

BY-LAW NUMBER 2025-16

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

BEING a By-Law to Establish an Accountability and Transparency Policy for Council and Staff.

AND WHEREAS Section 5(3) of the *Municipal Act S.O. 2001*, as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by By-Law;

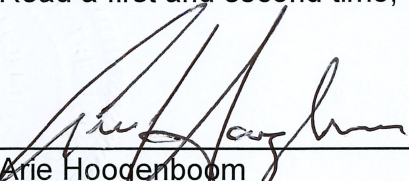
AND WHEREAS Section 270(5) of the *Municipal Act, S.O. 2001*, requires that all municipalities shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

- 1) That the Policy as attached hereto as Schedule 'A' and entitled "Accountability and Transparency Policy for Council and Staff" be approved and adopted.
- 2) That any other By-Laws, Resolutions, Motions or Actions of Council that are in contravention of this By-Law are hereby repealed, specifically Schedule 'D' of By-Law 2019-17.

AND FURTHER that this By-Law shall come into force and take effect on the date of passing.

Read a first and second time, the short way, this 3rd day of February, 2025.

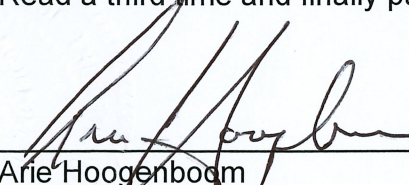


Arie Hoogenboom
Mayor



Mary Ellen Truelove
Clerk

Read a third time and finally passed this 3rd day of FEBRUARY, 2025.



Arie Hoogenboom
Mayor



Mary Ellen Truelove
Clerk



**Corporate Services
Department**

Sub Department: Administration

Policy Name: Accountability and Transparency Policy for Council and Staff

Developed by:	Mary Ellen Truelove, Clerk	Date: December 23, 2024
Reviewed by:	Council	Date: January 6, 2025
Approved by:	Council	Date: February 3, 2025
By-Law #:	2025-16	Effective: February 3, 2025

PURPOSE:

The Municipal Act 2001, as amended requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that 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 Township will be responsible to its public for decisions made and policies implemented, as well as its actions or inactions.

Transparency – The principle that the Township actively encourages and fosters public participation and openness in its decision-making processes. Transparency means the Township’s decision-making process is open and clear to the public.

POLICY STATEMENT:

The Council of the Township of Rideau Lakes is committed to ensuring transparency and accountability of the activities of Council, Committees, appointed Boards and Sub-Committees and the Administration.

In this policy, the guidelines are:

- a) Transparency, or how outside parties can observe how decisions are taken and implemented; and
- b) Accountability, or how Councils, Councillors and staff are held to account for their actions and how those actions are explained and justified.

Council and staff shall comply with the requirements of Municipal Policies, By-Laws and relevant legislation so as to demonstrate accountability and transparency in the municipal decision-making process.

This Policy shall be posted on the municipal website and available from the Clerk's Department.

This Policy applies to all appointed Boards, Committees and Sub-Committees of the Municipality with the exception of the Public Library Board.

PROCEDURES:

Accountability, transparency and openness will be the standards of Council that will enhance public trust which will be achieved through the Township adopting measures ensuring, to the best of Council's ability, that all activities and services are undertaken utilizing a process that is open and accessible to its public. Wherever possible, Council will engage the public throughout its decision-making process which will be open, visible and transparent to the public.

Council will be open, accountable and transparent to the public as required under the Act as set out hereto:

- Financial matters – reporting/statements; long term financing planning; asset management; procurement policy; sale of land; budget process; internal/external audit
- Internal governance – Code of Conduct for Council and staff
- Ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

Council will ensure that it is open and accountable to the public through implementing processes outlining how, when and under what rules meetings will take place. All 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 their meetings. In addition, Council has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including website and media. Some examples include the following:

- Procedure By-Law
- Code of Conduct for Council
- Records Retention
- Planning processes
- Public Notice By-Law/Policy
- Signing authority

This Policy will be reviewed from time to time.

GENERAL:

This policy was approved by By-Law Number 2025-16 dated Feb 3, 2025.