



Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

Administration & Finance Committee

Monday, May 19, 2015

4:30 p.m.

Municipal Office Council Chambers, Kenilworth

A G E N D A

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AGENDA ITEM	PAGE NO.
<p><u>CALLING THE MEETING TO ORDER</u></p> <p>- Councillor Burke, Chair</p>	
<p><u>PASSING AND ACCEPTANCE OF AGENDA</u></p>	
<p><u>DECLARATION OF PECUNIARY INTEREST</u></p>	
<p><u>DELEGATION</u></p> <p>Cliff Booi, Pat Brown, Brett McHugh Concerned Citizens of Wellington North</p> <ul style="list-style-type: none">• Ghent Pit Application	1
<p><u>ADMINISTRATION</u></p> <p>Report from Michael Givens, CAO</p> <ul style="list-style-type: none">• CAO 2015-13 Council Remuneration and Per Diems	2
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Report from Karren Wallace, Clerk <ul style="list-style-type: none">• CLK 2015-022 being a report on Accountability and Transparency Policy for the Township of Wellington North	12
<u>FINANCE</u> Year to date vs. Budget	19
<u>CLOSED MEETING SESSION</u> N/A	
<u>NEXT MEETING DATE</u> <u>ADJOURNMENT</u>	

Hi Karen,

I would like to be put on the delegates list for the Finance meeting on May 19th.

Our delegation is the Concerned Citizens of Wellington North (CCWN)

There will be 3 of our Directors, Cliff Booi, Pat Brown and Myself in attendance. We would like to present our group, and a brief summary on the Negligence act as it pertains to the Ghent pit application. Pat Brown would like to talk about the alliance of the farm organizations that are now speaking out against the proposed destruction of the prime agricultural land in the application. Cliff will be in attendance to answer questions from the council in regards to the report he submitted to council on May 11th. If you can email me, or set up a time to be walked through the procedures of the meeting that would be appreciated.

Brett McHugh



Township of Wellington North

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**TO: ADMINISTRATION AND FINANCE COMMITTEE
MEETING OF MAY 19, 2015**

**FROM: MICHAEL GIVENS
CAO**

**SUBJECT: CAO 2015-13 COUNCIL REMUNERATION AND PER
DIEMS**

RECOMMENDATION

THAT the Administration and Finance Committee of the Township of Wellington North receive for information report CAO 2015-13 Council Remuneration and Per Diems.

PREVIOUS REPORTS/CORRESPONDENCE/BY-LAWS PERTINENT TO THIS MATTER

Council Remuneration By-Law 1-14
Township of Wellington North Personnel Policy and Guidelines
CAO 2015-09 CLARIFYING PROVISIONS FOR REIMBURSABLE EXPENSES/PER
DIEMS
TR 2015-04 2014 COUNCIL REMUNERATION

BACKGROUND

At the April 20, 2015 meeting of the Administration and Finance Committee the below resolution was passed.

THAT the Administration and Finance Committee of the Township of Wellington North receive for information report CAO 2015-09 Clarifying Provisions for Reimbursable Expenses/Per Diems;

AND FURTHER THAT the Administration and Finance Committee direct staff to bring a report to the May 19, 2015 Administration and Finance Committee meeting with methods used by comparator municipalities regarding Council per diems & remuneration/base pay.

Based on the above, staff compiled comparative information from the majority of the lower tier municipalities in Wellington County.

That information is captured in ATTACHMENT #1 to this report for the Committees information.

There are similarities in most cases. Erin has taken the approach that the Annual Remuneration is set to cover all aspects of meeting attendance and eliminates Per

Diems related to meetings except in exceptional circumstances that are approved by Council. Minto in most instances has the Mayor review and approve expense claims submitted by Councillors.

FINANCIAL IMPLICATIONS

I do not believe the intent is to make changes to the amount of the remuneration for the positions of Mayor and Council just to clarify the process and eliminate uncertainty about what is eligible for per diems and expense reimbursement. Therefore I believe financial implications will be negligible.

PREPARED BY:

RECOMMENDED BY:

Michael Givens

Michael Givens

**MICHAEL GIVENS
CAO**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

ATTACHMENT #1

MUNICIPALITY	CENTRE WELLINGTON	MINTO	GUELPH ERAMOSIA	MAPLETON	ERIN	WELLINGTON NORTH
Annual Remuneration	Includes attendance at Regular and Special Council Meetings; Committee of the Whole Meetings, including Budget; meetings with staff; Strategic Meetings and Town Hall Forums; Statutory Public Meetings when held in conjunction with a Council meeting; Events ceremonial or social in nature; Community meetings, functions and events; project/public open houses, community engagement workshops; meetings of community groups and organizations, special interest groups, ratepayer groups; Council orientation and training Adjusted on January 1 st of each year by the same percentage as the economic adjustment for staff.	Covers preparatory work for meetings, site visits, attendance at grand openings, ceremonial functions, Chamber of Commerce events, informal or formal meetings with staff, interactions with the public (calls, meetings, emails), any other duty or responsibility not specifically identified in Part 2 of Schedule "A".	Subject to an annual increase equal to the percentage increase given to non-union employees; such increase effective January 1 st of every year of Council's four year term of office.	For attendance at regular Council and Committee of the Whole meetings. Also includes all special meetings for which the Mayor has requested all members of Council to be in attendance	Covers regular Council meetings; special Council meetings; standing committee meetings; advisory committee meetings; sub-committee meetings; ad-hoc/special project committees; Committee of the Whole; budget committee meetings; statutory public meetings; events ceremonial or social in nature; community meetings, functions and events; non-statutory public meetings, project open houses, etc.; meetings of community groups and organizations, special interest groups, ratepayer groups, etc.; conferences/conventions, workshops, training and seminars.	Covers regular Council meetings; special Council meetings; committee of adjustment; court of revision; public meetings
Mayor	27,646	15,500	15,791.07	16,678.43	26,000	18,659.09
Deputy Mayor	18,430	12,500	N/A	N/A	N/A	N/A
Councillor	18,430	10,500	13,527.11	12,972.10	15,600	12,689.40
Per Diem	For attendance at municipally-related conferences, workshops and seminars Full day \$100 Half day \$75	Meetings of Council and Committee of the Whole, including Budget deliberations \$50 per meeting	\$85 remuneration paid for attendance at meetings/events related to capacity as a Member of Council including: Special Council	Paid for all meetings, over and above Council meetings, including those for which a member has been appointed by Council. Also for Council	Rate for each day at \$150 or each ½ day at \$75, in addition to the annual remuneration to cover exceptional circumstances for events	Full day-\$150.00 Per meeting-\$75.00

ATTACHMENT #1

MUNICIPALITY	CENTRE WELLINGTON	MINTO	GUELPH ERAMOSIA	MAPLETON	ERIN	WELLINGTON NORTH
	<p>Also compensated at the rate of \$70 for attending meetings of any of the following when appointed by a resolution of Council:</p> <p>BIA (Elora); BIA (Fergus); Centre Wellington Communications; Centre Wellington Energy; Grand River Conservation Authority; Farm Safety (meetings/farm safety day); Grand River Not for Profit Board; Groves Hospital (including Board, Governance, Building); Heritage Centre Wellington; Parks, Recreation, Culture Advisory Committee; Statutory Public Meetings when held separately from Council Meetings; Safe Communities; Community Stakeholders Group for Health Professionals Recruitment & Retention; Centre Wellington Medical Offices; Economic Development Advisory; Victoria Park Senior Centre Advisory; QMS, Emergency Exercise; Centre Wellington Hydro</p> <p>No paid for any other meetings unless Council has given prior approval.</p> <p>Acting/Deputy Mayor: \$70 per event at least one hour in length and only when requested to attend the event on behalf of the Mayor</p>	<p>Meeting of Standing Committees, Committees under Town appointment by-law, conferences, conventions, educational sessions as approved by Mayor, meetings of Provincial Boards (AMO, OSUM, OGRA, ROMA) including travel to and from such functions \$85 less than 4 hours \$150 for 4 hours or more</p>	<p>Meetings; Strategic Planning Committee Meetings; various Committee meetings to which a Member has been duly appointed by Council resolution; other meetings which a Member has been pre-approved to attend by Council resolution.</p> <p>\$130 to be paid for attendance at conferences, conventions and workshops pre-approved by Council resolution; to give evidence at a judicial hearing or any legislative body; and full-day meetings (Meetings with a duration of 4 hours or longer)</p>	<p>members attending conferences and seminars</p> <p>Full day \$120 Half day \$70 Night Meeting \$50</p>	<p>not covered under the By-law, with the passing of an authorizing resolution of Council prior to the event.</p>	

ATTACHMENT #1

MUNICIPALITY	CENTRE WELLINGTON	MINTO	GUELPH ERAMOSIA	MAPLETON	ERIN	WELLINGTON NORTH
	Council extra meeting report form is to be submitted to the Mayor for approval and then receives final sign off by the CAO.					
Mileage	Mileage reports – eligible mileage associated with Township business.	Paid for travel outside of the boundaries of the Town at the rate set by policy for staff	Mayor receives \$500 per annum as mileage allowance for the use of his/her personal vehicle in performing his/her regular duties as Mayor. Mayor and Councillors reimbursed for mileage when using their personal vehicles to attend conference, conventions, workshops or meetings approved by Council at a rate as prescribed by resolution for each actual kilometre driven, subject to completion of the prescribed forms.		When required to use their personal vehicle on Town business outside of the municipality shall be compensated at the current approved Town per kilometer rate, subject to completion of the prescribed forms.	\$800.00 annual allowance, travel within the municipality. \$0.50/km travel outside the municipality on municipal business
Expenses	May attend up to 3 conferences per calendar year. Resolution of Council required for attendance at more than 3 conferences. Budget allocated for Council	Meal allowance of \$80 per day. Receipts are to be provided up to the daily total meal allowance. Where a member is not required to pay for one or	Mayor and Council reimburses for actual expenses incurred when attending conferences, conventions, workshops or meetings approved by Council resolution.		Where meals are not included with the registration of a function, a meal allowance of up to \$100 per day shall be an eligible expense for	Actual expenses reimbursed.

ATTACHMENT #1

MUNICIPALITY	CENTRE WELLINGTON	MINTO	GUELPH ERAMOSIA	MAPLETON	ERIN	WELLINGTON NORTH
	<p>training and development equally among Members of Council.</p>	<p>more meals during a day for which a claim is submitted, subtract from above \$15 for breakfast, \$25 for lunch and \$40 for supper</p> <p>Other eligible expense including registration (excluding formal banquets where priced separately), parking travel surcharges, spousal programs and similar shall be paid pursuant to Part 4 where receipts are provided.</p>	<p>Expenses for registration, accommodation, transportation and local travel shall be reimbursed upon submission of proper documentation.</p> <p>Reimbursement for Special Council Meetings, conferences, conventions, workshops and expenses shall be submitted to the Clerk's Department within 30 days following the date that the meeting/expenses were incurred.</p>		<p>reimbursement, with the submission of original receipts showing the dates as well as names and business relationship of attendees.</p> <p>Actual incidental costs while attending functions outside the municipality shall be an eligible expense for reimbursement not to exceed \$50 per day.</p>	



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**TO: ADMINISTRATION AND FINANCE COMMITTEE
MEETING OF MAY 19, 2015**

**FROM: MICHAEL GIVENS
CAO**

SUBJECT: CAO 2015-14 EMPLOYEE BENEFITS

RECOMMENDATION

THAT the Administration and Finance Committee of the Township of Wellington North receive for information report CAO 2015-14 Employee Benefits;

AND FURTHER THAT the Administration and Finance Committee direct staff to further investigate introduction of Major Dental Coverage at 50% co-insurance to a maximum of \$1,000 per calendar for all eligible employees in Class 120, Plan X (non-union) in conjunction with the introduction of a Mandatory Generic Drug Program;

AND FURTHER THAT the Administration and Finance Committee direct the CAO to give consideration to matching Major Dental Coverage and Mandatory Generic Drug Program for all eligible employees in Class 122, Plan XX (union) during the next round of collective bargaining.

PREVIOUS REPORTS/CORRESPONDENCE/BY-LAWS PERTINENT TO THIS MATTER

N/A

BACKGROUND

During annual employee benefit renewal discussions with Mosey & Mosey, who act on behalf of the lower tier municipalities as our Benefit Plan Consultant, I requested that they provide some pricing related to Major Dental and Orthodontic coverage for Township staff. This coverage includes items like braces, dentures, bridges and crown benefits. The Township's current benefit program has no coverage for these items.

Attachment #1 provides costs impacts related to a number of options for coverage.

At the same time, I requested that the Consultant compile some pricing impacts related to the introduction of a Mandatory Generic Drug Plan. This plan would reimburse costs of the lowest cost generic drug at 100% unless medical evidence that a generic cost cannot be substituted, within the plan limits.

Attachment #2 provides cost impacts related to this plan option.

These proposed changes have not been reviewed or discussed with staff but I believe that this type of dental coverage enhancement specifically would be well received by Township staff and would provide further evidence of Council's support and recognition of the value of Township staff.

Implementation of the enhanced Dental Program in conjunction with the Mandatory Generic Program would mitigate the cost impact on the Township.

A staff education process on any changes would need to be undertaken prior to any implementation.

FINANCIAL IMPLICATIONS

The financial implications vary depending upon the options and are captured in Attachment #1 and #2.

PREPARED BY:	RECOMMENDED BY:
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Michael Givens

Michael Givens

MICHAEL GIVENS CAO	MICHAEL GIVENS CHIEF ADMINISTRATIVE OFFICER
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ATTACHMENT #1

Township of Wellington North
Plan Alternative for Manulife Plan #50150
 1-Dec-2014

All Eligible Employees Class 120, Plan X

Total Health Care Premiums
\$4,731.44

January 1, 2015 Health Care Monthly Rates:

Single	Family	Single	Family
\$123.10	\$278.32	0	17

Health Care	Option	Plan Design	Adjustment To Jan. 1, 2015 Rates		Percentage Adjustment	Premium Adjustment By Benefit Line	Annual Premium Adjustment
			Single	Family			
Drug	Current	Pay Direct - Prescribed drugs - Generic substitution applies (Manuscript Generic Drug Plan 2). Reimbursed at 100%.					
	1	Introduce a Mandatory Generic substitution program whereby, when a claim for a brand name drug is prescribed, reimbursement will be based on the lowest-cost generic drug equivalent, even if the doctor has handwritten "Do not substitute" on the prescription. Medical evidence that a generic drug cannot be substituted must be submitted in order for the brand name drug to be paid fully, within the plan limits.	(\$1.48)	(\$3.34)	-1.2%	(\$56.78)	(\$681)

All Eligible Union Employees Class 122, Plan XX

Total Health Care Premiums
\$4,110.56

January 1, 2015 Health Care Monthly Rates:

Single	Family	Single	Family
\$123.10	\$278.32	4	13

Health Care	Option	Plan Design	Adjustment To Jan. 1, 2015 Rates		Percentage Adjustment	Premium Adjustment By Benefit Line	Annual Premium Adjustment
			Single	Family			
Drug	Current	Pay Direct - Prescribed drugs - Generic substitution applies (Manuscript Generic Drug Plan 2). Reimbursed at 100%.					
	1	Introduce a Mandatory Generic substitution program whereby, when a claim for a brand name drug is prescribed, reimbursement will be based on the lowest-cost generic drug equivalent, even if the doctor has handwritten "Do not substitute" on the prescription. Medical evidence that a generic drug cannot be substituted must be submitted in order for the brand name drug to be paid fully, within the plan limits.	(\$1.48)	(\$3.34)	-1.2%	(\$49.34)	(\$592)

All Eligible Early Retirees: Class 121, Plan Y

Total Health Care Premiums
\$274.76

January 1, 2015 Health Care Monthly Rates:

Single	Family	Single	Family
\$121.32	\$274.76	0	1

Health Care	Option	Plan Design	Adjustment To Jan. 1, 2015 Rates		Percentage Adjustment	Premium Adjustment By Benefit Line	Annual Premium Adjustment
			Single	Family			
Drug	Current	Pay Direct - Prescribed drugs - Generic substitution applies (Manuscript Generic Drug Plan 2). Reimbursed at 100%.					
	1	Introduce a Mandatory Generic substitution program whereby, when a claim for a brand name drug is prescribed, reimbursement will be based on the lowest-cost generic drug equivalent, even if the doctor has handwritten "Do not substitute" on the prescription. Medical evidence that a generic drug cannot be substituted must be submitted in order for the brand name drug to be paid fully, within the plan limits.	(\$1.46)	(\$3.30)	-1.2%	(\$3.30)	(\$40)

ATTACHMENT #2

Township of Wellington North
Plan Alternative for Manulife Plan #50150
1-Dec-2014

All Eligible Employees Class 120, Plan X

Total Dental Care Premiums
\$1,785.17

January 1, 2015 Dental Care Monthly Rates: Single Family Single Family
 \$43.28 \$105.01 0 17

Health Care	Option	Plan Design	Adjustment To Jan. 1, 2015 Rates		Percentage Adjustment	Premium Adjustment By Benefit Line	Annual Premium Adjustment
			Single	Family			
Dental	Current	No Major Dental and Orthodontic coverage					
	1	Add Major Dental Coverage at 50% co-insurance to a maximum of \$1,000 per calendar year	\$2.03	\$4.94	+4.7%	\$83.98	\$1,008
	2	Add Major Dental Coverage at 50% co-insurance to a maximum of \$1,500 per calendar year	\$2.64	\$6.41	+6.1%	\$108.97	\$1,308
	3	Add Orthodontic for children only at 50% co-insurance to a lifetime maximum of \$1,000	\$0.00	\$2.10	+2.0%	\$35.70	\$428
	4	Add Orthodontic for children only at 50% co-insurance to a lifetime maximum of \$1,500	\$0.00	\$3.05	+2.9%	\$51.85	\$622
	5	Add Orthodontic for children and adults at 50% co-insurance to a lifetime maximum of \$1,000	\$1.00	\$2.42	+2.3%	\$41.14	\$494
	6	Add Orthodontic for children and adults at 50% co-insurance to a lifetime maximum of \$1,500	\$1.43	\$3.47	+3.3%	\$58.99	\$708

All Eligible Union Employees Class 122, Plan XX

Total Dental Care Premiums
\$1,538.25

January 1, 2015 Dental Care Monthly Rates: Single Family Single Family
 \$43.28 \$105.01 4 13

Health Care	Option	Plan Design	Adjustment To Jan. 1, 2015 Rates		Percentage Adjustment	Premium Adjustment By Benefit Line	Annual Premium Adjustment
			Single	Family			
Dental	Current	No Major Dental and Orthodontic coverage					
	1	Add Major Dental Coverage at 50% co-insurance to a maximum of \$1,000 per calendar year	\$2.03	\$4.94	+4.7%	\$72.34	\$868
	2	Add Major Dental Coverage at 50% co-insurance to a maximum of \$1,500 per calendar year	\$2.64	\$6.41	+6.1%	\$93.89	\$1,127
	3	Add Orthodontic for children only at 50% co-insurance to a lifetime maximum of \$1,000	\$0.00	\$2.10	+2.0%	\$27.30	\$328
	4	Add Orthodontic for children only at 50% co-insurance to a lifetime maximum of \$1,500	\$0.00	\$3.05	+2.9%	\$39.65	\$476
	5	Add Orthodontic for children and adults at 50% co-insurance to a lifetime maximum of \$1,000	\$1.00	\$2.42	+2.3%	\$35.46	\$426
	6	Add Orthodontic for children and adults at 50% co-insurance to a lifetime maximum of \$1,500	\$1.43	\$3.47	+3.3%	\$50.83	\$610

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Township of Wellington North

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**TO: ADMINISTRATION AND FINANCE COMMITTEE
MEETING OF MAY 19, 2015**

FROM: KARREN WALLACE, CLERK

**SUBJECT: CLK 2015-022 BEING A REPORT ON ACCOUNTABILITY AND
TRANSPARENCY POLICY FOR THE TOWNSHIP OF
WELLINGTON NORTH**

RECOMMENDATION

THAT the Administration and Finance Committee of the Township of Wellington North receive report CLK 2015-022 being a report on an Accountability and Transparency Policy be received;

AND FURTHER THAT the Administration and Finance Committee recommend Council of the Township of Wellington North approve the Accountability and Transparency Policy as presented.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Resolution of Council May 7, 2012:

Moved by: Councillor Lennox

Seconded by: Councillor Yake

THAT the Council of the Township of Wellington North hereby request that staff prepare a report including a recommendation outlining an appropriate "Accountability and Transparency" Policy in accordance with Section 270 of the Municipal Act.

AND FURTHER THAT the report be submitted to council no later than May 25, 2012 for consideration.

Resolution Number: 3

Carried

BACKGROUND

Section 270(1) of the Municipal Act, 2001 provides that a municipality shall adopt and maintain policies with respect to the following matters:

1. Its sale and other disposition of land.
2. Its hiring of employees.
3. Its procurement of goods and services.
4. 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.
5. 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.
6. The delegation of its powers and duties.

The Township of Wellington North has passed all of the above noted policies with the exception of the accountability and transparency policy. Which is required in order to be compliant with the legislation.

The purpose of the policy is to inform the public as 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.

Attached on Schedule "A" to this report is a draft Accountability and Transparency Policy for the Township of Wellington North.

The highlighted items within the draft policy are items that Council may or may not wish to include and should be given consideration prior to finalizing the policy.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

PREPARED BY:

RECOMMENDED BY:

Karren Wallace

Michael Givens

**KARREN WALLACE
CLERK**

**MICHAEL GIVENS
CHIEF ADMINISTRATIVE OFFICER**

SCHEDULE "A"



TOWNSHIP OF WELLINGTON NORTH

POLICY AND PROCEDURE

DEPARTMENT	Township Wide	POLICY NUMBER	
EFFECTIVE DATE	May 25, 2015	LEGISLATIVE AUTHORITY	<i>Municipal Act, 2001, Section 270</i>
APPROVED BY:	Resolution # ____ By-law # _____ CAO DEPARMENT HEAD: Clerk		
SUBJECT	ACCOUNTABILITY AND TRANSPARENCY POLICY		

POLICY

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality 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 municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

PURPOSE

Section 270 (1) 5 of the *Municipal Act, 2001* (the Act) provides that all municipalities shall adopt and maintain a policy 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.

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.

PRINCIPLES

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality.

The Council and staff of the Township of Wellington North acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- Delivery high quality services in an accessible manner to our citizens; and
- Promoting the efficient use of public resources.
- Making records available for review other than those specifically prohibited by law

DEFINITIONS

Accountability: 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.

Transparency: 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.

PROCEDURES AND PRACTICES:

1. Financial Matters

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the municipality provides such accountability and transparency are as follows:

- Internal/external audit
- Reporting/statements
- Long term financial planning
- Asset management
- Purchasing/procurement policy
- Sale of land
- Budget process, including service analysis
- Open and inclusive priority setting
- Development Charges
- Fees and Charges

2. Internal governance

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

- Code of conduct for staff
- Performance management and evaluation
- Orientation/continuing education
- Health and Safety
- Compensation/benefit
- Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency (CAO)
- Employee policy manual including but not limited to:
 - Workplace harassment policy
 - Workplace violence policy
 - Absence from Work
 - Bereavement Leave
 - Code of Ethics
 - Complaints
 - Discharge
 - Discipline
 - Documentation
 - Dress Code
 - Drugs and Alcohol
 - E-Mail, Internet and Computer Use
 - Employee Benefits
 - Employment Status Date
 - Freedom of Information and Protection of Privacy
 - Hiring Procedure
 - Hiring and Promotion (Conflicts of Interest)
 - Hours of Work
 - Jury Duty and Attendance in Court
 - Leave of Absence
 - Loss of Driving Licence
 - Notice of Job Vacancy
 - Overtime

- Professional Development and Training
- Rest Periods
- Retirement/Separation
- Safety
- Sick Leave/Family Leave
- Statutory Holidays
- Storm Closings/Snow Days
- Telephones
- Termination Date
- Theft
- Tuition Assistance
- Vacation
- Workers Compensation

3. Public Participation

The municipality ensures 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 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, the municipality 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, websites, etc.

Some specific examples include but are not limited to:

- Code of Conduct for members of Council
- Procedural By-Law
- Inclusive strategic planning
- Delegation rules
- Records retention
- Planning processes
- Provision and procedures for Notice Policy
- Closed Meeting Investigator
- Sale of Land Policy and procedures

4. Actions to promote accountability and transparency

The Schedule attached provides a number of actions that have been established by the Township to promote accountability and transparency.

POLICY REVIEW AND PROCEDURE

This Policy will be reviewed as required, but in any case no later than five (5) years from the date of the most recent review. The Clerk will be responsible for initiating the review of this Policy.

SCHEDULE to the DRAFT ACCOUNTABILITY AND TRANSPARENCY POLICY

ACCOUNTABILITY AND TRANSPARENCY

Agendas, supporting documentation and Minutes of the Council are posted on the Township's website no later than 12 noon on the Friday prior to the meeting date.

Closed Session Committee and Council Agendas identify the title of the item wherever possible and the criteria or reason for the closed meeting.

Council holds Public Forums to provide updates to the public and receive feedback from the public on Council's objectives and goals for its term and as such helps them evaluate the effectiveness of its role and performance.

Quarterly Budget Reports advise members of Council and the public as to the status of the budget expenditures and flag any areas of concern.

The Sale of Land By-Law/Policy sets out the procedure for the sale or disposal of Township owned land.

The Purchasing/Procurement By-Law/Policy identifies the process for the purchase of goods and services.

The Hiring Policy provides for the hiring of Township staff and addresses such matters as the hiring of relatives and the process to be followed in recruitment of new staff. Employment opportunities are posted on the Town's website and are advertised generally.

The Notice Requirements By-Law/Policy provides for the giving of notice to the public in respect of various matters.

The Delegation By-Law/Policy provides for the powers and duties Council has delegated.

Council has adopted a Code of Conduct for members of Council, which provides that members of Council shall carry out their duties in an impartial and objective basis and addresses such matters as conflict of interest, release of confidential information, etc.

Council has adopted a code of Conduct for Staff which requires staff to carry out their duties on an impartial and objective basis and addresses such matters as conflict of interest, release of confidential information, acceptance of gifts and invitations, etc.

With respect to tax write-offs and un-collectibles, a report is prepared to Council and the public, for the purpose of considering write-offs and un-collectibles.

Public Meetings are scheduled in accordance with the requirements of the *Planning Act*. Where Council believes that there is sufficient reason to schedule more than the one Public Meeting required by the *Act* in order to provide additional information and opportunity for the public to be heard, additional Public Meetings are held.

The Town prepares financial statements, which are audited by the Town's external auditor and are approved by Council. Once approved, the Audited Financial Statements are posted on the Town's website.

The Financial Information Return (FIR) is a data collection tool used by the Ministry of Municipal Affairs and Housing to collect financial and statistical information on municipalities. The FIR is a standard document comprised of a number of Schedules, which are updated each year to comply

with current legislation and reporting requirements. The FIR for each municipality including the Township of Wellington North Beach is posted on the Ministry of Finance website.

The Town collects data to measure the Town's performance in 12 municipal service areas pursuant to the Municipal Performance Measurement Program (MPMP) thereby providing the public with information on service delivery.

The Annual Drinking Water Reports for Wellington North are available for public viewing at the Town Hall and Public Works Department during regular business hours or by visiting the Town's website. The reports provide a brief description for the water systems in the previous year, and the most recent water quality data.

The Clerk has been appointed to oversee the administration of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) within the municipality to ensure that information available to the public is properly disclosed and that in accordance with MFIPPA the privacy of an individual's personal information existing in government records is protected.

The Fees and Charges By-Law is updated annually at a meeting open to the public.

At the beginning of each Council Term a resolution is adopted at a public meeting setting out the staff and officers of the Corporation who are authorized to sign cheques.

A Public Presentation is held by the Administration and Finance Committee annually, to present the Budget for public feedback. Corporate departmental goals and objectives are included in the Budget.

The Development Charges By-Law provides for annual reporting of the actual expenditures and proposed expenditures. There is a legislated requirement to review the By-Law within a five (5) year period.

The Township's website has a full listing of Committee and Council Agendas dating back several years as well as copies of by-laws, policies and procedures governing the municipality.

The Township's Multi-Year Accessibility Plan is reviewed at least every five (5) years and posted on the Town's website outlining the Township's strategy to prevent and remove barriers. A progress report is submitted annually to Council on the progress of measures taken to implement the strategy outlined in the Accessibility Plan, and is posted on the Township's website.

**Township of Wellington North
Council - Financial Summary Report
Budget vs. Year to Date - as of April, 2015**

Description	<u>2014</u>	<u>2014</u>	<u>2015</u>	<u>2015</u>	<u>(Over)</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Current Yr to Date</u>	<u>Under</u>
Total General Government Revenues	-\$1,364,337	-\$365,250	-\$1,482,960	-\$393,548	-\$1,089,412
Total Area Rates & PIL's	-\$293,370	-\$169,992	-\$388,152	-\$172,448	-\$215,704
Total Council Accounts	\$139,955	\$27,437	\$139,955	\$35,130	\$104,825
Total Administration Operating	\$1,105,801	\$208,948	\$1,175,576	\$342,771	\$832,805
Total Administration Capital	\$0	\$0	\$0	\$0	\$0
Total Administration	\$1,105,801	\$208,948	\$1,175,576	\$342,771	\$832,805
Total Property Operating	\$38,898	-\$38,485	\$51,211	-\$45,187	\$96,398
Total Property Capital	\$0	-\$26,469	\$0	\$0	\$0
Total Property	\$38,898	-\$64,954	\$51,211	-\$45,187	\$96,398
Total Wellington North Fire	\$141,000	\$8,950	\$650,784	\$37,330	\$613,454
Total Mount Forest Fire Operating	\$246,282	-\$37,007	\$41,750	\$23,960	\$17,790
Total Arthur Village Fire - Operating	\$278,182	\$8,840	\$38,750	\$49,783	-\$11,033
Total Wellington North Fire Capital	\$0	\$13,962	\$0	\$1,577	-\$1,577
Total Fire	\$665,464	-\$5,255	\$731,284	\$112,650	\$618,634
Total Crossing Guard	\$47,500	\$9,822	\$47,245	\$14,648	\$32,597
Total Conservation Authority	\$138,951	\$44,739	\$141,800	\$62,395	\$79,405
Total Protective Inspection & Control - Operating	\$5,730	\$19,715	\$2,535	-\$9,221	\$11,756
Total Protective Inspection & Control Capital	\$0	\$0	\$0	\$0	\$0
Total Protective Inspection & Control	\$5,730	\$19,715	\$2,535	-\$9,221	\$11,756
Total Animal Control	\$0	-\$3,239	\$0	-\$4,691	\$4,691
Total Property Standards/By-Law Enforcement	18,771	1,304	13,367	0	13,367
Total Roadways- Operating	\$3,690,738	\$606,421	\$3,988,138	\$674,634	\$3,313,504
Total Roadways - Capital	\$0	-\$23,225	\$0	-\$70,875	\$70,875
Total Roadways	\$3,690,738	\$583,196	\$3,988,138	\$603,759	\$3,384,379
Total Street Lighting	\$199,340	\$57,127	\$227,633	\$76,661	\$150,972
Total Cemetery - Operating	-\$1,375	-\$3,252	\$0	-\$10,472	\$10,472
Total Cemetery - Capital	\$0	\$0	\$0	\$0	\$0
Total Cemeteries	-\$1,375	-\$3,252	\$0	-\$10,472	\$10,472
Total Parks & Recreation - Operating	\$1,655,779	\$263,656	\$1,658,006	\$336,663	\$1,321,343
Total Parks & Recreation - Capital	\$0	\$1,339	\$0	\$0	\$0
Total Parks and Recreation	\$1,655,779	\$264,995	\$1,658,006	\$336,663	\$1,321,343
Total Planning & Zoning - Operating	\$12,725	-\$11,647	\$388	-\$12,463	\$12,851
Total Planning & Zoning - Capital	\$0	\$0	\$0	\$0	\$0
Total Planning & Zoning	\$12,725	-\$11,647	\$388	-\$12,463	\$12,851

Total Comm & Industrial - Operating	\$0	\$0	\$0	\$0	\$0
Total Economic Development Operating	\$145,575	\$24,824	\$145,299	\$30,098	\$115,201
Total Economic Development Capital	\$0	\$0	\$0	\$0	\$0
Total Economic Development	\$145,575	\$24,824	\$145,299	\$30,098	\$115,201
Total Tile Drains	\$0	-\$6,631	\$0	\$340	-\$340
Total Municipal Drains - Operating	\$30,000	-\$117,682	\$31,422	-\$17,226	\$48,648
Total Municipal Drains - Capital	\$0	\$5,236	\$0	\$3,616	-\$3,616
Total Municipal Drains	\$30,000	-\$112,446	\$31,422	-\$13,610	\$45,032
Total WN Rural Water Works Systems	\$5,400	\$365	\$8,460	\$681	\$7,779
Total Sanitary Sewer -Operating	\$0	\$126,018	\$0	\$161,923	-\$161,923
Total Sanitary Sewers - Capital Operations	\$0	\$11,997	\$0	\$0	\$0
Total Sanitary Sewer system	\$0	\$138,015	\$0	\$161,923	-\$161,923
Total Waterworks -Operating	\$0	\$30,368	\$0	\$59,507	-\$59,507
Total Waterworks Capital	\$0	-\$23,914	\$0	\$0	\$0
Total Waterworks System	\$0	\$6,454	\$0	\$59,507	-\$59,507