a. Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
 - b. Delivering high quality services to its citizens; and
 - c. Promoting the efficient use of public resources.
- 3.0.0 Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures to ensure, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and



The Corporation of the Municipality of Wawa

Policy Manual

POLICY TITLE: Accountability and Transparency	SUBJECT: Accountability and Transparency
Policy Section: General Government	Policy No. GG-006
Effective Date: March 5, 2013	Enacted By: By-Law No. 2642-13

accessible to its stakeholders. In addition, wherever possible, the municipality will engage its stakeholders through its decision making process which will be open, visible and transparent to the public.

Section C

Definitions

- 1.0.0 **“Accountability”** means the principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
- 2.0.0 **“Act”** means the *Municipal Act 2001*, R.S.O. 2001, as amended and regulations thereto.
- 3.0.0 **“Council”** means the Council of the Corporation of the Municipality of Wawa or its successors.
- 4.0.0 **“Municipality”** means the Corporation of the Municipality of Wawa or its successor.
- 5.0.0 **“Transparency”** means the principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. It means that the municipality's decision making process is open and clear to the public.

Section D

Regulations

- 1.0.0 The principles of accountability and transparency shall apply equally to the political process and to the administrative management of the municipality.



The Corporation of the Municipality of Wawa

Policy Manual

POLICY TITLE: Accountability and Transparency	SUBJECT: Accountability and Transparency
Policy Section: General Government	Policy No. GG-006
Effective Date: March 5, 2013	Enacted By: By-Law No. 2642-13

1.1.0 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:

- a. external audit
- b. reporting/statements (ie. FIR)
- c. long-term financial planning
- d. asset management
- e. purchasing/procurement
- f. sale of land
- g. budget process

1.2.0 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/continuation of 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.



The Corporation of the Municipality of Wawa

Policy Manual

POLICY TITLE: Accountability and Transparency	SUBJECT: Accountability and Transparency
Policy Section: General Government	Policy No. GG-006
Effective Date: March 5, 2013	Enacted By: By-Law No. 2642-13

1.3.0 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 when and as required under the *Act*, and members of the public will have an opportunity to appear in delegation or to make comments in writing on specific items on the agenda at these meetings in accordance with the municipal procedural by-law. 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:

- a. Procedural by-laws
- b. Code of conduct for Council and Local Board Members
- c. Public notice by-law
- d. Strategic Plan
- e. Planning processes



The Corporation of the Municipality of Wawa Policy Manual

POLICY TITLE: Accountability and Transparency	SUBJECT: Accountability and Transparency
Policy Section: General Government	Policy No. GG-006
Effective Date: March 5, 2013	Enacted By: By-Law No. 2642-13

Section E

Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law No.	Motion No.	Date of Most Recent Review by Council	Date of Next Review by Council
April 2008	2093-08	RC08110	April 2008	April 2011
March 2012	2642-13		February 2012	February 2015

Section F

References to Other Policies or By-laws

Policy Title	Policy Section	Policy Number
Proceedings of Council and Committee	General Government	GG-003
Giving of Public Notice	Media and Public Relations	PR-004
Code of Conduct for Staff	Human Resources	HR-009
Hiring Policy	Human Resources	HR-011
Code of Conduct for Council Members and Local Boards	Human Resources	HR-016
Part-Time Employees	Human Resources	HR-015
Investment Policy	Finance and Treasury	FIN-005
Purchasing Policy	Finance and Treasury	FT-001
Auditing Services	Finance and Treasury	FT-003
Accounting for Tangible Assets	Finance and Treasury	FT-010
Adopt Annual Estimates	Finance and Treasury	FT-012
Sale of Land	Administration	AD-006
Health & Safety	Protection & Enforcement	PE-006