

The Corporation of the Township of North Huron

By-law No. 54-2025

Being a by-law to adopt an Accountability and Transparency Policy for the Corporation of the Township of North Huron

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WHEREAS Section 5(3) of the Municipal Act, S.O. 2001, c.25, as amended (the Act), provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 270.1 of the Act requires all municipalities to adopt and maintain a policy on 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;

AND WHEREAS the Council of the Corporation of the Township of North Huron is desirous of adopting an Accountability and Transparency Policy;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the Accountability and Transparency Policy attached hereto as Schedule “A” is hereby adopted and shall form part of this by-law.
2. That the Accountability and Transparency Policy adopted by resolution M039/12 on January 16, 2012, is hereby repealed.
3. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 11th day of August, 2025.

Read a third time and passed this 11th day of August, 2025.

CORPORATE SEAL

Paul Heffer, Reeve

Carson Lamb, Clerk

Township of North Huron

Accountability and Transparency Policy



1. Purpose

The Accountability and Transparency Policy provides the framework and outlines the standards for accountability and transparency in municipal government to ensure public trust, participation, and effective decision-making.

By adopting this Policy, the municipality is committed to promoting accountability and transparency in its operations and decision-making processes.

Subsection 270(1)(5) of the Municipal Act, 2001 provides that a 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”.

2. Scope

This Policy applies to all municipal operations, and its employees, including Members of Council.

3. Definitions

- 3.1. “**Accountability**” refers to 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. “**Transparency**” refers to 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 the public, fostering trust in government and improving service delivery.
- 3.3. “**Township**” shall mean the Corporation of the Township of North Huron.

4. Responsibility

The Township of North Huron Council and staff are responsible for adhering to the parameters of this Policy and for ensuring accountability for their actions and the transparency of municipal decision-making and operations.

5. Policy Statement

The Township of North Huron acknowledges that it is responsible for providing good government for the community in an accountable and transparent manner and will promote this by following these principles:

- Decision-making will be open and transparent.
- Municipal operations will be conducted in an ethical and accountable manner.
- Municipal resources will be managed efficiently and effectively.
- Inquiries, concerns and complaints about accountability and transparency of the municipality will be responded to in a timely manner.
- Reports on service standards, financial information, and municipal performance will be made available to the public to encourage public involvement in municipal government.
- Delegations of powers and duties will have appropriate corresponding accountability mechanisms.

6. 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.

6.1. Accountability and Transparency Framework

The Township is committed to accountability and transparency through a framework which includes:

- Code of Conduct for Council Members
- Appointment of an Integrity Commissioner
- Appointment of Closed Meeting Investigator
- Appointment of Chief Administrative Officer
- Committee Appointment Policy
- Appointment of an External Auditor
- Public Registry of Declarations of Interests
- Public Disclosure of Council Remuneration and Expenses
- Employee Code of Conduct
- Council-Staff Relations Policy
- Delegation of Authority Policy
- Routine Disclosure and Active Dissemination of Records Policy
- Privacy and Protection of Personal Information Policy
- Hiring Policy
- Health and Safety Policies
- Use of Corporate Resources During an Election Policy

- Strategic Plan and Planning Process
- Land Use Planning Processes

6.2. Financial Accountability and Transparency Framework

The Township will be open, accountable, and transparent to its stakeholders in its financial dealings. Tools that the Township of North Huron uses to provide accountability and transparency in financial matters are as follows:

- Internal reviews and external audits
- Annual financial statements
- Budget process, including capital and operating budgets
- Budget variance reporting
- Procurement and Purchasing of Goods, Services and Construction Policy
- Sale and Disposition of Land Policy
- Asset Disposal Policy
- Remuneration Policy
- Delegation of powers and duties
- Public information related to planning and development applications
- Strategic Asset Management Policy and Asset Management Plan
- Long-term financial plan
- Acceptance of Donations and Fundraising Campaigns Policy
- Debt Management Policy
- Investment Policy
- Reserve and Reserve Fund Policy

6.3. Open Government & Meetings

The Township is committed to providing timely, accurate, and accessible information to the public. This includes publishing public notices, agendas, and minutes of all meetings, as well as making public records and data available upon request. In addition, Council follows open meeting procedures including a process of rising and reporting following closed sessions.

North Huron Council and Committee Meetings are open to the public except as authorized by Section 239(2) of the Municipal Act. Notice of these meetings must be given in advance and meeting minutes must be available to the public. The Township of North Huron has developed policies, procedures, and practices to promote local democracy, including:

- Procedure By-law
- Public Notice Policy
- Accessible formats of documents
- Livestream of Council and Committee meetings
- Website and Social Media Use

6.4. Public Participation

The Township encourages and welcomes public participation in decision making processes. Council and Committee meetings will be open to the public, as required under the Municipal Act, 2001, and members of the public will have the opportunity to make delegations and/or submit comments in writing on specific items at these meetings that will provide feedback on policy and program development. In addition, the Township 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, the municipal website, municipal social media accounts, etc.

- Complaint Handling Policy
- Customer Service Standards Policy
- Petition Policy
- Social Media Policy

6.5. Internal Governance

The Township’s administrative practices ensure specific accountability on the part of its employees through the following initiatives:

- Appointment of the Chief Administrative Officer who reports directly to Council and is responsible for the general control and management of the affairs of the municipality for the purpose of ensuring its efficient and effective operation
- Performance management and evaluation of employees
- Continued education and orientation for both employees and members of Council
- Council-Staff Relations Policy
- Employee Business Expense Policy

7. Related Documents/Legislation

The Township of North Huron is accountable and transparent to the public by fulfilling a number of legislated responsibilities and disclosures of information.

Various pieces of legislation govern how the Township of North Huron conducts its business to ensure that it is being accountable and transparent to the public, including but not limited to:

- Accessibility for Ontarians with Disabilities Act, 2005
- Municipal Act, 2001
- Municipal Conflict of Interest Act, 1990
- Municipal Elections Act, 1996
- Municipal Freedom of Information and Protection of Privacy Act, 1990

- Occupational Health and Safety Act, 1990 (Violence and Harassment in the Workplace)
- Ombudsman Act, 1990
- Provincial Offences Act, 1990
- Public Sector Salary Disclosure Act, 1996