

## Transparency and Accountability Ad Hoc Committee

### Information Summary

#### **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**

Ramara will be open, accountable and transparent to its residents and stakeholders in its financial dealings as required under the Municipal Act. The municipality currently provides such accountability and transparency as follows:

- **Audit**

- External auditors as required by the Municipal Act (Section **296.1**)

**296. (1)** A municipality shall appoint an auditor licensed under the *Public Accounting Act, 2004* who is responsible for, (a) annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and (b) performing duties required by the municipality or local board. (c) Repealed: 2006, c. 32, Sched. A, s. 124 (1).

- Audit Committee with public appointees and published Terms of Reference

- **Financial Reporting**

- Publish annual statements on website and made available to the public on request
- File Financial Information Return (FIR) with Province through the Ministry of Municipal Affairs and Housing
- Auditor reviews final audited statements with Council
- Monthly Variance Reports to Committee of Council

- **Long Term Financial Planning**

- 10 year capital forecast

- **Asset Management**

- Being developed by Financial Analyst for adoption in 2008

- **Procurement**

- Adopted Bylaw 2004.82 which governs all purchasing of goods, services and disposal

- **Sale of Land**

- Adopted Bylaw 2005.114 for procedures governing sales of land
- Policies regarding CW.05.99 and CW.113.00

- **Budget Process**

- Reviewed at General Committee (open to public)
- Adopted by Council after receipt of public input
- Amendments allow for public input prior to decision

- **Development Charges**

- Adopted Municipal Wide Bylaw 2005.25
- Adopted Specific area Bylaws 2004.70, 2004.71, 2004.72, 2004.73
- Adopted Specific area sewer service for Brechin Bylaw 2007.104

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#### **ii - Internal Governance**

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

- **Code of Conduct for Staff** Bylaw 2008.07 – 01/28/2008
- **Annual Performance Evaluation**
  - Employee Preparation Worksheet
  - Annual Performance Appraisal Form
- **Hiring Policy (Non-Nepotism)** - Adopted 9/20/2004
- **Orientation/Continuing Education** - Identified in annual budget process
- **Health and Safety**
  - Corporate policy                      Adopted 6/28/2004
  - Phase 1 implementation              9/18/2006
  - Phase 2 implementation              scheduled for Jan/2008
- **Compensation/Benefit**
  - Council and Staff Remuneration Bylaws  
Establish Salaries and Honorariums 2008.24  
Amended by 2008.85 & 2008.86  
  
Annual Adjustment Motion (CW.54.07 GCRpt06/07)
  - Benefit Compensation Bylaw  
Establish Various Employment Provisions, Benefits and Amenities  
2005.83  
Related Amendments (2006.10, 2007.15, 2007.22, 2007.42, 2008.04,  
2008.23, 2008.54)
- Responsibility for ensuring Council's commitment to Accountability and Transparency
  - CAO/Clerk – closed meeting mins., Procedure Bylaw **Section 21.2**
  - Closed Meeting Investigator Bylaw 2007.108 – 12/17/2007
- Customer Service Standards - see Code of Conduct
  - At Committee of the Whole in December of 2004 the decision was made to purchase software to aid in customer care and tracking of complaints. (Issue Manager Software – Clearframe Solutions)
- Auditor Appointment Bylaw 2007.88 – 10/15/2007

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#### **iii - Public Participation and Information Sharing**

The Township shall ensure 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 Municipal 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, general questions will be entertained by Council and Committee of the Whole at all meetings except Planning Committee. Comments on planning matters are received at public meetings held under the provisions of the Planning Act.

- Procedure Bylaw 2008.05 - 01/28/2008
- Code of Conduct for Council - No official code exists -
- Strategic Plan (Vision, Mission and Issues)
- Delegation
  - Road Closings
    - Temporary Closure of Highway Bylaw 2005.28 - 04/04/2005
  - Cheque Signing Bylaw 2007.102 - 11/26/2007
  - Site Plan Control for Shoreline Res. Bylaw 2003.78 - 09/22/2003
  - Subdiv & Condo Subdivision Approval Bylaw 2007.63 - 07/30/2007
  - Designate Head -Freedom of Information Bylaw 2008.80 – 12/15/2008
  - Purchasing
    - Procurement of Goods Bylaw 2004.82 - 10/25/2004
- Records Retention Bylaw 2004.31 - 05/10/2004
- Public Notice Bylaw 2003.02 - 01/13/2003
- Public Input – as per Procedure Bylaw 2008.05 – 01/28/2008
  - Deputations to Council (**Section 24.1**)
  - Public Meetings under Planning Act (**Section 5.1**)
  - Question Period at Council and General Committee Meetings (**Section 28**)
  - Town Hall Meetings – 4 per year (**Section 6.1**)
    - March 19 – Ramara Centre
    - June 4 – Longford Mills Community Centre
    - October 1 – Joyland Beach Community Centre
    - November 19 – Brechin Mara Royal Canadian Legion