

**THE CORPORATION OF TAY VALLEY TOWNSHIP**

**BY-LAW NO. 07-057**

**BEING** a by-law to adopt an Accountability and Transparency Policy.


**WHEREAS** under Section 270 of the Municipal Act 2001, c.25 SO 2001, a municipality shall adopt and maintain policies 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.

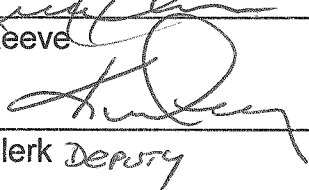
**NOW THEREFORE** the Council of the Corporation of Tay Valley Township enacts as follows:

1. THAT the Accountability and Transparency Policy attached as "Schedule A" forming part of this by-law is hereby adopted.
2. THAT this by-law shall take effect on the date of its passing.

**BY-LAW READ** a first and second time this 13<sup>th</sup> day of November, 2007.

**BY-LAW READ** a third time, passed, signed and sealed this 13<sup>th</sup> day of November, 2007.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Clerk Deputy

## ACCOUNTABILITY AND TRANSPARENCY POLICY

### PREAMBLE

Transparency is the basis of an accountable, democratic government. To participate effectively in a democratic process, citizens must be able to see fully and clearly what their government is doing. Transparent communication with citizens involves not just making information available, but also ensuring its integrity and clarity.

Accountability involves setting out expectations about the outcomes to be achieved; monitoring and reporting publicly on progress; using that information to improve performance; and working to achieve results and taking responsibility for them. Accountability relationships exist between governments and the electorate; between politicians and the public service; between managers and staff; and between service funders, providers and their clients.

### LEGISLATIVE AUTHORITY

This policy has been developed in accordance with the Municipal Act to comply with section 270.

### DEFINITIONS

In this Policy, the following definitions apply:

**Accountability** – The principle that the municipality will be responsible to the public for decisions made and policies implemented, as well as its actions or inactions.

**Council** means the Council of the Corporation of Tay Valley Township.

**Township** means the Corporation of Tay Valley Township.

**Transparency** – The principle that the municipality actively encourages and fosters 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.

### PRINCIPLE GOAL

The goal of this policy is to ensure that Tay Valley Township is accountable to the public for its actions, and describes the manner in which the municipality will try to ensure that its actions are transparent to the public.

### ACCOUNTABILITY

**DEFINITION:** Accountability means a form of trustworthiness, a trait of being answerable to someone, liable to be called to account.

The Township demonstrates its accountability in the following manner:

#### Procurement Policy

This policy sets out the parameters for tendering and procurement of goods and services to ensure that the process is fair and equitable, transparent to the bidders and free from staff conflicts of interest.

### Performance Measurements

Performance measurement provides a measurement tool on how the municipality is doing in certain areas such as policing, road maintenance, etc. All municipalities are required to report performance measurements so it is possible to compare results with other municipalities. The performance measurements are publicly available at the municipal office and on the Township's website.

### Audited Financial Statements

Financial statements are prepared in accordance with the requirements established by the Canadian Institute of Chartered Accountants, are presented annually at a Council meeting by the Township's Auditor and show, among other things, the financial performance of the Township in relation to approved budgets.

Audited financial statements are publicly available at the municipal office.

### Strategic Plan and Updates

The strategic plan identifies the Council's key priorities and is updated regularly. The plan is publicly available at the municipal office.

### Members of Council Code of Conduct (To Come)

## **TRANSPARENCY**

**DEFINITION:** Transparency means the quality or state of being transparent without diffusion or distortion.

The Township demonstrates its transparency in the following manner:

### Public Notice Policy

This policy identifies the circumstances in which the Township will provide notice and the manner and form that notice will take.

### Members of Council Code of Conduct (To Come)

### Sale of Lands Policy

The policy sets out how property is disposed of and purchased to prevent speculative land purchases by members of council or staff and to provide a transparent process.

### Recruitment Policy

This policy set the parameters for the hiring of relatives of staff, council and committee members.

### Municipal Act, 2001 Section 239 Open/Closed Meetings

The Act states that all meetings must be open with some exceptions. The Township does not conduct in-camera meetings unless authorized to do so by this section.

### Municipal Freedom of Information & Protection of Privacy Act

The Act allows access to municipal documents.