



# BY-LAW

**2007-132**

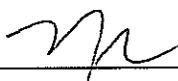
**BEING A BY-LAW TO ADOPT AN ACCOUNTABILITY AND  
TRANSPARENCY POLICY  
FOR THE TOWNSHIP OF HURON-KINLOSS**

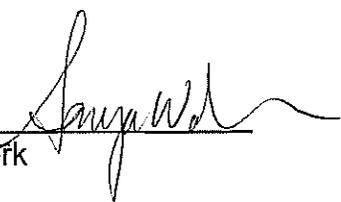
**WHEREAS** the Council of the Township of Huron-Kinloss deems it expedient to establish an Accountability and Transparency Policy that applies to all employees, Council Members in the exercise of power or the performance of a duty while acting on behalf of the Township of Huron-Kinloss.

**NOW THEREFORE** the Council of the Township of Huron-Kinloss **ENACTS** as follows:

- 1.0 The Corporation of the Township of Huron-Kinloss hereby adopts the Accountability and Transparency Policy contained in the attached Schedule "A" to this by-law.
- 2.0 This By-Law shall come into full force and effect upon its final passage.
- 3.0 This By-law may be cited as the "Accountability and Transparency Policy By-Law"

**READ** a **FIRST, SECOND** and **THIRD** time and **FINALLY** passed this 17<sup>th</sup> day of December, 2007.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk



## Policies & Procedures Manual

Section: 5.0 General

Date: December 17<sup>th</sup>, 2007

Policy: Accountability and Transparency Policy

Pages: 3

By-Law: 2007-132

Revision:

**Coverage:**

This policy applies to the Council for the Township of Huron-Kinloss and all departments in the exercise of power or the performance of a duty while acting on behalf of the Township of Huron-Kinloss.

**Policy Statement:**

The Corporation of the Township of Huron-Kinloss 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;
- Delivering high quality services to our 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 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.

**Legislative Authority:**

Section 270 (1) of the Revised Municipal Act, 2001 requires all municipalities to adopt and maintain a policy for:

(5) the manner in which the municipality will try to ensure that it is accountable to the public for its actions and that its actions are transparent to the public.

## **I. PURPOSE/APPLICATION**

The Municipal Act, 2001 (the Act) requires that all municipalities 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. This policy has been developed in accordance with the Act to comply with Section 270 (1).

## **II. DEFINITIONS:**

1. **Accountability** – The principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
2. **Transparency** – The principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision-making processes. Additionally, transparency means that the municipality's decision-making process is open and clear to the public.

## **III. 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.

### **i. 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:

1. internal/external audit
2. reporting/statements
3. long term financial planning
4. asset management
5. purchasing/procurement
6. sale of land
7. budget process

## **ii. Internal Governance**

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

1. performance management and evaluation
2. hiring policy
3. orientation/continuing education
4. health and safety
5. work/life balance
6. compensation/benefit
7. each department head responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

## **iii. Public Participation and Information Sharing**

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 that 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:

1. procedural by-law
2. code of conduct for councillors
3. delegation rules
4. records retention by-law
5. planning processes
6. notice by-law
7. news letters included in tax bills
8. news letter sent out as un addressed ad mail
9. regular website updates
10. appointment of Closed Meeting Investigator

## **iv. Other accountability measures that the municipality follows which also contribute to ensuring an accountable and transparent Council include:**

1. Municipal Conflict of Interest Act
2. MFIPPA (Municipal Freedom of Information and Protection of Privacy Act)
3. OMBI (Ont. Municipal Benchmarking Initiative) and other performance and outcome measurements and reporting requirements.