

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2026-081

A by-law to 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, and to provide the policy therein

WHEREAS Section 11(2) paragraph 2 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended provides a lower-tier municipality may pass by-laws respecting accountability and transparency of the municipality and its operations and of its local boards and their operations;

AND WHEREAS Section 270(1) paragraph 5 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires a municipality to adopt and maintain a policy in respect of 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 *Public Sector and MPP Accountability and Transparency Act, 2014*, S.O. 2014, c. 13, *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, the *Municipal Act, 2001*, S.O. 2001, c.25, *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, *Provincial Offences Act*, R.S.O. 1990, c. P.33, *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11, *Municipal Elections Act, 1996*, S.O. 1996, c. 32, and *Public Sector Salary Disclosure Act, 1996*, S.O. 1996, c. 1, Sched A governs how the Town of Caledon is to conduct its actions in a public, accountable and transparent manner;

AND WHEREAS the Town of Caledon is accountable and transparent to the public and various municipal stakeholders in its financial dealings in accordance with legislative requirements through providing accountable and transparent oversight and reporting in its financial matters through internal and external audits, financial systems and reporting, long term financial planning, asset management, purchasing controls and oversight, disposition of surplus property, annual budget processes, municipal performance measures, development charges background studies and by-laws, and performance management through Public Sector Accounting Board Standards;

AND WHEREAS the Town of Caledon is accountable and transparent in its administrative practices, results-oriented tools to measure progress on performance and achievement of corporate service standards and goals through the Code of Conduct, performance management and evaluation, human resources related policies and procedures, orientation and continuing education opportunities, health and safety programs, election governance by-laws, harassment or violence in the workplace policies, and the records retention by-law;

AND WHEREAS the Town of Caledon is accountable and transparent to its stakeholders through the implementation of Procedure By-law 2025-081 which governs the calling, place and proceedings of meetings that are open to the public, with opportunities to delegate or provide comment on specific items at Council or Committee meetings, and timely publication of agendas and draft minutes;

AND WHEREAS the Town of Caledon is accountable and transparent through adopting policies or by-laws which ensures public participation is meaningful and effective through timely disclosure of information by various means including print media, and the Town of Caledon's website, as specified in the Public Notice By-law 2025-082;

AND WHEREAS the Town of Caledon has further by-laws, plans, or policies respecting accountability and transparency of the municipality and its operations and of its local boards and their operations included but not limited to the Lobbyist Registry By-law 2025-010, community based strategic plan, corporate policy standards and frameworks, and council work plans;

AND WHEREAS the Council of the Corporation of the Town of Caledon is accountable and transparent through appointing an integrity commissioner, lobbyist registrar, closed session investigator, and external auditor, and implementation of a Council Code of Conduct, Council Expense Policy, proactive disclosure of expenses, a maintained Delegated Authority By-law 2016-106, a council decision database, a council participation registry and receipt of annual integrity commissioner reports;

AND WHEREAS the Council of The Corporation of the Town of Caledon acknowledges the importance of being accountable and transparent to the public and by adopting a policy through the passing of a by-law respecting accountability and transparency of municipality operations commits to a policy respecting 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 effective policy maintenance;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

PART 1 – DEFINITIONS

1.1 In this By-law:

“Accountability” means responsibility to the public for the political process, decisions made as well of its actions or inactions, policies implemented and administrative operations of the Town of Caledon.

“Act” means a law passed by the Legislative Assembly of Ontario.

“Clerk” means the individual appointed by Council in accordance with section 228(2) of the *Municipal Act, 2001*.

“Council” means the Council of the Corporation of the Town of Caledon.

“Open House” means an opportunity for the public to review and ask questions about the information and material made available on the website regarding a report for a regulatory by-law being brought forward for consideration, including but not limited to a copy of the proposed regulatory by-law.

“Regulatory by-law” means a by-law respecting a) health, safety and well-being of persons, b) protection of persons and property, including consumer protection matters, or c) matters within the Town of Caledon’s sphere of jurisdiction as prescribed within section 11(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, and

(a) **“new regulatory by-law”** means a regulatory by-law that is being considered for its first time by Council or is being replaced in its entirety as a successor of a repealed by-law or by-law being considered for repeal.

“Town of Caledon” means The Corporation of the Town of Caledon which represents the requirements of the municipality to adopt and maintain the policy within this by-law.

“Transparency” means political process, decision making procedures, and administrative operations that are open, clear and understandable to the public.

“Weekday” means a Monday, Tuesday, Wednesday or Thursday.

PART 2 – ADOPTION AND SHORT TITLE

- 2.1 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 is adopted in accordance with Section 270(1) paragraph 5 of the *Municipal Act, 2001*, S.O. 2001, c.25.
- 2.2 The by-law shall be known as the Accountability and Transparency By-law.
- 2.3 The policy within this by-law shall be known as the Town of Caledon Accountability and Transparency Policy and its provisions are set out and maintained in this by-law.

PART 3 – APPLICATION

- 3.1 This policy applies to all political processes, decision making, and administrative operations of the Town of Caledon including its employees and Council, except as otherwise provided by applicable legislation or regulation, including but not limited to any statutory powers or duties assigned to members of Council.

- 3.2 All Town of Caledon employees and Council are responsible for adhering to the application of this policy and ensuring accountability for their actions and decisions and transparency of municipal matters and operations.
- 3.3 The provisions contained in this By-law shall be deemed to be the minimum requirement and no application of this By-law shall prevent the use of additional or more comprehensive methods of providing greater accountability and transparency.
- 3.4 In the event of a conflict between the provisions of this by-law and any other by-law or policy, the provisions of this by-law shall prevail to the extent of the conflict, except where such other by-law or policy implements or gives effect to applicable legislation or regulation, including any statutory powers or duties assigned to any member of Council.
- 3.5 In the event of a conflict between the provisions of this by-law and any Act or regulation, the provisions of the Act or regulation shall prevail to the extent of the conflict.

PART 4 – MAINTENANCE

- 4.1 The Clerk is responsible for:
- a. overseeing the maintenance of this By-law;
 - b. development of prescribed requirements under this By-law; and,
 - c. recommending any improvements to this By-law a minimum of once per term of council.

PART 5 – PRINCIPLES

- 5.1 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 contained within this By-law shall be consistent with the principles of the Acts governing how the Town of Caledon is to conduct business in a public, accountable and transparent manner.
- 5.2 Trying to ensure accountability and transparency to the public for the Town of Caledon's actions requires aspiration or effort to continuously adopt more or improve existing adopted and maintained accountability and transparency measures.
- 5.3 Accountable and transparent actions include consistent application of a municipal governance model through awareness and understanding of existing, applicable adopted and maintained policies, procedures or standards.
- 5.4 Consistently upheld accountability and transparency actions by the Town of Caledon intends to build or strengthen public trust in its services, programs and local government institutions.

PART 6 – ACCOUNTABILITY AND TRANSPARENCY FOR MUNICIPAL ACTIONS

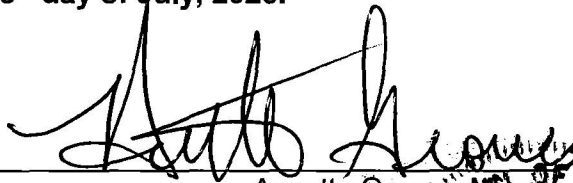
- 6.1 Actions completed by the Town of Caledon shall make attempt to uphold the principles outlined in Part 5 of this By-law.
- 6.2 The Town of Caledon shall:
- a. establish, implement, maintain and document a multi-year accountability and transparency plan, which outlines the municipality's strategy to continuously adopt more or improve existing adopted and maintained accountability and transparency measures;
 - b. make the plan publicly available; and,
 - c. review and update the accountability and transparency plan at least once per council term, within the first year of the term.
- 6.3 Council shall:
- a. try to ensure it is accountable to the public for its actions by attending orientations, conferences, workshops, or educational sessions which

- advance awareness and understanding of proposed or existing, applicable adopted and maintained policies, procedures, rules, or standards; and,
 - b. complete applicable reporting requirements for attended orientations, conferences, workshops or education sessions contained within its policies and procedures to try to ensure its actions are transparent to the public.
- 6.4 Adopted and maintained policies, procedures, rules and standards by the Town of Caledon shall:
 - a. consider inclusion of the manners in which there are accountability and transparency requirements to the public; and,
 - b. include these considered manners as policy or procedure requirements necessary for that purpose, when reasonably possible.
- 6.5 The Clerk shall cause to be made available for inspection and copying by the public information containing a list of the policies and procedures adopted and maintained by the Town of Caledon.
- 6.6 The Clerk shall prepare a publicly available report to Council about the regular election or a by-election within 8 months after voting day in a regular election which includes, but is not limited to:
 - a. a review of the voting methods and selected voting locations or availability, as applicable;
 - b. communication and engagement strategies for voters;
 - c. staffing requirements for conducting the election;
 - d. results and voter turnout;
 - e. a review of the terms of reference and any matters considered by the election compliance audit committee;
 - f. the actual costs of the election inclusive of both specific and total expenditures; and,
 - g. recommendations for effectively conducting the next regular election based on the completed review, inclusive of preparing a subsequent report which outlines a plan or timeline for implementation or consideration of matters necessary for that purpose.
- 6.7 An open house shall be held for regulatory by-laws, including new regulatory by-laws, licensing by-laws and major amendments, except as otherwise provided by applicable legislation or regulation, unless:
 - a. an alternative public engagement method prescribed in a Town of Caledon adopted public engagement policy or procedure is utilized; or
 - b. otherwise decided by Council resolution.
- 6.8 An open house, where required to be held in accordance with this Policy, shall be held in a consistent manner with the following standards unless otherwise decided by Council resolution:
 - a. are between 2 to 4 hours in length on a weekday held after the close of business;
 - b. held the week prior to the report being considered by Council or a Committee, and after the report is made publicly available on a meeting agenda;
 - c. are in-person and not recorded, and if recording or remote attendance requirements are deemed necessary by employees or Council, to hold a public meeting instead of an open house on the proposed regulatory by-law;
 - d. staff are prepared to provide a presentation designed to be between 10 and 30 minutes in-length of the proposed regulatory by-law at the start of the open house or individually to attendees upon their arrival, and attendees can be advised of the open house presentation details upon request through the contact information provided on the notice for the open house, in accordance with the Public Notice By-law 2025-082;
 - e. copies of the draft regulatory by-law, report, and all other relevant materials are provided at the open house; and,

- f. reference to any remaining available opportunities for public input shall be provided once inquiries have been addressed, either at the conclusion of the open house or upon the attendees' departure at their request.

This By-law shall come into full force and effect on the day of its passing.

Enacted by the Town of Caledon Council this 28th day of July, 2026.


Annette Groves, Mayor


Kevin Klingenberg, Municipal Clerk

