

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	ACCOUNTABILITY AND TRANSPARENCY			
TYPE:	ADMINISTRATION	POLICY NO. ADM-003-01		
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
Feb 7, 2008	July 7, 2008	As Required	08-298	1 of 3
Revisions				
Jul 7, 2008 Re-formatted				
Feb 7, 2008 New Policy				

I. Purpose:

The *Municipal Act, 2001* (the Act) *Section 270 (1) Subsection (5)* 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) Subsection (5)*.

II. Definition(s):

Accountability means the principle that a municipality is responsible to the public for their actions or inactions, decisions and policies and may be required to explain them and be answerable for resulting consequences.

Transparency means the principle that a municipality actively encourages public 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.

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III. **Policy Statement:**

The Council for the Township of South Algonquin acknowledges that it is responsible to provide good government for its citizens 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 constituents;
- Promoting the efficient and effective use of public resources and financial management;
- Providing access to public information consistent with legislative requirements;
- Responding in a timely manner to inquiries, concerns and complaints;
- Knowing, understanding and following any legislative mandate approved by the Provincial or Federal governments.

Accountability, transparency and openness are standards for good government and enhance public trust. This is achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services that are undertaken are done so by utilizing a process that is open and accessible to the public.

In addition, wherever possible, the municipality will engage its citizens throughout its decision making process which will be open, visible and transparent to the public.

IV. **Policy Requirement:**

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

(a) **Financial Matters**

The Township of South Algonquin will be open, accountable and transparent to its citizens 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
- asset management
- purchasing/procurement
- sale of land
- budget process

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(b) Internal Governance

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

- hiring policy
- orientation/continuing education
- health and safety
- compensation/benefit
- responsible for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

(c) Public Participation and Information Sharing

The municipality ensures that it is open and accountable to its citizens 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:

- procedure by-law
- delegation rules
- records retention
- public notice by-law or policy