

# THE CORPORATION OF THE TOWNSHIP OF TINY



## ADMINISTRATIVE POLICY

### CORPORATE ACCOUNTABILITY AND TRANSPARENCY POLICY

APPROVAL DATE:  
05/30/2011

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#### 1. Purpose:

The *Municipal Act, 2001* (the Act) provides that:

- (a) It is the role of Council "to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality. [The *Municipal Act, 2001*, Section 224(d.1)]; and
- (b) That municipalities must 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 *Municipal Act, 2001*, Section 270(1) para. 5.)

The purpose of this policy is to provide guidance to the delivery of the Township'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

**"Accountability"** - The principle that the Township is obligated to demonstrate and take responsibility for its actions, inactions, decisions and policies, in light of agreed expectations, and that it is answerable to the public at large.

**"Transparency"** - The principle that the Township actively encourages and fosters stakeholder participation and openness in its decision making processes, that it will conduct its business in an accessible, clear and visible manner and that its activities are open to examination by its stakeholders.

#### 3. Policy Statement

The Corporation of the Township of Tiny is committed to the fundamental principles of accountability and transparency as a matter of good governance and will be guided by the following principles:

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- i. Decision-making will be open and transparent;
- ii. Municipal operations will be conducted in an ethical and accountable manner;
- iii. Financial resources and physical infrastructure will be managed in an efficient and effective manner;
- iv. Municipal information will be accessible so that it is consistent with legislative requirements;
- v. Inquiries, concerns and complaints will be responded to in a timely manner;
- vi. Financial oversight, service standards and performance reporting and all other accountability documents will be made available and accessible, in language that the public can understand, to increase the opportunity for public scrutiny and involvement of municipal operations.

The Township of Tiny is committed to creating a culture wherein Council and staff are aware of and understand the principles of accountability and transparency articulated through this policy, and will support and contribute to the spirit and intent of the policy. This requires the leadership of Council and senior management to ensure these principles are practiced and adhered to throughout the corporation.

The Township of Tiny will foster a safe environment that allows all stakeholders of this policy to participate freely, without fear of reprisal or retribution.

The Township of Tiny will conduct its business openly, honestly, ethically and with integrity.

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#### 4. Application

The principles of accountability and transparency shall apply equally, to the political process and decision making and to the administrative management of the Township of Tiny and to all operations of the Township.

#### 5. Policy Implementation

5.1 Practices and procedures will reflect current legislative requirements and regulations. In the event of a conflict between this policy and any legislative requirements, the legislative requirements will prevail.

5.2 The Chief Administrative Officer/Clerk is responsible for ensuring that approved administrative practices and procedures are to be followed by all staff.

#### 6. Policy Requirements

The Township demonstrates its commitment to accountability and transparency by providing a framework of policies, procedures and practices that create sound governance and sustainability.

##### 6.1 Legislated Requirements

The following are some of the provincial statutes that govern how the Township conducts its business:

- (a) Assessment Act
- (b) Building Code Act
- (c) Cemeteries Act
- (d) Development Charges Act
- (e) Emergency Management and Civil Protection Act
- (f) Employment Standards Act
- (g) Fire Protection and Prevention Act
- (h) Gaming Control Act & Order in Council
- (i) Marriage Act

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- (j) Municipal Act
- (k) Municipal Conflict of Interest Act

#### **6.1 Legislated Requirements – cont'd**

- (l) Municipal Elections Act
- (m) Municipal Freedom of Information and Protection of Privacy Act
- (n) Occupational Health & Safety Act
- (o) Ontarians with Disabilities Act
- (p) Planning Act
- (q) Provincial Offences Act
- (r) Public Sector Salary Disclosure Act
- (s) Safe Drinking Water Act
- (t) Vital Statistics Act

#### **6.2 Financial Matter**

The Township of Tiny is open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the Township provides such accountability and transparency are as follows:

- (a) External audit program
- (b) Financial reporting/financial statements
- (c) Long term financial planning
- (d) Annual budget process
- (e) Insurance/risk management programs
- (f) Asset management programs
- (g) Procurement of goods and services policy
- (h) Sale and disposition of land policy
- (i) Development charges by-law
- (j) Fees and charges by-laws
- (k) Council and staff remuneration by-laws

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- (l) Various administrative procedures including travel expenses, benefits, overtime, expenses, benefits, etc.
- (m) Municipal Conflict of Interest Act

#### **6.3 Open Government**

The Township of Tiny is accountable and transparent to taxpayers by providing governance in an open manner through communication, consultation and collaboration. The following are some examples of policies, procedures and practices that ensure that the Township is transparent in its operations and residents are aware of how decisions are made and carried out:

- (a) Council Procedure By-law
- (b) Public distribution of Council and Committee Agenda meeting documentation
- (c) Accountability & Transparency Policy
- (d) Closed meetings Investigator Program
- (e) Public consultation measures such as advisory committees, public meetings and open house meetings
- (f) Strategic planning sessions and reports
- (g) Planning processes under the Planning Act
- (h) Municipal Freedom of Information and Protection of Privacy Act
- (i) Records Retention by-law

#### **6.4 Internal Governance**

The Township of Tiny ensures specific accountability on the part of its employees through the following initiatives:

- (a) Various administrative procedures including various personnel policies
- (b) Employment contracts
- (c) Performance management/evaluations
- (d) Occupational health and safety standards and programs
- (e) New employee orientation

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- (f) Learning and development programs
- (g) Workplace violence and harassment policies

#### 7. **Responsibilities**

Township Council and Township staff is responsible for adhering to the parameters of this policy and for ensuring accountability for their actions and transparency of municipal operations.

#### 8. **Monitoring/Contraventions**

The Township Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Township Clerk shall notify:

- (a) In the case of staff, the senior manager responsible for the area;
- (b) In the case of a closed meeting, the Meeting investigator; and
- (c) In the case of the Council, the Head of Council.