

**THE CORPORATION OF THE CITY OF NORTH BAY**

**BY-LAW NO. 2007-243**

**BEING A BY-LAW TO ADOPT THE  
ACCOUNTABILITY AND TRANSPARENCY POLICY**

**WHEREAS** section 270.(1)(5) of the *Municipal Act, 2001*, as amended, provides that every municipality shall adopt and maintain policies with respect to accountability and transparency;

**AND WHEREAS** Council passed Resolution 2007-800 at its Meeting held on Monday, December 3, 2007, authorizing that the Policy for Accountability and Transparency be adopted.

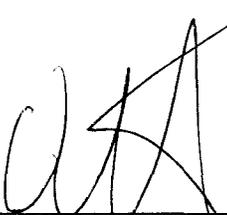
**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF  
NORTH BAY HEREBY ENACTS AS FOLLOWS:**

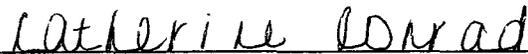
1. That the Policy for Accountability and Transparency attached as Schedule "A" hereto is hereby adopted.
2. This by-law shall take force and effect upon being passed.

READ A FIRST TIME IN OPEN COUNCIL THIS 17<sup>TH</sup> DAY OF DECEMBER, 2007.

READ A SECOND TIME IN OPEN COUNCIL THIS 17<sup>TH</sup> DAY OF DECEMBER, 2007.

READ A THIRD TIME IN OPEN COUNCIL AND ENACTED AND PASSED THIS 17<sup>TH</sup> DAY OF DECEMBER, 2007.

  
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MAYOR VICTOR FEDELI

  
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CITY CLERK CATHERINE CONRAD

## The Corporation of The City of North Bay

<b>POLICIES AND PROCEDURES</b>	<b>APPROVED: DECEMBER 3, 2007 (RESOLUTION NO. 2007-800)</b>
	SUBJECT:  ACCOUNTABILITY AND <b>TRANSPARENCY POLICY</b>

### 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

- i) "**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.
- ii) "**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 City of North Bay 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. The returns are also received by Council. Notice of their availability is given to the public. Information is also available on the City's website (2000 to current).
2. External Audits – completed on an annual basis. These audits are completed by independent accredited Chartered Accountants.
3. Reporting and Statements.
4. Long Term Financial Plan – adopted by Council in October 2005 and reviewed at the beginning of each Council's term of office.
5. Asset Management
6. Purchasing By-law No. 2004-196
7. Policies for Sale of Land – included in the City's Procedure By-law.
8. Public Budget Process – annually, through a series of public meetings.

### **ii) Internal Governance**

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

1. Municipal Code of Ethics – approved by Council on October 18, 2004 (Resolution No. 2004-718).
2. Hiring Policies – adopted by Council on October <>, 2007.
3. Workplace Health and Safety Policy – approved January 5, 2007
4. Administrative Policies and Procedures, including the following:
  - (i) Vacation Policy – Permanent Full Time Employee Group (Non-Union)
  - (ii) Attendance Management Program – All Employees
  - (iii) Temporary Assignments to Management – Non-Union Positions
  - (iv) Overtime / Lieu Time Policy for Non-Union and Contract Employees
  - (v) Training & Development Policy
  - (vi) Discrimination & Harassment Policy
  - (vii) Employee Discipline Policy
  - (viii) Take Our Kids To Work Policy
  - (ix) Driver's Licence Verification Policy
  - (x) Smoke Free Workplace (All Employees and Visitors) – this policy, approved on April 29, 2003, conforms with the Provincial Smoking in the Workplace Act and the City of North Bay By-law No. 2003-05.
  - (xi) Personal Use of City Vehicles
  - (xii) Financing Lease Policy
  - (xiii) Release of Information Policy – Tax & Water Department
  - (xiv) Information Technology Use Policy
  - (xv) Vehicle No Idling Policy
  - (xvi) Policy on Use of Cell Phones & Two-Way Radios

### **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 when and as 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. 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 No. 2003-139.
2. Code of Conduct for Members of Council, included in the City's Procedure By-law.
3. Delegation Rules, adopted by Council on November 19, 2007.
4. Records Retention By-law No. 2000-94.
5. Planning Processes – compliance with the Provincial *Planning Act* and regulations.
6. Public Notice By-law No. 2007-190.
7. The City's website: [www.cityofnorthbay.ca](http://www.cityofnorthbay.ca)
8. Publication of the Council and Committee agendas on the Fridays before meeting dates on the City's website.
9. All recent City by-laws are available to the public on the City's website.
10. Posting of minutes from Council Meetings on the City's website (2002 to present).
11. Posting of the City's annual performance measures on the City's website.
12. Posting of bulletins and new releases on the City's website.
13. Posting of municipal employment opportunities on the City's website.
14. Posting of volunteer opportunities on the City's website.
14. Posting of tenders and requests for proposals on the City's website.
15. Posting of a comprehensive list of City services on the City's website.