

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:
Accountability & Transparency Policy

SUBJECT:
Accountable to public for actions &
ensure transparency

POLICY SECTION:
A

POLICY NO:
2

EFFECTIVE DATE:
December 12, 2012
Update: May 5, 2021

ENACTED BY:
Resolution

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.

ii. Policy Statement

The Council of the Municipality acknowledges that it is responsible to provide good government for its taxpayers 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 quality services to our citizens; and
- Promoting the efficient use of public resources.

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.

(a) Financial Matters

The municipality will be open, accountable and transparent to its ratepayers in its financial dealings as required under the Act. Some examples of how the municipality provides such accountability and transparency are as follows:

1. external audit
2. reporting/statements
3. asset management
4. purchasing/procurement
5. sale of land policy
6. disposal of surplus and obsolete goods policy
7. budget process
8. Quarterly reports by Clerk. Treasurer/Bookkeeper and Public Works/Fire Chief

(b) Internal Governance

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

1. hiring policy
2. personnel policy
3. training and development
4. responsibility for ensuring that administrative practices and procedures recognizes accountability and transparency

(c) Public Participation and Information Sharing

The municipality ensures that it is open and accountable to its ratepayers 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/presentations in writing on specific items at these meetings. In addition, the municipality has adopted policies that ensure 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. procedure by-law
2. code of conduct
3. planning process
4. public notice by-law or policy
5. circulation of monthly newsletter
6. municipal website – www.townshipofthenorthshore.ca
7. Use of municipal bulletin boards
8. availability of meeting minutes