

City of Belleville

Report No: CC-2026-07

Meeting Date: April 13, 2026



To: Mayor and Members of Council

Department: Corporate Services

Staff Contact: Doug Irwin, City Clerk

Subject: Accountability and Transparency Policy

Recommendation:

That, pursuant to the City Clerk's Report CC-2026-07 Accountability and Transparency Policy, the draft Accountability and Transparency Policy dated April 2026 be adopted.

Strategic Plan Alignment:

General (All Objectives)

Background:

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 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.

Analysis:

The attached Draft Accountability and Transparency Policy provides that the City acknowledges that it is responsible for providing good government for its stakeholders in an accountable and transparent manner. In addition the policy sets out the General Principles on how the City will be accountable and transparent with respect to Financial Matters, Internal Governance and Public Participation and Information Sharing.

Financial:

Not applicable

Consultations:

Senior Leadership Team

Conclusion:

While the City has been accountable and transparent, it is prudent to adopt an Accountability and Transparency Policy that meets the requirements of the Municipal Act, 2001, as amended, to formally codify the manner in which the City will provide good government for its stakeholders in an accountable and transparent manner.

Attachments:

[Accountability and Transparency Policy - 04-2026](#)

Reviewed by:

Marie Doherty, Director, People and Corporate Services
Matt MacDonald, Chief Administrative Officer

Status:

Approved - 26 Mar 2026
Approved - 07 Apr 2026



City of Belleville

Subject: Accountability and Transparency Policy

Dated: April 2026

Approved:

Revised:

1. Purpose

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 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. Policy Statement

The City of Belleville acknowledges that it is responsible for providing 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;
- Delivering high-quality services to its citizens; and,
- Promoting the efficient use of public resources.

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

This Policy shall apply to both the political and decision-making processes, and the administrative management of the City.

3. Definitions

“Accountability” shall mean the principle that the City will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

“Transparency” shall mean the principle that the City actively encourages and fosters stakeholder participation and openness in its decision-making processes. Additionally, Transparency means that the City’s decision-making process is open and clear to the public.

4. General Principles

a. Financial Matters

The City will be open, accountable, and transparent to its stakeholders in its financial dealings as required under the Municipal Act. Some examples of how the City provides such Accountability and Transparency are:

- Internal/external auditing
- Annual reporting/financial statements
- Purchasing and procurement
- Acquisition and sale of land
- Annual budget process

b. Internal Governance

The City’s administrative practices ensure specific Accountability through the following initiatives:

- Code of Conduct for Members of Council and Local Boards
- Employee Code of Conduct
- Recruitment policies and practices
- Orientation
- Training and Development
- Health and Safety

- Work/life balance
- Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to Accountability and Transparency.

C. Public Participation and Information Sharing

The City ensures that it is open and accountable to its stakeholders through implementing process outlining how, when, and under what rules Council and its Committee meetings are governed by the City's current Procedural By-law. Such meetings will be open to the public when and as required by the applicable Act, and members of the public have an opportunity to make deputations and submit written comments with respect to items on the agendas. The City has practices which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means, including livestreaming of meetings, website, social media, print media, etc.

Some specific examples include:

- Procedural By-law
- Terms of Reference for Council's Committees
- Deputation rules
- Public meetings and associated notices for planning applications, ad development charges
- Livestreaming and recording of Open Session of Council meetings
- Posting of Agendas, Minutes, By-laws and Policies online
- Ability to Subscribe to receive email notifications when Agendas and Minutes are posted
- Get Involved Belleville website
- Strategic Plan
- Records Retention Policy