

<b>TOWNSHIP OF EAST GARAFRAXA POLICY &amp; PROCEDURE</b>	<b>ACCOUNTABILITY AND TRANSPARENCY</b>
<b>ADMINISTRATION</b>	<b>Approved by Council:</b> December 11, 2007 <b>By-Law # 50-2007</b>

## 1. PURPOSE

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.

## 2. DEFINITIONS

- i) **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.
- ii) **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.

## 3. POLICY STATEMENT

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

- Encouraging public process 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 Township will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

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#### **4. POLICY REQUIREMENTS**

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

##### **1. Financial Matters**

The Township 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 policy
6. Disposition of land policy
7. Budget process

##### **2. Governance**

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

1. Human resource policies
2. Performance management and evaluation
3. Hiring policy
4. Orientation/continuing education
5. Health and safety committee
6. Work/life balance
7. Appropriate compensation/benefits
8. Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency

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

The Township 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 Township's meetings will be open to the public when and as required under the Act, and members of the public

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will have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the Township 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, web sites, etc. Some specific examples include:

1. Procedure Bylaw
2. Public posting of agendas
3. Adherence to the Pecuniary Interest Act for Councillors
4. Delegation rules
5. Records retention policy
6. Planning processes in accordance with the Planning Act
7. Public notice bylaw or policy
8. Availability of bylaws, policies and planning documents affecting the public on the Township web site.
9. Council Minutes posted on website
10. Notice of Public Meetings and Special Meetings either by direct mail, local papers and/or on website
11. Newsletters
12. Special announcement flyers and ads
13. Post OMB Notices of Hearings and Decisions related to the Township on website
14. Media interviews and Press Releases
15. Press table available in Council Chambers