

**CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 41-2023**

Being a by-law to establish Public Notice and
Accountability and Transparency policies.

WHEREAS, Section 270(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality shall adopt and maintain policies with respect to circumstances in which the municipality shall provide notice to the public and ensure that it is accountable to the public for its actions; and

WHEREAS, Section 224 of the Municipal Act, 2001 states the role of Council includes ensuring that administrative policies, practices, and procedures are in place to implement the decisions of Council; and

WHEREAS, the Council of the Corporation of the Town of Renfrew deems it expedient and necessary to establish policies governing public notice and accountability and transparency;

NOW THEREFORE the Council of the Corporation of the Town of Renfrew hereby enacts:

1. THAT the following statutory policies attached hereto and forming part of this By-Law be adopted:

Public Notice Policy (Appendix A)

Accountability and Transparency Policy (Appendix B)

2. That the corporate policies attached shall form a part of this by-law.
3. That any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.
4. This by-law shall come into force and take effect upon the date of the final passing thereof.

Read a first and second time this 23rd day of May, 2023.

Read a third and final time this 23rd day of May, 2023.



Tom Sidney, Mayor



Victoria Charbonneau, Clerk

Policy:	Public Notice
Main Contact:	Clerk
Last Revision:	NEW

[Policy Statement](#)

[Purpose](#)

[Definitions](#)

[Policy Requirements](#)

[Monitoring](#)

[Authority](#)

[Contact](#)

[Change History](#)

Policy Statement

The Corporation of the Town of Renfrew is an accountable and transparent organization that believes that its residents should be made aware of the business of the Town.

Purpose

The purpose of this policy is to set out the minimum notice requirements, a list of matters for which public notice is required, the form and the manner in which notice is to be given, with the minimum time for providing such notice.

Definitions

“**Council**” means the elected officials of the Town of Renfrew;

“**CAO**” means the person appointed as the CAO for the Town of Renfrew or their duly authorized designate.

“**Clerk**” means the person appointed as the Clerk or the Town of Renfrew or their duly authorized designate.

Policy Requirements

1.0 Statutory Notice

1.1 Public notice in accordance with this policy shall be given before Council initially considers any matter where holding a public hearing is required under the *Municipal Act, 2001* or any other Act except where the Act contains its own public notice provisions.

- 1.2** Notice shall be given to the general public for all matters where holding a public hearing is required by the methods set out under the *Municipal Act, 2001* or any other Act except where the Act contains its own public notice provisions.
- 1.3** The notice requirements are not intended to limit Council's discretion to provide additional notice, utilizing different or additional methods or repeating notice, as may be deemed appropriate by the Clerk or CAO, or directed by Council.
- 2.0 Other Notice Provisions**
- 2.1** For the purposes of non-statutory notice, the posting of the agendas on the Town website not later than 48 hours prior to a meeting will serve as notice for items being considered by council or its committees.
- 2.2** Public notice will be provided as and when required by other corporate policies, including but not limited to, the sale and disposition of land, procurement, commemorative naming, etc.
- 2.3** The Town commits to providing opportunities for public feedback through a public meeting or public open house on the following matters:
- Annual Budget
 - Council Remuneration
 - Strategic Plan.
- 2.4** When non-statutory notice is provided, it should be done in a timely fashion, preferably with a minimum of 10 days.
- 2.5** When non-statutory notice is provided, staff should employ the appropriate method or medium, including but not limited to the Town website, social media channels, and newspaper block advertisement.
- 2.6** Notices should include a contact person with contact information, as well as any other pertinent information, including the date, time and location of the meeting.

Monitoring

The CAO shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

Section 270(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

Contact

Victoria Charbonneau, Clerk
 Telephone: 613-432-4848
 Email: vcharbonneau@renfrew.ca

Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Public Notice Policy	June 1, 2023	New policy	XX-2023

Policy: **Accountability & Transparency Policy**

Main Contact: **Chief Administrative Officer**

Last Revision: **NEW**

[Policy Statement](#)

[Purpose](#)

[Definitions](#)

[Policy Requirements](#)

[Monitoring](#)

[Authority](#)

[Contact](#)

[Change History](#)

Policy Statement

The Corporation of the Town of Renfrew is committed to accountable and transparent local government in keeping with its corporate values and competencies.

Purpose

Accountability and transparency are standards of good government that enhance public trust in regard to the political process and administrative management. This policy outlines measures and practices that:

- Encourage transparency and participation in decision-making;
- Deliver quality municipal services; and
- Promote the efficient and effective use of public resources.

Definitions

Accountability is the principle that the Town is responsible for its actions, decisions and policies, and that it is answerable to the public at large.

Transparency is the principle that the Town will conduct its business in an accessible and open manner through its decision-making process.

Policy Requirements

1.0 Legislated Requirements

The Town of Renfrew is accountable and transparent by fulfilling various legislated responsibilities. The following is a sampling of provincial statutes with regulations that govern how the Town conducts its business:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Provincial Offences Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Public Sector Salary Disclosure Act, 2004*
- *Occupation Health and Safety Act*
- *Planning Act*
- *Safe Drinking Water Act*
- *Clean Water Act*
- *O.Reg. 347 Waste Management.*

2.0 Financial Matters

The Town of Renfrew is accountable and transparent in its financial activities including the following policies and measures, as well as others adopted from time to time:

- External Audit
- Financial Statements
- Procurement Policies
- Budget Variance Reporting
- Operating and Capital Budgets
- Asset Management Program
- Long Range Financial Planning
- Sale of Surplus Land and Rolling Stock/Equipment Policies
- Tax Billing & Collection Policy
- Utilities Billing & Collection Policy
- Accounts Receivable Policy
- Reserve & Reserve Fund Policy
- Long-Term Debt Policy
- Investment Policy
- Other financial policies
- Fees and Charges By-law.

3.0 Administrative Reporting

The Town of Renfrew reports to the public in an accountable and transparent manner on administrative management activities through regular reporting to Committee and Council.

4.0 Governance

The Town of Renfrew fosters accountable and transparent decision-making including the following policies and measures, as well as others adopted from time to time:

- Strategic Plan
- Procedural By-law
- Council Code of Conduct
- Staff Code of Conduct
- Human Resources Policies
- Complaint Policies
- Records & Information Management Policy
- Public Notice Policy
- Council-Staff Relations Policy
- Delegated Authority Policy
- Nepotism Policy
- Closed Meeting Investigator
- Integrity Commissioner.

5.0 Internal Accountability and Ethical Standards

The Town of Renfrew fosters internal accountability through policies, training and other measures that support its corporate competencies and values.

Monitoring

The Chief Administrative Officer responds to any complaints or queries with regard to this policy and ensure its maintenance.

Authority

Section 270 of the *Municipal Act, 2001 S.O. 2001, c.25* as amended, requires the Town adopt and maintain a policy with respect to accountability and transparency.

Contact

Robert Tremblay
Chief Administrative Officer
Telephone: 613-432-4848
Email: rtremblay@renfrew.ca

Corporate Policy

Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Accountability & Transparency Policy	June 1, 2023	New Policy	XX-2023