

# THE CORPORATION OF THE TOWNSHIP OF NIPISSING

## BY-LAW NUMBER 2023-01

### Being a by-law to adopt an administrative policy to ensure Accountability and Transparency for The Corporation of the Township of Nipissing.

**WHEREAS** the *Municipal Act*, 2001, c. 25 S270(1)5. provides that a municipality shall adopt and maintain policies with respect to ensuring 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 TOWNSHIP OF NIPISSING ENACTS AS FOLLOWS:

#### 1. SHORT TITLE

1.1. This by-law may be cited as the "Accountability and Transparency Policy".

#### 2. PURPOSE/OBJECTIVE

Council of the Township of Nipissing acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner, guided by the following principles:

- 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 our citizens; and
- C. 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 Township of Nipissing 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 Township of Nipissing will engage its stakeholders throughout its decision-making process which will be open, visible and transparent to the public.

The objectives of this by-law are:

- 2.1. to ensure that the municipality is accountable to the public for its actions;
- 2.2. to provide procedures to ensure that its actions are transparent to the public;
- 2.3. to provide a procedure to ensure that this policy is maintained and updated as required by the *Municipal Act, 2001*;

#### 3. DEFINITIONS

- 3.1. "Accountability" is the principle that the municipality is obligated to demonstrate and take responsibility for its actions, decisions and policies and that it is answerable to the public at large.
- 3.2. "Clerk" means the Clerk of the Township, including their successor and designate from time to time;
- 3.3. "Council" means the duly elected Municipal Council of the Corporation of the Township of Nipissing;
- 3.4. "Municipal Administrator" means the Municipal Administrator for the Township of Nipissing, including their successor and designate from time to time;

- 3.5. "Procedural By-Law" means the by-law in effect establishing the rules governing the proceedings of Council, the calling of meetings and the conduct of Members;
- 3.6. "Procurement Policy" means the by-law in effect establishing a policy concerning the procurement of goods and services;
- 3.7. "Public Notice By-Law" means the by-law in effect prescribing the form and manner for the provision of public notice under the *Municipal Act, 2001*.
- 3.8. "Township" means The Corporation of the Township of Nipissing.
- 3.9. "Transparency" is the principle that the municipality will conduct its business in an accessible, clear and visible manner and that its activities are open to examination by its stakeholders.

#### **4. RESPONSIBILITIES AND AUTHORITIES**

- 4.1. The Municipal Administrator is responsible for ensuring adherence to the Transparency and Accountability Policy and the by-laws and corporate policies supporting the goals of this Policy.
- 4.2. The Clerk shall review this Policy at the beginning of each term of Council and provide any recommendations or information to Council for approval where such action is considered necessary and in the best interest of the Corporation;

#### **5. GENERAL PROVISIONS**

The following are policies, procedures and practices that ensure the Township is transparent in its operations and that residents are not only aware of how decisions are made and carried out, but that they are able to participate as well:

- Council Procedure By-Law
  - Public Posting and Distribution of Council Agenda Meeting Documentation
  - Public Notice By-Law
  - Procurement By-Law
  - External Audit and Reports
  - Sale and Disposal of Land By-Law
  - Records Retention By-Law
  - Social Media Policy
  - Livestreaming of Council and Committee meetings on YouTube
  - Posting of video recordings of livestreamed meetings of Council and Committees
  - Appointment of an Integrity Commissioner
  - Code of Conduct for the Council Members
  - Municipal Election Procedures
- 5.4. Council shall maintain a formal complaint policy and procedure in place within the Township of Nipissing. This procedure shall be placed on the Township of Nipissing website for public access.
  - 5.5. Internal accountability and ethical standards are governed by Council approved Human Resources Policies and Procedures for all municipal staff. These policies and procedures follow Ontario labour laws as well as containing policies addressing a Code of Conduct, Recruitment and Selection practices and maintaining a discrimination and harassment-free workplace.

**6. ENACTMENT**

This By-Law shall come into effect upon passage.  
By-Law 2008-1211, 4. (a) and (b) are hereby repealed and replaced by this By-Law.

That this By-law shall come into force and effect immediately on the passing thereof.  
Read a first, second and third time and passed this 3<sup>rd</sup> day of January, 2023.

THE CORPORATION OF THE  
TOWNSHIP OF NIPISSING

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Tom Piper,  
Mayor

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Kris Croskery-Hodgins,  
Municipal Administrator